



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: May 15, 2015

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director *[Signature]*

From: Joan Lubamersky, ADM  
Diane Lim, ADP  
Lily Conover, CON  
Sheila Arcelona, DAT  
Sung Kim, DPW  
Shamica Jackson/Stacey Lo, PUC  
Cynthia Avakian, AIR  
Amanda Fried, TTX  
Jolie Gines, TIS  
Jacquie Hale, DPH

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
\$13,060,000	\$56,274,791	\$1,817,188,648

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

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Adult Probation  
880 Bryant St, Room 200  
San Francisco, CA 94103  
415-553-1058

Lily Conover  
Controller  
City Hall Room 306  
San Francisco, CA 94102  
415-554-7525

Sheila Arcelona  
District Attorney  
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Sung Kim  
Department of Public Works  
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San Francisco, CA 94103  
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Shamica Jackson  
Stacey Lo  
Public Utilities Commission  
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San Francisco, CA 94102  
SJ: (415) 554-0727  
SL: (415) 554-1860

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

Amanda Fried  
Tax Collector  
1 Dr. Carlton B Goodlett Pl., Rm. 140  
San Francisco, CA 94102  
415-554-6888

Jolie Gines  
Technology  
1 South Van Ness Ave., 2<sup>nd</sup> Floor  
San Francisco, CA 94103  
415-581-3974

Jacquie Hale  
Public Health  
101 Grove Street Rom 307  
San Francisco, CA 94102  
415-554-2609

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

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**POSTING FOR**

June 01, 2015

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

2015-06-01

**APPLY**

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
46285 - 14/15	GENERAL SERVICES AGENCY - CITY ADMIN	\$3,500,000.00	Vendor will provide, at the approval of in-house staff, as needed printing, bindery and mailing services to include two color printing in large quantities, collating and folding.	June 15, 2015	June 30, 2020
49068 - 14/15	ADULT PROBATION	\$2,000,000.00	Software upgrade of an existing case management system for the Adult Probation Department (APD). The system will utilize SYSCON's (Vendor) existing data mappings to APD's business processes and then for subsequent maintenance of the upgraded software. The system will provide the ability to interface with other City departments and other California jurisdictions, including the California Department of Justice.	September 1, 2015	August 31, 2020
35838 - 14/15	CONTROLLER	\$750,000.00	The selected Contractor will provide consulting services to independently verify and validate the City-wide Financial Management System Project, ensuring that the software product, service, and system meet requirements and specifications and that it fulfills its intended purpose.  The selected Contractor will assess the progress of the project, identify potential risk issues, gauge the success of the project, and mitigate issues on an ongoing basis.	June 1, 2015	June 30, 2018
46594 - 14/15	DISTRICT ATTORNEY	\$250,000.00	The pre-qualified vendors were selected through an RFQ issued on November 11, 2014 by the District Attorney's Office (SFDA). The vendors are to provide as-needed communications services to educate the public about crime prevention, on how to access the office's services, and about the office's initiatives. The intended services for SFDA's public awareness campaigns include messaging, branding, strategizing, and/or designing materials and public service announcements targeting San Francisco's diverse population.	April 1, 2015	March 31, 2017
48684 - 14/15	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$3,000,000.00	San Francisco Public Works is seeking a qualified team to provide construction management support services to City staff to address the specialized expertise and temporary peak workloads during the development of the design criteria package, pre-construction and design-build phases of the new Rehabilitation Detention Facility that replaces jails 3 & 4 located on the 6th and 7th floor of the Hall of Justice. The services will include, but are not limited to: peer review of performance requirements and metrics, budgeting, cost estimating, constructability review, design and construction administration and sustainable building design and construction management.	October 1, 2015	October 31, 2021
48382 - 14/15	PUBLIC UTILITIES COMMISSION	\$250,000.00	The San Francisco Public Utilities Commission (SFPUC) is in charge of the power substations located at the SFO. The SFPUC needs to develop an Operations and Maintenance Manual to provide guidelines and services for the Power Substations located at the San Francisco Airport (SFO). The highly specialized work includes: creating major equipment lists to be included in the manual, creating maintenance schedules and cycles for major equipment, developing operating and maintenance clearance procedures for major equipment, and creating basic safety procedures for substation workers. Substation manuals provide guidelines for maintenance & service for the thousands of public utility agency owned substations throughout the State of California. Most major utilities agencies have documentation departments that provide Utility Standards for the agencies to work within; however, SFPUC does not. Therefore, SFPUC's Power Enterprise would like develop their own Substations manual and standard practices.	May 15, 2015	May 15, 2017

TOTAL AMOUNT \$9,750,000

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**Posting For June 01, 2015****Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2015-06-01

**APPLY**

<b>PSC Number</b>	<b>Commission Hearing Date</b>	<b>Department</b>	<b>Additional Amount</b>	<b>Cumulative Total</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Approval Type</b>
4011-10/11 - MODIFICATIONS	June 1, 2015	AIRPORT COMMISSION -- AIR	\$100,000	\$1,100,000	Issuing and Paying Agent Services are required for the Airport's Commercial Paper (CP) Program (paper sold for immediate cash needs). Under the Commission's Master Subordinate (No. 97-0146) and First Supplemental (No. 97-0147 and as amended and restated by No. 09-0088) Resolution, the Issuing and Paying Agent is required to establish and maintain the funds and accounts relating to the CP Program. As an issuing and paying agent, the firm will facilitate the settling of commercial paper by carrying out the exchanges between issuer, investor and dealer required to transfer commercial paper for funds. The CP program allows the Airport to borrow money for financing Airport projects such as terminal renovation projects, airfield and runway improvements, noise programs to insulate homes, and various facility maintenance projects.	08/01/2015	07/31/2020	REGULAR
4056 10/11 - MODIFICATIONS	June 1, 2015	TREASURER/TAX COLLECTOR -- TTX	\$710,000	\$1,000,000	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 revenue enhancement and detection services.	06/30/2015	07/01/2017	REGULAR
45611 - 13/14 - MODIFICATIONS	June 1, 2015	GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS	\$0	\$500,000	The Department of Technology is soliciting proposals from firms to build and deploy a microwave network connecting the public safety building and public safety radio communication sites. It is expected that the microwave communication will provide the resilience and redundancy to public safety communications. The services include planning, design, engineering and technical support to maintain the system.	03/16/2015	12/31/2016	REGULAR
4045-04/05 - MODIFICATIONS	June 1, 2015	PUBLIC HEALTH -- DPH	\$2,000,000	\$7,000,000	Generation of highly specialized step-down cost reports to allocate administrative and other costs to revenue-generating units of San Francisco General Hospital, Laguna Honda Hospital, and the Health At Home agency, along with financial consultation services for specific areas of hospital operations to optimize DPH's revenues and reimbursements within the regulations and	07/01/2014	03/31/2019	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
44677 - 14/15 - MODIFICATIONS	June 1, 2015	PUBLIC HEALTH -- DPH	\$500,000	\$600,000	instructions of Medicare, Medi-Cal and other third-party insurers. Contractor(s) will (1) develop a mental health/behavioral high school workforce development program, with San Francisco Unified School District's (SFUSD) John O'Connell High School faculty and staff, that will be tailored for John O'Connell (O'Connell) High School Students; (2) implement the mental health/behavioral health high school workforce development program, with O'Connell High School faculty and staff, that will include career exposure, academic support, wellness/wrap around services and youth leadership development opportunities for students; and (3) establish, operate and manage O'Connell High School students' mental health/behavioral health internships with local mental health/behavioral health industry partners. (see attachment for the full response)	01/01/2016	12/31/2020	REGULAR

**TOTAL AMOUNT \$3,310,000**

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



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Specialized printing and bindery services

Funding Source: Work orders PSC Duration: 5 years 2 weeks  
PSC Amount: \$3,500,000 PSC Est. Start Date: 06/15/2015 PSC Est. End Date: 06/30/2020

**1. Description of Work**

A. Scope of Work:

Vendor will provide, at the approval of in-house staff, as needed printing, bindery and mailing services to include two color printing in large quantities, collating and folding.

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

Contractor provides overflow services not provided in house. Services would not be performed.

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.  
It has been performed under prior PSC authority. PSC 4148 07/08.

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

2. **Union Notification:** On 01/28/2015, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous,

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46285 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/01/2015

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

A. Specify required skills and/or expertise:  
Expertise in performing offset printing, bindery and mail services.

B. Which, if any, civil service class(es) normally perform(s) this work?  
1404,

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

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

A. Explain why civil service classes are not applicable:  
Classifications do exist and employees perform the vast majority of work performed by the department.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
Civil services classes do exist; this is for overflow work only, short term, as needed and specialized. This represents a very minor amount of the work performed by ReproMail.

**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?  
    No training provided. Work to be performed by outside vendor.
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of  
    contractual services?
- E. Has a board or commission determined that contracting is the most effective  
    way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current PSC  
    contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 05/05/2015 BY:

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

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

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

**Lubamersky, Joan (ADM)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Wednesday, January 28, 2015 12:19 PM  
**To:** Lubamersky, Joan (ADM); Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC);  
pcamarillo\_seiu@sbcglobal.net; Carey.dall@seiu1021.org; pscreview@seiu1021.org;  
joe.brenner@seiu1021.org; ted.zarzecki@seiu1021.net; ablood@cirseiu.org;  
xiumin.li@seiu1021.org; Poon, SinYee (HSA); david.canham@seiu1021.org;  
joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; Lubamersky, Joan (ADM); Isen,  
Richard (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46285 - 14/15

RECEIPT for Union Notification for PSC 46285 - 14/15 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 46285 - 14/15 for \$3,500,000 for Initial Request services for the period 06/15/2015 – 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/4459> 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)**



OFFICE OF THE  
CITY ADMINISTRATOR



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

January 27, 2015

MEMORANDUM

TO: Civil Service Commission  
FROM: *Joan Lubamersky*  
Joan Lubamersky, Contract Coordinator  
SUBJ: Requested Duration PSC 46285-14/15

A duration of over five (5) years is requested for subject Personal Services Contract because it is anticipated the need for services will be for at least five (5) years. We request extension specifically to the end of the Fiscal Year for administrative efficiency in managing the contract.

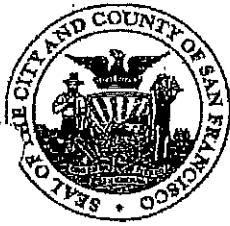
Services are for as-needed projects which cannot be performed by employees of the Reproduction and Mail (ReproMail) Division, either because of peak workloads, machine downtime and similar situations or because the work requires specialized equipment, e.g. a four color offset press for high quality printing in large quantities.

Please let us know if you have any questions.

Thank you for your consideration.

PSC 4148-07/08 \$500K 4/21/08

ORIGINAL



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

April 23, 2008

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL  
PRESIDENT

DONALD A. CASPER  
VICE PRESIDENT

MORGAN R. GORRANO  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

YU-YEE WU  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4131-07/08 THROUGH 4149-07/08; AND 1003-08/09.

At its meeting of April 21, 2008 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #4134-07/08 to the meeting of May 19, 2008 at the request of the Department of Human Resources.
- (2) Adopt the Human Resources Director's report on PSC #s 4141-07/08, 4142-07/08 and 4143-07/08. Notify the offices of the Controller and the Purchaser. Note: The Public Utilities Commission to submit a report in 30 days to the Commission on their discussions with IRPTR Local 21.
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

*Anita Sanchez*  
ANITA SANCHEZ  
Executive Officer

### Attachment

- c: Shawn Allison, Department of Telecommunications & Information Services
- Parveen Boparai, Municipal Transportation Agency
- Eugene Clendinen, District Attorney
- Micki Callahan, Human Resources Director
- Connie Chang, Public Utilities Commission
- Gordon Choy, Department of Public Works
- Shamica Jackson, Public Utilities Commission
- Jennifer Johnston, Department of Human Resources
- Galen Leung, San Francisco International Airport
- Julian Low, Mayor's Office of Business & Economics
- Joan Lubameraky, Administrative Services
- Patti Martin, Department of Human Resources
- Jonathan Nelly, Department of Human Resources
- Shawn Wallace, Police
- Commission File
- Chron

POSTING FOR  
April 21, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC 4148 - 07/08 \$500,000 4/21/08

FEC No.	Dept/No	Dept/Name	Approval Type	Contract Amount	Description of work	Duration
4140-07/08	38	Police Department	Regular	\$2,720,000.00	Will provide Crime Prevention Education Services as follows: Neighborhood watch organizing, residential and commercial security services, presentations on personal safety, robbery and burglary prevention, and violence in the work place.	30-Jun-12
4141-07/08	40	San Francisco Public Utilities Commission	Regular	\$28,000,000.00	Will provide Bay Division Regional Construction Management (CM) Services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPUC.	01-Feb-14
4142-07/08	40	San Francisco Public Utilities Commission	Regular	\$27,700,000.00	Will provide San Joaquin Regional Construction Management (CM) Services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPUC.	01-Feb-14
4143-07/08	40	San Francisco Public Utilities Commission	Regular	\$17,700,000.00	Will provide Sinal Valley Regional Construction Management (CM) Services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPUC.	01-Feb-14
4144-07/08	40	San Francisco Public Utilities Commission	Regular	\$65,000.00	Will provide monitoring of federally-endangered San Francisco garter snake (SEGS) and federally threatened Californian red-legged frog (CRLF) at three locations on the Peninsula Watershed.	31-Dec-08
4145-07/08	40	San Francisco Public Utilities Commission	Regular	\$405,000.00	Will provide independent technical review to ensure that life Master Plan incorporates not only proven best technologies, but also cost effective, environmentally sensitive and community responsive solutions.	31-Jul-10
4146-07/08	70	Risk Management/GSA-City Administrator	Regular	\$9,500,000.00	Will create a pre-qualified list of insurance brokers and risk mgmt. services firms for as needed support in the areas of broker services, risk analysis and Enterprise Risk Management consultant services, insurance services and claims support services.	30-Jun-15
4147-07/08	75	Dept. of Telecommunications and Information Services	Regular	\$0.00	Will provide an audit to the City's telecommunication bills to identify any potential billing errors by the carriers and prepare documentation for the City to request refunds for overcharges; make recommendations to minimize risk of overbilling.	21-Apr-08
4148-07/08	75	Dept. of Telecommunications and Information Services	Regular	\$500,000.00	Will provide at the approval of in house staff, as needed printing and bindery services to include low color printing, collating, folding and binding.	14-Apr-13
4149-07/08	90	Public Works	Regular	\$4,000,000.00	Will provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, and supplemental construction services.	16-Jun-13





PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 28, 2008

DEPARTMENT NAME: Dept. of Telecommunications and Information Services

DEPARTMENT NUMBER: 75

TYPE OF APPROVAL:  EXPEDITED  REGULAR (OMIT POSTING   
 CONTINUING  ANNUAL

TYPE OF REQUEST:  INITIAL REQUEST  MODIFICATION

TYPE OF SERVICE: Printing & Bindery Services

FUNDING SOURCE: Interdepartmental Work Order

PSC AMOUNT: \$500,000 PSC DURATION: April 15, 2008 to April 14, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:  
Vendor will provide, at the approval of in house staff, as needed printing and bindery services to include two color printing, collating, folding and binding.

B. Explain why this service is necessary and the consequence of denial:  
Contractor provides overflow or services not provided in-house.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):  
Services were contracted out on an as needed basis.

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 procedure):

<input type="checkbox"/>	IFPTE Local 21 Union Name	_____ Signature of person mailing/faxing form	_____ Date
<input checked="" type="checkbox"/>	SEIU Local 790 Union Name	<u>[Signature]</u> Signature of person mailing/faxing form	<u>3.27.08</u> Date

RFP sent to \_\_\_\_\_, on \_\_\_\_\_, Date \_\_\_\_\_ Signature \_\_\_\_\_

\*\*\*\*\* FOR DEPARTMENT OF HUMAN RESOURCES USE \*\*\*\*\*

PSC# 4148-07108  
STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:

*Approved*  
*[Signature]*

DEPARTMENT OF HUMAN RESOURCES  
PERSONNEL SERVICES  
MAR 31 AM 11:14  
**78**

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:  
Offset printing and bindery

B. Which, if any, civil service class normally performs this work?  
1760 and 1404 Services need was reviewed with current staff who agree with the PSC request and will be managing the vendors.

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 contract is for a minor amount of overflow work that cannot be performed by in-house staff at a cost-efficient manner and for those jobs where the department does not possess the proper equipment.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No. Classes already exist.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

*Shawn Allison*

Signature of Departmental Personal Services Contract Coordinator

Shawn Allison  
Print or Type Name

415.581.4052

Telephone Number

One South Van Ness Ave., 2<sup>nd</sup> Floor  
San Francisco, CA 94103  
Address

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ADULT PROBATION – ADP Dept. Code: ADP

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Professional services, licenses, and maintenance of a proprietary application software.

Funding Source: General Fund PSC Duration: 5 years 1 day  
PSC Amount: \$2,000,000 PSC Est. Start Date: 09/01/2015 PSC Est. End Date: 08/31/2020

**1. Description of Work**

**A. Scope of Work:**

Software upgrade of an existing case management system for the Adult Probation Department (APD). The system will utilize SYSCON's (Vendor) existing data mappings to APD's business processes and then for subsequent maintenance of the upgraded software. The system will provide the ability to interface with other City departments and other California jurisdictions, including the California Department of Justice.

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

The use of Vendor's products and services will ensure the APD's compliance with data collection required by Assembly Bill 109 (AB109) and Senate Bill 678 (SB678), and any future legal mandates for data. It will also provide the ability to interface with other City departments and other California jurisdictions, including the California Department of Justice. The California Department of Justice Supervise Release File is currently based on Contractors data. APD's current software (provided by Vendor) can electronically deliver data to the California Department of Justice's Supervise Release File (SRF). See attachment for more information.

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

APD has used Vendor's case management system software since 2003 through the City Administrator's Office Justice Tracking Information System (JUSTIS) program.

**D. Will the contract(s) be renewed? Depending on performance.**

**2. Union Notification:** On 04/20/2015, 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# 49068 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/01/2015

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

A. Specify required skills and/or expertise:  
Software engineering.

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:

This application software is proprietary and the Vendor has not authorized any third party to provide products or services related to its software.

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

No. The proprietary nature of the application software doesn't allow for any third party to perform the work.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 04/29/2015 BY:

Name: Diane Lim Phone: 553-1058 Email: diane.lim@sfgov.org

Address: 880 Bryant Street Room 200 San Francisco, CA 94103

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

# Receipt of Notice for new PCS over \$100K PSC # 49068 - 14/15

dhr-psccordinator@sfgov.org on behalf of diane.lim@sfgov.org

Mon 4/20/2015 1:56 PM

SYSCON-52593

To: Lim, Diane (ADP) <diane.lim@sfgov.org>; jb@local16.org <jb@local16.org>; Lopez, Ricardo (PDR) <ricardo.lopez@sfgov.org>; Basconcillo, Katherine (PUC) <kbasconcillo@sfgwater.org>; Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>; pcamarillo\_seiu@sbcglobal.net <pcamarillo\_seiu@sbcglobal.net>; Carey.dall@seiu1021.org <Carey.dall@seiu1021.org>; richardisen@gmail.com <richardisen@gmail.com>; Wendy.Frigillana@seiu1021.org <Wendy.Frigillana@seiu1021.org>; pscreview@seiu1021.org <pscreview@seiu1021.org>; joe.brenner@seiu1021.org <joe.brenner@seiu1021.org>; agonzalez@iam1414.org <agonzalez@iam1414.org>; ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>; leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>; gail@sfflocal798.org <gail@sfflocal798.org>; cityworker@sfcwu.org <cityworker@sfcwu.org>; davidmkersten@gmail.com <davidmkersten@gmail.com>; djohnson@opcmialocal300.org <djohnson@opcmialocal300.org>; hodlocal@pacbell.net <hodlocal@pacbell.net>; ablood@cirseiu.org <ablood@cirseiu.org>; pkarinen@nccrc.org <pkarinen@nccrc.org>; tony@dc16.us <tony@dc16.us>; stevek@bac3-ca.org <stevek@bac3-ca.org>; xiumin.li@seiu1021.org <xiumin.li@seiu1021.org>; Poon, SinYee (HSA) (DSS) <sin.yee.poon@sfgov.org>; smcgarry@nccrc.org <smcgarry@nccrc.org>; rmitchell@twusf.org <rmitchell@twusf.org>; grojo@local39.org <grojo@local39.org>; jduritz@uapd.com <jduritz@uapd.com>; staff@sfmea.com <staff@sfmea.com>; mike@dc16.us <mike@dc16.us>; khughes@ibew6.org <khughes@ibew6.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; sfsmsa@gmail.com <sfsmsa@gmail.com>; mshelley@dc16.us <mshelley@dc16.us>; david.canham@seiu1021.org <david.canham@seiu1021.org>; joe.tanner@seiu1021.net <joe.tanner@seiu1021.net>; Larry.Bradshaw@seiu1021.org <Larry.Bradshaw@seiu1021.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; LiUNA.local261@gmail.com <LiUNA.local261@gmail.com>; local200twu@sbcglobal.net <local200twu@sbcglobal.net>; speedy4864@aol.com <speedy4864@aol.com>; camaguey@sfmea.com <camaguey@sfmea.com>; ecdemvoter@aol.com <ecdemvoter@aol.com>; tiya.thlang@seiu1021.org <tiya.thlang@seiu1021.org>; Martinez, Veronica (ADP) <veronica.martinez@sfgov.org>; Isen, Richard (TIS) <richard.isen@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>;

RECEIPT for Union Notification for PSC 49068 - 14/15 more than \$100k

The ADULT PROBATION -- ADP has submitted a request for a Personal Services Contract (PSC) 49068 - 14/15 for \$2,000,000 for Initial Request services for the period 09/01/2015 – 08/31/2020. 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/4825> 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

# **Additional Attachment(s)**

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

This PSC is for the procurement of a software application to manage comprehensive data from the Adult Probation Department (APD). The need to store and manage data using this software application is ongoing and extends beyond five years.

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

Denial of this request will prevent APD from: 1. effectively and efficiently complying with various California laws that mandate the sharing of APD data with the State and law enforcement agencies; 2. updating a legacy application, to ensure critical functionality for departmental operations; and it will disadvantage APD's ability to collect and share data for its own decision-making; other City departments, the Court, and California jurisdictions, including the California Department of Justice.

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

The vendor will provide training on the configuration of the software to approximately 6 staff members. In addition the vendor will provide user training to probation officers as requested by APD.





For Informational Purposes  
December 19, 2013

(916) 445-4950

## 2011 Public Safety Realignment

*The cornerstone of California's solution to reduce prison overcrowding, costs, and recidivism*

In 2011, Governor Edmund G. Brown Jr. signed Assembly Bill (AB) 109 and AB 117, historic legislation to enable California to close the revolving door of low-level inmates cycling in and out of state prisons. It is the cornerstone of California's solution to the U.S. Supreme Court order to reduce the number of inmates in the state's 33 prisons to 137.5 percent of original design capacity.

All provisions of Assembly Bill (AB) 109 and AB 117 were prospective and implementation of the 2011 Realignment Legislation began October 1, 2011. **No inmates currently in state prison were or are transferred to county jails or released early.**

Prior to Realignment, more than 60,000 felon parole violators returned to state prison annually, with an average length of stay of 90 days. On September 30, 2011, the felon parole violator population was 13,285; by the end of November 2013, that population was down to 25 due to the fact that most felon parole violators now serve revocation time in county jail.

Under Realignment, newly-convicted low-level offenders without current or prior serious or violent offenses stay in county jail to serve their sentence; this has reduced the annual admissions to less than 36,000 a year. Prior to Realignment, there were approximately 55,000 to 65,000 new admissions from county courts to state prison.

Overall, the diversion of low-level offenders and parole violators to county jail instead of state prison since October 2011 has resulted in a population decrease of about 25,000.

### Funding of Realignment

AB 109 provides a dedicated and permanent revenue stream to the counties through Vehicle License Fees and a portion of the State sales tax outlined in trailer bills AB 118 and Senate Bill 89. The latter provides revenue to counties for local public safety programs and the former establishes the Local Revenue Fund 2011 (Fund) for counties to receive the revenues and appropriate funding for 2011 Public Safety Realignment.

This funding became constitutionally guaranteed by California voters under the passage of Proposition 30 in 2012.

\$400 million was provided to the counties in the first partial fiscal year of Realignment, growing to more than \$850 million last year and more than \$1 billion in 2013-2014.

The following trailer bills were signed to secure sufficient funding for counties:

- AB 111
  - Gives counties additional flexibility to access funding to increase local jail capacity for the purpose of implementing Realignment.

- AB 94 (2011 Realignment Legislation Addressing Public Safety)
  - Came into effect upon the passage of AB 111.
  - Authorizes counties that have received a conditional award under a specified jail facilities financing program to relinquish that award and reapply for a conditional award under a separate financing program.
  - Lowers the county's required contribution from 25 percent to 10 percent and additionally requires CDCR and the Corrections Standard Authority to give funding preference to those counties that relinquish local jail construction conditional awards and agree to continue to assist the state in siting re-entry facilities.
- AB 118
  - Outlines the financial structure for allocating funds to a variety of accounts for realignment.
  - Establishes the Local Revenue Fund 2011 for receiving revenue and appropriates from that account to the counties.
  - Directs the deposit of revenues associated with 1.0625 percent of the state sales tax rate to be deposited in the Fund.
  - Establishes a reserve account should revenues come in higher than anticipated.
  - The reallocation formulas will be developed more permanently using appropriate data and information for the 2012-13 fiscal year and each fiscal year thereafter.
  - Implements sufficient protections to provide ongoing funding and mandated protection for the state and local government.
  - The smallest of counties that benefitted from the minimum grant each received approximately \$77,000 in 2011-12.
- SB 89
  - Dedicates a portion (\$12) of the Vehicle License Fee to the Fund.
  - Revenue comes from two sources: freed up VLF previously dedicated to DMV administration and VLF that was previously dedicated to cities for general purpose use.
  - Estimated total amount of VLF revenue dedicated to realignment was \$354.3 million in 2011-2012.
- SB 87
  - Provided counties with a one-time appropriation of \$25 million to cover costs associated with hiring, retention, training, data improvements, contracting costs, and capacity planning pursuant to each county's AB 109 implementation plan.

#### **Local Planning Process**

The Community Corrections Partnership (CCP), which was previously established in Penal Code § 1230, developed an implementation plan for their respective county. The Executive Committee from the CCP members is comprised of the following:

- Chief probation officer
- Chief of police
- Sheriff
- District Attorney
- Public Defender
- Presiding judge of the superior court (or his/her designee)
- A representative from either the County Department of Social Services, Mental Health, or Alcohol and Substance Abuse Programs, as appointed by the County Board of Supervisors.

### **Community, Local Custody**

AB 109 allows non-violent, non-serious, and non-sex offenders to serve their sentence in county jails instead of state prisons. However, counties can contract back with the State to house local offenders.

Under AB 109:

- No inmates are transferred from state prisons to county jails.
- No state prison inmates are released early.
- All felons sent to state prison prior to the implementation of Realignment will continue to serve their entire sentence in state prison.
- All felons convicted of current or prior serious or violent offenses, sex offenses, and sex offenses against children will go to state prison.
- There are nearly 70 additional crimes that are not defined in the Penal Code as serious or violent offenses but at the request of law enforcement and district attorneys were added as offenses that would be served in state prison rather than in local custody.

### **Post-Release (County-Level) Community Supervision**

CDCR continues to have jurisdiction over all offenders who were on state parole prior to the implementation date of October 1, 2011. County-level supervision for offenders upon release from prison includes current non-violent, current non-serious (irrespective of priors), and some sex offenders. County-level supervision does not include:

- Inmates paroled from life terms to include third-strike offenders;
- Offenders whose current commitment offense is violent or serious, as defined by California's Penal Code §§ 667.5(c) and 1192.7(c);
- High-risk sex offenders, as defined by CDCR;
- Mentally Disordered Offenders; nor
- Offenders on parole prior to October 1, 2011.

Offenders who meet the above-stated conditions continue to be under state parole supervision.

In all 58 counties, the Probation Department is the designated agency responsible for post-release supervision.

CDCR must notify counties of an individual's release at least one month prior, if possible. Once the individual has been released, CDCR no longer has jurisdiction over any person who is under post-release community supervision. Currently, CDCR is working to ensure counties receive inmate packets 120 days prior to the ordered release date.

No person shall be returned to prison on a parole revocation except for those life-term offenders who paroled pursuant to Penal Code § 3000.1 (Penal Code § 3056 states that only these offenders may be returned to state prison).

### **Parole Revocations**

As of October 1, 2011, all parole revocations are served in county jail instead of state prison and can only be up to 180 days.

As of July 1, 2013 the parole revocation process is now a local court-based process. Local courts, rather than the Board of Parole Hearings, are the designated authority for determining parole revocations.

Contracting back to the state for offenders to complete a custody parole revocation is not an option.

Only offenders previously sentenced to a life term can be revoked to prison.

The Board of Parole Hearings continues to conduct:

- Parole consideration for lifers;
- Medical parole hearings;
- Mentally disordered offender cases; and
- Sexually Violent Predator cases.

AB 109 also provides the following under parole:

- Allows local parole revocations up to 180 days
- Authorizes flash incarceration at the local level for up to 10 days

Inmates released to parole after serving a life-term (e.g., murderers, violent sex offenders, and third-strikers) will be eligible for parole revocation back to state prison if ordered by the Board.

#### **Effects on Conservation Camps**

- Conservation camps are currently at capacity
- CDCR is currently working with CAL FIRE and the counties to use county inmates to help fill the vacancies.

#### **Effects on Female Population**

As a substantial portion of female offenders fall under the definition of non-serious, non-violent, and non sex-offenders, the female inmate population at CDCR has dropped by a third, approximately 3,100 inmates.

The California Prisoner Mother Program (CPMP) in Pomona will remain open. CPMP was designed for pregnant or parenting women, convicted of a low-level offense, with children under the age of six, who could participate in a community substance abuse treatment program while caring for their children.

The Female Rehabilitative Community Correctional Center in Bakersfield will stay open until its contract expires in 2018. The facility currently has 75 beds available for women who were convicted of a non-serious, non-violent, and non-sex offense and who have 36 months or less to serve of their sentence. However, as that population diminishes based upon AB109, the FRCCC will begin housing Civil Addicts for the duration of the contract.

#### **The Division of Juvenile Justice**

There were no changes to DJJ during the 2011 realignment.

#### **CDCR Adult Programs**

As CDCR's population changes due to Realignment, the Division of Adult Programs will utilize projection information to review appropriate programming to address offender needs. While exact dates for program adjustments are still under evaluation, Adult Programs is dedicated to serving as many offenders as possible by maximizing existing resources.

###

Senate Bill No. 678

CHAPTER 608

An act to add and repeal Chapter 3 (commencing with Section 1228) of Title 8 of Part 2 of the Penal Code, relating to probation.

[Approved by Governor October 11, 2009. Filed with  
Secretary of State October 11, 2009.]

LEGISLATIVE COUNSEL'S DIGEST

SB 678, Leno. Criminal recidivism.

Existing law authorizes the Department of Corrections and Rehabilitation to oversee programs for the purposes of reducing parolee recidivism.

This bill would authorize each county to establish a Community Corrections Performance Incentives Fund (CCPIF) and would authorize the state to annually allocate money into a State Corrections Performance Incentives Fund to be used for specified purposes relating to improving local probation supervision practices and capacities, as specified. This bill would require the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, to calculate the amount of money to be appropriated from the state fund into a CCPIF. This bill would specify that the calculation would be based on costs avoided by the Department of Corrections and Rehabilitation because of a reduction in the percentage of adult probationers sent to prison for a probation failure, as specified. This bill would also require each county using CCPIF funds to identify and track specific outcome-based measures, as specified, and report to the Administrative Office of the Courts on the effectiveness of the programs paid for by the CCPIF.

This bill would require the community corrections programs to be developed and implemented by the chief probation officer, as advised by a Community Corrections Partnership. This bill would require specified local officials to serve as part of that Community Corrections Partnership. Because this bill would increase the duties for certain local officials, it would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to these statutory provisions.

*The people of the State of California do enact as follows:*

SECTION 1. This act shall be known and may be cited as the California Community Corrections Performance Incentives Act of 2009.

SEC. 2. Chapter 3 (commencing with Section 1228) is added to Title 8 of Part 2 of the Penal Code, to read:

CHAPTER 3. CALIFORNIA COMMUNITY CORRECTIONS PERFORMANCE  
INCENTIVES

1228. The Legislature finds and declares all of the following:

(a) In 2007, nearly 270,000 felony offenders were subject to probation supervision in California's communities.

(b) In 2007, out of 46,987 new admissions to state prison, nearly 20,000 were felony offenders who were committed to state prison after failing probation supervision.

(c) Probation is a judicially imposed suspension of sentence that attempts to supervise, treat, and rehabilitate offenders while they remain in the community under the supervision of the probation department. Probation is a linchpin of the criminal justice system, closely aligned with the courts, and plays a central role in promoting public safety in California's communities.

(d) Providing sustainable funding for improved, evidence-based probation supervision practices and capacities will improve public safety outcomes among adult felons who are on probation. Improving felony probation performance, measured by a reduction in felony probationers who are sent to prison because they were revoked on probation or convicted of another crime while on probation, will reduce the number of new admissions to state prison, saving taxpayer dollars and allowing a portion of those state savings to be redirected to probation for investing in community corrections programs.

1229. As used in this chapter, the following definitions apply:

(a) "Community corrections" means the placement of persons convicted of a felony offense under probation supervision, with conditions imposed by a court for a specified period.

(b) "Chief probation officer" means the chief probation officer for the county or city and county in which an adult offender is subject to probation for the conviction of a felony offense.

(c) "Community corrections program" means a program established pursuant to this act consisting of a system of felony probation supervision services dedicated to all of the following goals:

(1) Enhancing public safety through the management and reduction of offender risk while under felony probation supervision and upon reentry from jail into the community.

(2) Providing a range of probation supervision tools, sanctions, and services applied to felony probationers based on a risk/needs assessment

for the purpose of reducing criminal conduct and promoting behavioral change that results in reducing recidivism and promoting the successful reintegration of offenders into the community.

(3) Maximizing offender restitution, reconciliation, and restorative services to victims of crime.

(4) Holding offenders accountable for their criminal behaviors and for successful compliance with applicable court orders and conditions of supervision.

(5) Improving public safety outcomes for persons placed on probation for a felony offense, as measured by their successful completion of probation and commensurate reduction in the rate of felony probationers sent to prison as a result of a probation revocation or conviction of a new crime.

(d) "Evidence-based practices" refers to supervision policies, procedures, programs, and practices demonstrated by scientific research to reduce recidivism among individuals under probation, parole, or postrelease supervision.

1230. (a) Each county is hereby authorized to establish in each county treasury a Community Corrections Performance Incentives Fund (CCPIF), to receive all amounts allocated to that county for purposes of implementing this chapter.

(b) In any fiscal year for which a county receives moneys to be expended for the implementation of this chapter, the moneys, including any interest, shall be made available to the chief probation officer (CPO) of that county, within 30 days of the deposit of those moneys into the fund, for the implementation of the community corrections program authorized by this chapter.

(1) The community corrections program shall be developed and implemented by probation and advised by a local Community Corrections Partnership.

(2) The local Community Corrections Partnership shall be chaired by the chief probation officer and comprised of the following membership:

(A) The presiding judge of the superior court, or his or her designee.

(B) A county supervisor or the chief administrative officer for the county.

(C) The district attorney.

(D) The public defender.

(E) The sheriff.

(F) A chief of police.

(G) The head of the county department of social services.

(H) The head of the county department of mental health.

(I) The head of the county department of employment.

(J) The head of the county alcohol and substance abuse programs.

(K) The head of the county office of education.

(L) A representative from a community-based organization with experience in successfully providing rehabilitative services to persons who have been convicted of a criminal offense.

(M) An individual who represents the interests of victims.

(3) Funds allocated to probation pursuant to this act shall be used to provide supervision and rehabilitative services for adult felony offenders subject to probation, and shall be spent on evidence-based community corrections practices and programs, as defined in subdivision (c) of Section 1229, which may include, but are not limited to, the following:

(A) Implementing and expanding evidence-based risk and needs assessments.

(B) Implementing and expanding intermediate sanctions that include, but are not limited to, electronic monitoring, mandatory community service, home detention, day reporting, restorative justice programs, work furlough programs, and incarceration in county jail for up to 90 days.

(C) Providing more intensive probation supervision.

(D) Expanding the availability of evidence-based rehabilitation programs including, but not limited to, drug and alcohol treatment, mental health treatment, anger management, cognitive behavior programs, and job training and employment services.

(E) Evaluating the effectiveness of rehabilitation and supervision programs and ensuring program fidelity.

(4) The chief probation officer shall have discretion to spend funds on any of the above practices and programs consistent with this act but, at a minimum, shall devote at least 5 percent of all funding received to evaluate the effectiveness of those programs and practices implemented with the funds provided pursuant to this chapter. A chief probation officer may petition the Administrative Office of the Courts to have this restriction waived, and the Administrative Office of the Courts shall have the authority to grant such a petition, if the CPO can demonstrate that the department is already devoting sufficient funds to the evaluation of these programs and practices.

(5) Each probation department receiving funds under this chapter shall maintain a complete and accurate accounting of all funds received pursuant to this chapter.

1231. (a) Community corrections programs funded pursuant to this act shall identify and track specific outcome-based measures consistent with the goals of this act.

(b) The Administrative Office of the Courts, in consultation with the Chief Probation Officers of California, shall specify and define minimum required outcome-based measures, which shall include, but not be limited to, all of the following:

(1) The percentage of persons on felony probation who are being supervised in accordance with evidence-based practices.

(2) The percentage of state moneys expended for programs that are evidence-based, and a descriptive list of all programs that are evidence-based.

(3) Specification of supervision policies, procedures, programs, and practices that were eliminated.

(4) The percentage of persons on felony probation who successfully complete the period of probation.



(c) Each chief probation officer receiving funding pursuant to Sections 1233 to 1233.6, inclusive, shall provide an annual written report to the Administrative Office of the Courts and the Department of Corrections and Rehabilitation evaluating the effectiveness of the community corrections program, including, but not limited to, the data described in subdivision (b).

(d) The Administrative Office of the Courts shall, in consultation with the chief probation officer of each county and the Department of Corrections and Rehabilitation, provide a quarterly statistical report to the Department of Finance including, but not limited to, the following statistical information for each county:

- (1) The number of felony filings.
- (2) The number of felony convictions.
- (3) The number of felony convictions in which the defendant was sentenced to the state prison.
- (4) The number of felony convictions in which the defendant was granted probation.
- (5) The adult felon probation population.
- (6) The number of felons who had their probation revoked and were sent to prison for that revocation.
- (7) The number of adult felony probationers sent to state prison for a conviction of a new felony offense, including when probation was revoked or terminated.

1232. Commencing no later than 18 months following the initial receipt of funding pursuant to this act and annually thereafter, the Administrative Office of the Courts, in consultation with the Department of Corrections and Rehabilitation, the Department of Finance, and the Chief Probation Officers of California, shall submit to the Governor and the Legislature a comprehensive report on the implementation of this act. The report shall include, but not be limited to, all of the following information:

(a) The effectiveness of the community corrections program based on the reports of performance-based outcome measures required in Section 1231.

(b) The percentage of felony probationers whose probation was revoked for the year on which the report is being made.

(c) The percentage of felony probationers who were convicted of crimes during their term of probation for the year on which the report is being made.

(d) The impact of the moneys appropriated pursuant to this act to enhance public safety by reducing the percentage and number of felony probationers whose probation was revoked for the year being reported on for probation violations or new convictions, and to reduce the number of felony probationers who are sent to prison for the year on which the report is being made.

(e) Any recommendations regarding resource allocations or additional collaboration with other state, regional, federal, or local entities for improvements to this act.

1233. (a) The Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee,

the Chief Probation Officers of California, and the Administrative Office of the Courts, shall calculate for each county a baseline probation failure rate that equals the average number of adult felony probationers sent to state prison during calendar years 2006 to 2008, inclusive, as a percentage of the average adult felony probation population during the same period.

(b) For purposes of calculating the baseline probation failure rate, the number of adult felony probationers sent to prison shall include those adult felony probationers sent to state prison for a revocation of probation, as well as adult felony probationers sent to state prison for a conviction of a new felony offense. The calculation shall also include adult felony probationers sent to prison for conviction of a new crime who simultaneously have their probation term terminated.

1233.1. After the conclusion of each calendar year following the enactment of this section, the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall calculate the following for that calendar year:

(a) The cost to the state to incarcerate in prison and supervise on parole a probationer sent to prison. This calculation shall take into consideration factors, including, but not limited to, the average length of stay in prison and on parole for probationers, as well as the associated parole revocation rates, and revocation costs.

(b) The statewide probation failure rate. The statewide probation failure rate shall be calculated as the total number of adult felony probationers statewide sent to prison in the previous year as a percentage of the statewide adult felony probation population as of June 30 of that year.

(c) A probation failure rate for each county. Each county's probation failure rate shall be calculated as the number of adult felony probationers sent to prison from that county in the previous year as a percentage of the county's adult felony probation population as of June 30 of that year.

(d) An estimate of the number of adult felony probationers each county successfully prevented from being sent to prison. For each county, this estimate shall be calculated based on the reduction in the county's probation failure rate as calculated annually pursuant to subdivision (c) of this section and the county's baseline probation failure rate as calculated pursuant to Section 1233. In making this estimate, the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall adjust the calculations to account for changes in each county's adult felony probation caseload in the most recent completed calendar year as compared to the county's adult felony probation population during the period 2006 to 2008, inclusive.

(e) In calculating probation failure rates for the state and individual counties, the number of adult felony probationers sent to prison shall include those adult felony probationers sent to state prison for a revocation of

probation, as well as adult felony probationers sent to state prison for a conviction of a new felony offense. The calculation shall also include adult felony probationers who are sent to prison for conviction of a new crime and who simultaneously have their probation terms terminated.

1233.2. Annually, after the conclusion of each calendar year, the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall identify the appropriate Probation Revocation Tier for each county for which it was estimated that the county successfully prevented any number of adult felony probationers from being sent to state prison, as provided in subdivision (d) of Section 1233.1. The tiers shall be defined as follows:

(a) Tier 1. A Tier 1 county is one which has a probation failure rate, as defined in subdivision (c) of Section 1233.1, that is no more than 25 percent higher than the statewide probation failure rate, as defined in subdivision (b) of Section 1233.1.

(b) Tier 2. A Tier 2 county is one which has a probation failure rate, as defined in subdivision (c) of Section 1233.1, that is more than 25 percent above the statewide probation failure rate, as defined in subdivision (b) of Section 1233.1.

1233.3. Annually, the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall calculate a probation failure reduction incentive payment for each eligible county, pursuant to Section 1233.2, for the most recently completed calendar year, as follows:

(a) For a county identified as being in Tier 1, as defined in subdivision (a) of Section 1233.2, its probation failure reduction incentive payment shall equal the estimated number of probationers successfully prevented from being sent to prison, as defined by subdivision (d) of Section 1233.1, multiplied by 45 percent of the costs to the state to incarcerate in prison and supervise on parole a probationer who was sent to prison, as defined in subdivision (a) of Section 1233.1.

(b) For a county identified as being in Tier 2, as defined in subdivision (b) of Section 1233.2, its probation failure reduction incentive payment shall equal the estimated number of probationers successfully prevented from being sent to prison, as defined by subdivision (d) of Section 1233.1, multiplied by 40 percent of the costs to the state to incarcerate in prison and supervise on parole a probationer who was sent to prison, as defined in subdivision (a) of Section 1233.1.

1233.4. (a) It is the intent of the Legislature for counties demonstrating high success rates with adult felony probationers to have access to performance-based funding as provided for in this section.

(b) On an annual basis, the Department of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall calculate 5 percent of the savings

to the state attributed to those counties that successfully reduce the number of adult felony probationers sent to state prison.

(c) The savings estimated pursuant to subdivision (b) shall be used to provide high performance grants to county probation departments for the purpose of bolstering evidence-based probation practices designed to reduce recidivism among adult felony probationers.

(d) County probation departments eligible for these high performance grants shall be those with adult probation failure rates more than 50 percent below the statewide average in the most recently completed calendar year.

(e) A county probation department may receive a high performance grant under this section in a year in which it does not also receive a probation failure reduction incentive payment as provided for in Section 1233.3. The CPO of a county that qualifies for both a high performance grant and a probation failure reduction incentive payment shall indicate to the Administrative Office of the Courts, by a date designated by the Administrative Office of the Courts, whether the CPO chooses to receive the high performance grant or probation failure reduction payment.

(f) The grants provided for in this section shall be administered by the Administrative Office of the Courts. The Administrative Office of the Courts shall seek to ensure that all qualifying probation departments that submit qualifying applications receive a proportionate share of the grant funding available based on the population of adults ages 18 to 25, inclusive, in each of the counties receiving the grants.

1233.5. If data of sufficient quality and of the types required for the implementation of this act are not available to the Director of Finance, then the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, and the Administrative Office of the Courts, shall use the best available data to estimate probation failure reduction incentive payments and high performance grants utilizing a methodology that is as consistent with that described in this act as is reasonably possible.

1233.6. (a) Probation failure reduction incentive payments and high performance grants calculated for any calendar year shall be provided to counties in the following fiscal year. The total annual payment to each county shall be divided into four equal quarterly payments.

(b) The Department of Finance shall include an estimate of the total probation failure reduction incentive payments and high performance grants to be provided to counties in the coming fiscal year as part of the Governor's proposed budget released no later than January 10 of each year. This estimate shall be adjusted by the Department of Finance, as necessary, to reflect the actual calculations of probation revocation incentive payments and high performance grants completed by the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts. This adjustment shall occur as part of standard budget revision processes completed by the Department of Finance in April and May of each year.

(c) There is hereby established a State Community Corrections Performance Incentives Fund. Moneys budgeted for purposes of providing probation revocation incentive payments and high performance grants authorized in Sections 1230 to 1233.6, inclusive, shall be deposited into this fund. Any moneys deposited into this fund shall be administered by the Administrative Office of the Courts and the share calculated for each county probation department shall be transferred to its Community Corrections Performance Incentives Fund authorized in Section 1230. The Legislature may allocate up to 3 percent of the funds annually deposited into the State Community Corrections Performance Incentives Fund for use by the Administrative Office of the Courts for the costs of administering this program.

1233.7. The moneys appropriated pursuant to this chapter shall be used to supplement, not supplant, any other state or county appropriation for the chief probation officer or the probation department.

1233.8. This chapter shall remain in effect only until January 1, 2015, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2015, deletes or extends that date.

SEC. 3. The Judicial Council shall consider the adoption of appropriate modifications to the Criminal Rules of Court, and of other judicial branch policies, procedures, and programs, affecting felony probation services that would support implementation of the evidence-based probation supervision practices described in this chapter.

SEC. 4. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

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## REPRESENTATION

### Employee Representatives

The Airport Chapter of Local 1021 will limit the appointment of official representatives as defined in the City-wide Collective Bargaining Agreement [Kagel Award] Article I.G. Official Representatives. For any section with fifty (50) SEIU-represented employees or less, only one individual from any single work unit at SFIA will be designated as the official representative. For those sections with more than fifty (50) SEIU-represented employees, one (1) representative from each shift may be designated as official representatives. Alternates within the same work unit may be designated. Alternates may only be granted release time when the primary representative is unavailable.

The Union must notify the Airport Human Resources Office of the names of employees for whom they are requesting official release time along with pertinent dates, times and locations. All requests must be submitted at least three (3) business days in advance of the requested date.

### Bulletin Boards/Union Access/General Information

The Airport will make space available on glass-enclosed bulletin boards in Custodial, Communications, Airfield Operations and Police Bureau sections for SEIU to post materials. For those areas that may be under lock and key, the Union must submit the materials to a designated Airport representative for posting. This material must comply with the City's standards for materials posted on public bulletin boards.

### Notification of New Employees

The City shall supply the Union with a list of new employees within forty-five (45) days of their employment. The list will contain the names, classifications and work unit of each new employee. The City shall also supply the Union with a list of resignations, retirements, transfers and promotions within forty-five (45) days after their occurrence.

### Promotional Jobs Hotlines

The San Francisco International Airport will establish a "Jobs" telephone hotline for the sole purpose of providing current City & County of San Francisco employees with employment or promotional job information at San Francisco International Airport.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER – CON Dept. Code: CON

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Independent Validation and Verification (IV&V)

Funding Source: General Fund PSC Duration: 3 years 4 weeks  
PSC Amount: \$750,000 PSC Est. Start Date: 06/01/2015 PSC Est. End Date: 06/30/2018

**1. Description of Work**

A. Scope of Work:

The selected Contractor will provide consulting services to independently verify and validate the City-wide Financial Management System Project, ensuring that the software product, service, and system meet requirements and specifications and that it fulfills its intended purpose.

The selected Contractor will assess the progress of the project, identify potential risk issues, gauge the success of the project, and mitigate issues on an ongoing basis.

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

Software verification and validation must be carried out by a neutral third party. In such cases, the process is called "independent verification and validation", or simply IV&V. Without IV&V, the City will not be able to independently confirm that the software product, service, and system meet the requirements and specifications of the City. IV&V will provide unbiased reporting to the Executive Steering Committee on the status of the project.

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

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

2. **Union Notification:** On 04/03/2015, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association,

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 35838 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/01/2015

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

A. Specify required skills and/or expertise:

Has professional-level expertise in Independent Verification & Validation, project management experience, and Enterprise Resource Planning (ERP) implementation.

Advises and consults with project managers and executive leadership; makes recommendations regarding policy, operations, and administrative procedures.

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

0933,

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

No

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

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable because IV&V must be done by an independent third party.

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

No, because the contractor will only provide services during the duration of the project. Services will no longer be needed once the project is completed.

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

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

ON 04/03/2015 BY:

Name: Lily Conover Phone: 415-554-7525 Email: [lily.conover@sfgov.org](mailto:lily.conover@sfgov.org)

Address: 1155 Market Street, 6th Floor San Francisco, CA 94103



# **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 \(CON\); camaguey@sfmea.com; staff@sfmea.com; Lee - \(Controller\), Steve \(CON\); Isen, Richard \(TIS\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Conover_Lily(CON); camaguey@sfmea.com; staff@sfmea.com; Lee - (Controller), Steve (CON); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 35838 - 14/15  
**Date:** Friday, April 03, 2015 10:52:33 AM

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RECEIPT for Union Notification for PSC 35838 - 14/15 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 35838 - 14/15 for \$750,000 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/dhrrupal/node/4763> 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 35838-14/15

Independent Validation and Verification (IV&V)

Training Explanation

5B. Will the contractor train employees? If so, please explain what that will entail; if not, explain why not.

No

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

The selected contractor will make recommendations to the project team, but will not provide any training.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DISTRICT ATTORNEY – DAT Dept. Code: DAT

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Communications Consultant for Public Awareness Campaigns

Funding Source: General Funds PSC Duration: 2 years  
PSC Amount: \$250,000 PSC Est. Start Date: 04/01/2015 PSC Est. End Date: 03/31/2017

**1. Description of Work**

**A. Scope of Work:**

The pre-qualified vendors were selected through an RFQ issued on November 11, 2014 by the District Attorney's Office (SFDA). The vendors are to provide as-needed communications services to educate the public about crime prevention, on how to access the office's services, and about the office's initiatives. The intended services for SFDA's public awareness campaigns include messaging, branding, strategizing, and/or designing materials and public service announcements targeting San Francisco's diverse population.

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

This service is necessary for our crime prevention and public education efforts as it relates to consumer safety and crime in general. Public education campaigns and other prevention efforts can produce a lasting reduction in crime in a cost-effective manner. The consequences of a denial can result in our inability to educate the public regarding how to prevent crime and victimization to make our community safer.

**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.**  
Not Applicable.

**D. Will the contract(s) be renewed? The contract may be renewed.**

**2. Union Notification:** On 01/20/2015, the Department notified the following employee organizations of this PSC/RFP request: Theatrical Stage Employees, L16, SEIU 1021 Miscellaneous, Prof & Tech Eng, Local 21,

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46594 - 14/15

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 06/01/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Experience and expertise in creating and executing multi-lingual public awareness campaigns in municipalities: 1) creating bilingual materials including but not limited to English/Spanish and English/Chinese; (2) experience with paid media such as billboards, bus shelter ads, Muni exterior and interior ads, and social media ads; (3) producing and designing collateral materials and ads for print and social media; and (4) producing public service announcements for radio, print and web.

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

1312,1314,1767,1769,1771,5322,5330,

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 1312 PIO and 1314 PR Ofc distribute info and marketing of dept. programs, but do not provide the design, production and messaging. The 1767 Media Prog. Spec., 1769 Prod. Supv, and 1771 Prod. Spec. focus on video whilst the service sought is mainly for print. The 5322 Graphic Artist and 5330 Graphics Supv create graphics for projects, but the overall strategy/messaging is essential. The need for different components are time limited and intermittent, therefore it would not be feasible to hire full time civil service staff in all these classes.

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

No, because the projects are intermittent, of limited duration and generally require a team with specific skillsets for each project.

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?

Not Applicable.

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 04/30/2015 BY:

Name: Sheila Arcelona

Phone: 415 734 3018

Email: sheila.arcelona@sfgov.org

Address: 850 Bryant Street, Room 322

San Francisco, CA, 94103

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

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of sheila.arcelona@sfgov.org

Sent: Tuesday, January 20, 2015 1:49 PM

To: Arcelona, Sheila (DAT); Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Carey.dall@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; ted.zarzecki@seiu1021.net; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, SinYee (HSA); david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; Hoang, Stacey (DAT); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)

Subject: Receipt of Notice for new PCS over \$100K PSC # 46594 - 14/15

RECEIPT for Union Notification for PSC 46594 - 14/15 more than \$100k

The DISTRICT ATTORNEY -- DAT has submitted a request for a Personal Services Contract (PSC) 46594 - 14/15 for \$250,000 for Initial Request services for the period 04/01/2015 -- 03/31/2017. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/4441> 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



## Hoang, Stacey (DAT)

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**From:** Hoang, Stacey (DAT)  
**Sent:** Monday, April 27, 2015 11:25 AM  
**To:** 'jb@local16.org'  
**Cc:** Choi, Suzanne (HRD); Arcelona, Sheila (DAT)  
**Subject:** SFDA - proposed PSC for Communications Consultant - UNION NOTIFICATION  
**Attachments:** PSC 46594-1415 4.27.15.pdf

**Importance:** High

Dear Theatrical State Employees L16 Union:

Please see attached for the San Francisco District Attorney's Office proposed Professional Services Contract (PSC) for Communications Consultant for Public Awareness Campaigns.

Please review and let us know if you have any concerns with the proposed contract and/or if we can proceed. **In our hopes to expedite this contract, your response by the end of today would be greatly appreciated.**

Regards,  
Stacey Hoang  
Finance Division Analyst  
Office of District Attorney George Gascón  
City & County of San Francisco  
850 Bryant Street, Rm 322  
San Francisco, CA 94103  
Phone: (415) 553-1861  
Fax: (415) 553-9700  
[Stacey.Hoang@sfgov.org](mailto:Stacey.Hoang@sfgov.org)

## Hoang, Stacey (DAT)

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**From:** James Beaumonte <JB@local16.org>  
**Sent:** Wednesday, April 29, 2015 5:24 PM  
**To:** Hoang, Stacey (DAT)  
**Subject:** RE: SFDA - proposed PSC for Communications Consultant - UNION NOTIFICATION

Hi Stacey

IATSE local 16 does not have any conflict with outsourcing printed graphics 5322 or 5330 graphics.

Thank you:

Jim Beaumonte | President | IATSE Local 16

☎ 415-441-6400 ✉ [jb@local16.org](mailto:jb@local16.org) C 415-999-9557



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**From:** Hoang, Stacey (DAT) [<mailto:stacey.hoang@sfgov.org>]  
**Sent:** Monday, April 27, 2015 11:25 AM  
**To:** James Beaumonte  
**Cc:** Choi, Suzanne (HRD); Arcelona, Sheila (DAT)  
**Subject:** SFDA - proposed PSC for Communications Consultant - UNION NOTIFICATION  
**Importance:** High

Dear Theatrical State Employees L16 Union:

Please see attached for the San Francisco District Attorney's Office proposed Professional Services Contract (PSC) for Communications Consultant for Public Awareness Campaigns.

Please review and let us know if you have any concerns with the proposed contract and/or if we can proceed. **In our hopes to expedite this contract, your response by the end of today would be greatly appreciated.**

Regards,  
*Stacey Hoang*  
*Finance Division Analyst*  
*Office of District Attorney George Gascón*  
*City & County of San Francisco*  
*850 Bryant Street, Rm 322*  
*San Francisco, CA 94103*  
*Phone: (415) 553-1861*  
*Fax: (415) 553-9700*  
[Stacey.Hoang@sfgov.org](mailto:Stacey.Hoang@sfgov.org)

# **Additional Attachment(s)**



City and County of San Francisco  
Office of the District Attorney  
Communications Unit

**REQUEST FOR QUALIFICATIONS FOR  
AS-NEEDED COMMUNICATIONS CONSULTANT FOR  
SFDA PUBLIC AWARENESS CAMPAIGNS**

**RFQ# DAT.11.2014**

**CONTACT: Stephanie Ong Stillman, [stephanie.ong.stillman@sfgov.org](mailto:stephanie.ong.stillman@sfgov.org)**

**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 San Francisco District Attorney's Office (SFDA) is seeking qualified firms to provide as-needed communications services to educate the public about crime prevention, how to access the office's services, and about the office's initiatives. The intended services sought for SFDA's public awareness campaigns include messaging, branding, strategizing, and/or designing materials and public service announcements targeting San Francisco's diverse population. Respondents should be familiar with the District Attorney's recent public education campaigns and initiatives.

**Intent of this RFQ**

It is the intent of the Office of the District Attorney to create a pre-qualified list of consultant firms, teams, or joint ventures from which it may choose prospective contractors on an as-needed basis for public awareness campaign projects.

Respondents pre-qualified under this RFQ will remain eligible for consideration and contract negotiation on an as-needed basis for two years. Selected Respondents are not guaranteed a contract.

**Schedule\***

RFQ Issued	11-13-2014
Deadline for RFQ questions	11-26-2014
Answers to RFQ questions posted online	12-03-2014
RFQ Deadline	12-12-2014 (3pm PST)
Pre-qualification notice	12-26-2014
Pre-qualification list start/end dates	01-01-2015 to 12-31-2016

\*Each date subject to change.  
Check website for latest schedule.

**RFQ Questions and Communications**

To ensure fair and equal access to information about this RFQ, email your questions to [stephanie.ong.stillman@sfgov.org](mailto:stephanie.ong.stillman@sfgov.org).

**Questions must be in writing and received by the Deadline for RFQ questions.** No questions will be accepted after this time with the exception of City vendor compliance or Contract Monitoring Division subconsulting requirement questions.

A summary of the questions and answers pertaining to this RFQ will be posted on the District Attorney's website at [www.sfdistrictattorney.org](http://www.sfdistrictattorney.org).

## 1. Introduction

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### General terms used in this RFQ.

Terms and abbreviations used throughout this RFQ:

- Contractor – respondent awarded contracts for services under this RFQ
- The City – The City and County of San Francisco
- Respondent – any entity submitting a response to this RFQ
- RFQ – Request for Qualifications
- SFDA – San Francisco Office of the District Attorney
- SOQ – Statement of Qualifications

### 1.1 Statement of Need and Intent

#### What is the City seeking?

The City and County of San Francisco Office of the District Attorney (SFDA) seeks responses from consultant firms with experience in creating and executing multi-lingual public awareness campaigns in municipalities. Respondents must have experience (1) creating bilingual materials including but not limited to English/Spanish and English/Chinese; (2) with paid media such as billboards, bus shelter ads, Muni exterior and interior ads, and social media ads; (3) producing and designing collateral materials and ads for print and social media; and (4) producing public service announcements for radio, print and web. Respondents should provide samples of their work (print, social media and media ads), preferably samples that illustrate experience with public awareness campaigns.

This RFQ is not directed at one specific project. To make its pre-qualification determination, the City will review qualifications, including prior project information, lead staff qualifications, and other information.

#### How will the pre-qualified list established under this RFQ work?

It is the intent of SFDA to create a pre-qualified pool of up to three contractors from which it may choose on an as-needed basis for its public awareness campaigns. Respondents pre-qualified under this RFQ will be entered into a pre-qualified pool and remain eligible for consideration and contract negotiation on an as-needed basis. Once a Respondent has been pre-qualified, the Respondent's pre-qualification shall be valid for no more than two years following the date of their initial pre-qualification; at which time, SFDA will re-evaluate the Respondent's qualifications to determine their continued eligibility. Respondents who enter into a contract must be a San Francisco City Vendor. Pre-qualified Respondents who are not currently a City Vendor must become a City Vendor prior to receiving any contract.

Review of the pre-qualified pool will also be conducted every six months or upon need during the eligibility period. The City makes no guarantee regarding the amount of work to be contracted. Actual contract periods and amounts will vary depending upon the as-needed communications services needed.

SELECTED RESPONDENTS PLACED IN A PRE-QUALIFIED POOL ARE NOT GUARANTEED A CONTRACT. The list of pre-qualified pool may be used by the City, at its sole and absolute discretion. SFDA retains the right to terminate the pre-qualified pool at any time.

## 1.2 Background of the Office of the District Attorney and the Communications Unit

The District Attorney's Office investigates and prosecutes crime in San Francisco and supports victims of crime. The Office also brings actions involving consumer fraud, including real estate fraud, insurance fraud and financial fraud against elders, as well as, actions to ensure environmental protection. The office is made up of prosecutors, victim advocates, paralegals, and other support staff and contains three major departments: the Operations Department, the Special Operations Department, and the Support Services Department.

The Communications Unit of the San Francisco District Attorney's Office is the public information clearinghouse for the office, and is responsible for media relations, public education campaigns, social media, the website, and the production of all collateral materials.

## 2. Scope of Work

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This scope of work is a general guide to the work the City expects to be performed, and is not a complete listing of all services that may be required or desired. The City is soliciting qualifications to create a pre-qualified list of consultant firms, teams, or joint ventures that may be selected for the services described below.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the multiple projects solicited within this RFQ, as well as for previous and future projects, the selected Contractors' findings and data may be shared by the City with other City contractors, as deemed appropriate by the City.

### Is My Firm Expected to Propose for a Specific Project?

No. SFDA will create a list of firms to draw from for a diverse set of possible projects that may require a range of different and varied experience. Respondents should demonstrate its capabilities by providing summaries of representative projects and samples of their work as part of its response. The City will negotiate the scope of services, budget, deliverables, and timeline for each project it decides to pursue. There is no guarantee of a minimum amount of work or compensation for any of the Respondents selected for pre-qualification. The City may select Contractors from the pre-qualified list in its sole and absolute discretion.

### With whom will Contractors work?

Selected Contractor(s) will work closely with SFDA's Public Education Director and other members of the Communications Unit.

### Who owns the rights to developed materials?

All communication materials and collaterals that include, but is not limited to, plans, graphics, and illustrations developed by the Consultant(s) for SFDA are the property of SFDA, and the Consultant(s) must provide the files and materials in their original and finalized format, along with any and all related supplemental media, to SFDA.

### **Public Awareness Campaigns**

Respondents must demonstrate experience in providing successful public awareness campaigns to a diverse population. Experience include, but is not limited to the following:

1. Communication Services: messaging, branding, strategies in building public awareness around an issue or topic.
2. Design Services: marketing strategies for collateral materials, website, paid advertisements, and social media.
3. Printing Services: produce print materials for distribution and/or display.

4. Public Service Announcements: produce PSAs for radio, television, and the Internet.

Respondents will ideally have experience working with municipalities (or similar government agencies) on public awareness campaigns. Respondents without government agency experience must demonstrate how their experience working in other sectors is applicable to the scope of this RFQ and to providing services to the City.

### **3. Response Requirements**

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#### **3.1 Time and Place for Submission of Responses**

Responses and all related materials must be received by **3:00 pm on Friday, December 12, 2014**. Responses may be delivered or mailed to:

**Stephanie Ong Stillman  
Office of the District Attorney  
Hall of Justice  
850 Bryant Street, Room 322  
San Francisco, CA 94103**

Postmarks will not be considered in judging the timeliness of submissions. Responses submitted by e-mail will not be accepted. Late submissions will not be considered, including those submitted late due to mail or delivery service failure. Note that Respondents hand-delivering responses to the Hall of Justice may be required to open and make packages accessible for examination by security staff.

#### **3.2 Response Format**

Please print double-sided to the maximum extent practical and bind with a binder clip or single staple. Please do not bind with a spiral binding, glued binding, or anything similar. You may use tabs or other separators within the document.

For word processing documents, the department prefers that text be unjustified (i.e., with a ragged-right margin) and use a serif font (e.g., Times Roman), and that pages have margins of at least 1" on all sides (excluding headers and footers). If your response is lengthy, please include a Table of Contents.

#### **3.3 Response Questions**

Firms interested in responding to this RFQ must submit the following information, in the order specified below:

##### **A. Introduction and Executive Summary (up to 2 pages)**

Submit a letter of introduction and executive summary of your firm's statement of qualifications (SOQ). The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the SOQ. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the SOQ.

##### **B. Project Approach (up to 1 pages)**

Describe the services and activities that your firm proposes to provide to the City. Include the following information:

- a. Overall scope of work tasks.

- b. Schedule and ability to complete the project within the City's required time frame.
- c. Assignment of work within your firm's work team.

**C. Firm Qualifications (up to 3 pages)**

Provide information on your firm's background and qualifications which addresses the following:

- a. Name, address, and telephone number of a contact person.
- b. A brief description of your firm, as well as how any joint venture or association would be structured; and
- c. A description of four projects similar in size and scope prepared by your firm. Include client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary. Descriptions should be limited to one page for each project. If joint consultants or subconsultants are proposed, provide the above information for each.
- d. Please provide samples of marketing materials, media ads, etc. This does not count towards the 3 page limit.

**D. Team Qualifications (up to 2 pages)**

- a. Provide a list identifying: (1) each key person on the project team, (2) the project manager, (3) the role each will play in the project, and (4) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval.
- b. Provide a description of the experience and qualifications of the project team members, including brief resumes if necessary.

**E. References (up to 1 pages)**

Provide references for the lead consulting firm, lead project manager, and all subconsultants, including the name, address and telephone number of three recent clients (preferably other public agencies).

**F. Fee Proposal**

The City intends to award this contract to the firm that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request. Please provide a fee proposal that includes the following:

- a. Total fee for each of the disciplines identified in the Scope of Work with a not-to-exceed figure; and
- b. Hourly rates for all team members. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.

**3.4 Response Package**

The following items must be included in your response and packaged in an envelope clearly marked **RFQ# DAT.11.2014 – As-Needed Communications Consultant for SFDA Public Awareness Campaigns**.

Complete, but concise responses, are recommended for ease of review by the Evaluation Team. Responses should provide a straightforward, concise description of the Respondent's



capabilities to satisfy the requirements of the RFQ. All parts, pages, figures, and tables should be numbered and clearly labeled.

**A. Original printed response (with original signatures) labeled as "Original"**

1. *RFQ Attachment I* Acknowledgement of RFQ Terms and Conditions (Word) – Please sign and attach with RFQ
2. *RFQ Attachment II* Contract Monitoring Division Local Business Enterprise Forms \*Only LBEs applying for the LBE ratings bonus need to complete Form 2A, Form 4 (if applicant is a joint venture), and Form 5; Form 3 is required for all applicants. All other forms are for reference.
3. *RFQ Attachment III* City's Administrative Requirements (Word with links)
4. *RFQ Attachment IV* City's Agreement Terms and Conditions (Word)

**B. One electronic version containing entire contents of response, including all Attachments.** The electronic files must be titled with the Respondent's name. All files should be submitted in unprotected PDF or Word format.

**C. Three (3) complete printed copies of Response Questions.** Respondents are advised to review Attachments I through IV before beginning work on the Response Questions to ensure they can meet the City's requirements.

#### **4. Evaluation Criteria**

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This section describes the guidelines used for analyzing and evaluating the responses and for Respondent pre-qualification. It is the City's intent to pre-qualify Respondent(s) that will provide the best overall service packages to the City inclusive of fee considerations. Consultant firms selected for pre-qualification are not guaranteed a contract. This RFQ does not in any way limit the City's right to solicit contracts for similar or identical services if, in the City's sole and absolute discretion, it determines the pre-qualified list is inadequate to satisfy its needs.

##### **4.1 Evaluation Team**

City representatives will serve as the Evaluation Team responsible for evaluating Respondents. Specifically, the team will be responsible for the evaluation and rating of the responses for pre-qualification and for conducting reference checks.

##### **4.2 Minimum Qualifications**

Any response that does not demonstrate that the Respondent meets the minimum qualifications described in the Scope of Work by the response deadline may be considered non-responsive and may not be evaluated or eligible for award of any subsequent contract(s). Pre-qualified Respondents will only be eligible for contract award if they are a City Vendor. Respondents that are not currently a City Vendor should start the process as soon as they are notified of their pre-qualification under this RFQ. Information about how to qualify to become a City Vendor can be found at the Office of Contract Administration website at <http://sfgsa.org/index.aspx?page=4762>.

##### **4.3 Evaluation Criteria for Pre-qualification**

Each RFQ response will be evaluated in accordance with the criteria below. A Respondent must receive a score of 71 points or above out of the 100 total possible points to be pre-qualified.

#### Written Response Evaluation for Pre-Qualification (100 points)

- A. Does the response clearly and specifically demonstrate experience (1) substantially similar to what is requested per the RFQ, and (2) working with similar clients by Respondent? (30 points)
- B. Does the firm demonstrate the structural capacity, experience, and a proven approach in delivering organizational consulting services to ensure successful project performance outcomes and completion on an expedited timeframe? (20 points)
- C. Does the firm's staff proposed to perform the work have sufficient qualifications and experience to provide the services the City needs? Are these the same staff specified in the Prior Projects section of the Response Questions? (30 points)
- D. Are the costs, work efforts, approach and timeframes appropriate and reasonable for the projects described? (10 points)
- E. Did the Respondent adhere to the submission requirements set forth in the RFQ? Is the information provided complete, accurate and applicable to the RFQ? (10 points)

#### **4.4 Contractor Selection Processes**

Respondents scoring 71 points and above will be added to the pre-qualified list for as-needed public awareness campaign services. Due to the varied nature of the services to be performed, the City reserves the right to contract with any or all pre-qualified Respondents.

#### Reference Checks

Reference checks may be used to determine the applicability of Respondent experience to the services the City is requesting, the quality of services and staffing provided to prior clients, adherence to schedules/budgets; and Respondent's problem-solving, project management, communication abilities, performance on deliverables and outcomes, and effectiveness in meeting or exceeding project objectives. Please see Attachment I, Section 14, Release of Liability.

#### Other Terms and Conditions

The City may issue Request(s) for Proposals or Request(s) for Quotes to the pre-qualified consultant list to better assess qualifications for a specific scope of service, which may include staffing, scheduling, deliverable, and cost considerations.

The selection of any pre-qualified Respondent for contract negotiation shall not imply acceptance by the City of all terms of the response, which may be subject to further negotiation and approvals before the City may be legally bound thereby.

If a satisfactory contract cannot be negotiated in a reasonable time with any pre-qualified Respondent, then the City, in its sole discretion, may terminate negotiations and begin contract negotiations with any other remaining pre-qualified Respondents.

The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to a firm's projects before and throughout the contract term. The City reserves the right at any time to approve, disapprove, or modify proposed project plans, timelines and deliverables.

#### **4.5 LBE Participation**

The requirements of the Local Business Enterprise ("LBE") and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance") shall apply to this RFQ. The LBE sub-consulting goal for this project is waived for the total value of the goods and/or services to be procured.

The City strongly encourages proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating discount will be in effect for the award of this project for any proposers who are certified by CMD as a LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. Certification applications may be obtained by calling CMD at (415) 581-2310. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

- a. A 10% discount to an LBE; or a joint venture between or among LBEs; or
- b. A 5% discount to a joint venture with LBE participation that equals or exceeds 35%, but is under 40%; or
- c. A 7.5% discount to a joint venture with LBE participation that equals or exceeds 40%; or
- d. A 10% discount to a certified non-profit entity.

If applying for a rating discount as a joint venture: The LBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the LBE joint venture's work shall be set forth in detail separately from the work to be performed by the non-LBE joint venture partner. The LBE joint venture's portion of the contract must be assigned a commercially useful function.

Prime contractors and all subcontractors who are awarded contracts as a result of the bid process are required to use the Elation secure web-based Local Business Enterprise Utilization Tracking System (LBEUTS) to submit payment information including invoices and other related information. The Contract Monitoring Division (CMD) will use this information to monitor compliance with the 14B LBE Ordinance.

If you have any questions concerning the CMD Forms, you may call Lupe Arreola, the Contract Monitoring Division Contract Compliance Officer for the Controller's Office at 415-581-2306.

## **5. Protest Procedures**

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### **5.1 Protest of Non-Responsiveness Determination**

Within five (5) working days of the City's issuance of a notice of non-responsiveness, any consultant firm that has submitted a response and believes that the City has incorrectly determined that its response is non-responsive may submit a written notice of protest. 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 one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Respondent, and must cite the law, rule, local ordinance, procedure or RFQ 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.

### **5.2 Protest of Establishment of Pre-Qualified Consultant List**

Within five (5) working days of the City's issuance of a notice of intent to establish a pre-qualified consultant list, any consultant firm that has submitted a responsive response and believes that the City has incorrectly selected another Respondent for pre-qualification may submit a written notice of protest. 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 establish a pre-qualified consultant list.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Respondent, and must cite the law, rule, local ordinance, procedure or RFQ 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.

### **5.3 Delivery of Protests**

All protests must be received by the due date. 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 will objectively 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:

**Stephanie Ong Stillman  
Office of the District Attorney  
850 Bryant Street, Room 322  
San Francisco, CA 94103**

Email:

**[stephanie.ong.stillman@sfgov.org](mailto:stephanie.ong.stillman@sfgov.org)**

### **5.4 Protest Review**

- a. SFDA confirms receipt of notice of protest by Respondent.
- b. SFDA reviews 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 Respondent; (d) citation of the law, rule, local ordinance, procedure or RFQ 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.
- c. If the notice of protest is determined to be valid, SFDA shall review facts and evidence to determine the outcome of the protest, citing any applicable laws, rules, ordinances, procedures, and/or provisions. SFDA may seek input from the City Attorney's Office, Office of Contract Administration, Contract Monitoring Division, and/or other City departments as needed or appropriate.
- d. The SFDA Chief Administrative and Fiscal Officer shall make the final determination regarding the outcome of the protest.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval:  Expedited  Regular  Omit Posting

Type of Service: Construction Management Support Services (CMSS) for Rehabilitation Detention Facility

Funding Source: General Obligation Funds PSC Duration: 6 years 4 weeks  
PSC Amount: \$3,000,000 PSC Est. Start Date: 10/01/2015 PSC Est. End Date: 10/31/2021

1. **Description of Work**

A. Scope of Work:

San Francisco Public Works is seeking a qualified team to provide construction management support services to City staff to address the specialized expertise and temporary peak workloads during the development of the design criteria package, pre-construction and design-build phases of the new Rehabilitation Detention Facility that replaces jails 3 & 4 located on the 6th and 7th floor of the Hall of Justice. The services will include, but are not limited to: peer review of performance requirements and metrics, budgeting, cost estimating, constructability review, design and construction administration and sustainable building design and construction management.

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

This project will be delivered using a design-build project delivery method, which requires specialized construction management support services with expertise in adult detention facilities to ensure that the facility is designed and constructed in compliance with performance requirements. Denial of the specialized services would pose the risk of not meeting the project objectives and may result in a final product that does not meet the functional or performance requirements of the end users.

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

Similar services were provided under PSC#41211-14/15 approved on 9/15/2014 for Traffic Company and Forensic Services Division, PSC#42862-13/14 approved on 2/11/2014 for the Office of Chief Medical Examiner, PSC#4093-10/11 approved on 3/21/2011 for the Public Safety Building, PSC#4172-07/08 approved on 6/16/2008 for Laguna Honda Hospital Replacement Program... see attached PSC Additional Responses

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

2. **Union Notification:** On 04/01/2015, 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# 48684 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/01/2015

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

A. Specify required skills and/or expertise:  
 Specialized expertise with design-build project delivery, Cost Estimating, Scheduling, Constructability Analysis, and Sustainable Building Construction Management applicable to construction of adult detention facility. Requires experience with regulatory agency standard and guidelines for maximum security adult detention facilities.

B. Which, if any, civil service class(es) normally perform(s) this work?  
 5201,5203,5207,5504,6318,

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 construction of maximum security adult detention facilities are rare. As such, permanent civil service employees do not possess the required focused area of expertise in construction management support services to deliver that specific type of detention facility.

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

No. This highly technical and specialized service for the delivery of a new maximum security adult detention facility is only expected to be needed every 20 to 50 years.

**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? Risk management techniques for... see attached PSC Additional 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 04/01/2015 BY:

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

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

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

**Lim, Michelle (DPW)**

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**From:** dhr-psccordinator@sfgov.org on behalf of sung.kim@sfdpw.org  
**Sent:** Wednesday, April 01, 2015 2:51 PM  
**To:** Kim, Sung (DPW); richardisen@gmail.com; L21PSCReview@ifpte21.org; Lim, Michelle (DPW); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 48684 - 14/15

RECEIPT for Union Notification for PSC 48684 - 14/15 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 48684 - 14/15 for \$3,000,000 for Initial Request services for the period 10/01/2015 - 10/31/2021. Notification of

30  
days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/4748> 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 48684-14/15

Construction Management Support Services (CMSS) for Rehabilitation Detention Facility

5 Years or more Explanation

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

The services of the CMSS will span across the criteria development, design, and construction phases of the project. It is important to engage the CMSS alongside the Design Criteria Consultant in developing the performance metrics for the project, and for constructability reviews. Having the CMSS work with the Design Criteria Consultant is critical to monitoring the Design-Build Entity during both design and construction of the project to ensure compliance with functional requirements.

- 1C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number)  
Similar services were provided under PSC#41211-14/15 approved on 9/15/2014 for Traffic Company and Forensic Services Division, PSC#42862-13/14 approved on 2/11/2014 for the Office of Chief Medical Examiner, PSC#4093-10/11 approved on 3/21/2011 for the Public Safety Building, PSC#4172-07/08 approved on 6/16/2008 for Laguna Honda Hospital Replacement Program, and PSC#4087-07/08 approved on 1/22/2008 for San Francisco General Hospital. However, this is the first time CMSS services for a new adult detention facility has been requested by Public Works. This service requires specialized expertise that is needed intermittently.
- 5B. Describe Training including number of hours. Indicate occupational type of City & County employees to receive training:  
Risk management techniques for design build on capital projects: 8 hours, approximately 5 Architects and Engineers

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Specialized Construction Management Support Services - TCFSD Facility

Funding Source: General Obligation Bond Sales PSC Duration: 4 years  
PSC Amount: \$4,000,000 PSC Est. Start Date: 01/01/2015 PSC Est. End Date: 12/31/2018

1. **Description of Work**

A. Scope of Work:

Department of Public Works (DPW) is seeking a team of qualified consultants to provide construction management support services to the City staff to address the specialized expertise and temporary peak workloads during the pre-construction and construction phases services of the new Traffic Company & Forensic Services Division (TC&FSD) facility. Services include, but are not limited to, budgeting and cost estimating, construction scheduling, constructability reviews, construction administration, and LEED/sustainable building construction management.

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

Specialized CM Support Services including, but not limited to expertise in forensic laboratory construction, will significantly minimize risks of exceeding project schedules and budgets due to unforeseen conditions and constructability issues. The denial of use of specialized services and supplemental staff to address peak workloads poses the risk of not meeting program objectives, and may cause the project that is part of the Earthquake Safety and Emergency Response Program to be delivered above the established budgets and behind the schedule.

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

Similar services were provided under PSC#4093-10/11 approved on 3/21/2011 for the Public Safety Building, PSC#4087-07/08 approved on 1/22/2008 for San Francisco General Hospital, PSC#4269-00/01 approved on 9/18/2000 for Laguna Honda Hospital Replacement Program, and PSC#42862-13/14 approved on February 11, 2014 for the Office of Chief Medical Examiner. However... see attached PSC Additional Response

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

2. **Union Notification:** On 07/21/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41211 - 14/15

DHR Analysis/Recommendation:

09/15/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 09/15/2014

09/15/2014

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

A. Specify required skills and/or expertise:

Specialized expertise in Cost Estimating, Scheduling, Constructability Analysis, and Sustainable Building Construction Management applicable to construction of San Francisco Police Department (SFPD) Traffic Company and Forensic Services Division comprising of crime investigation and identification units, crime laboratories, associated lab support, and administration spaces. Please note that 50% of this facility is for laboratory functions. Experience in meeting ... see attached Additional Reponse.

B. Which, if any, civil service class(es) normally perform(s) this work?  
5201,6318,5203,

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:

Permanent civil service employees do not possess the experience and specialized expertise in construction management support services of delivering a new forensic services facility.

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

No. These highly technical and specialized services for the delivery of a new forensic services facility are needed once every 30 to 50 years.

**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? Risk management techniques... see attached Additional Reponse.	<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 07/21/2014 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Specialized Construction Management Support Services - OCME Facility

Funding Source: General Obligation Bond Sales PSC Duration: 2 years 39 weeks

PSC Amount: \$1,600,000 PSC Est. Start Date: 04/01/2014 PSC Est. End Date: 12/31/2016

1. **Description of Work**

A. Scope of Work:

Department of Public Works (DPW) is seeking a team of qualified consultants to provide construction management support services to the City staff to address the specialized expertise and temporary peak workloads during the pre-construction and construction phases services of the new Office of Chief Medical Examiner (OCME) facility. Services include, but are not limited to, budgeting and cost estimating, construction scheduling, constructability reviews, construction administration, and Leadership in Energy & Environmental Design (LEED)/sustainable building construction management.

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

Specialized Construction Management Support Services (CMSS) including, but not limited to, expertise in autopsy complexes and forensic laboratory construction, will significantly minimize risks of exceeding project schedules and budgets due to unforeseen conditions and constructability issues. The denial of use of specialized services and supplemental staff to address peak workloads poses the risk of not meeting program objectives, and may cause the project that is part of the Earthquake Safety and Emergency Response Program to be delivered above the established budgets and behind the schedule.

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

This type of service was provided under PSC#4093-10/11 approved on 3/21/2011 for the Public Safety Building, PSC#4087-07/08 approved on 1/22/2008 for San Francisco General Hospital, and PSC#4172-07/08 approved 6/16/2008 for Laguna Honda Hospital Replacement Program. This service requires specialized expertise that is needed intermittently.

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

2. **Union Notification:** On 12/09/2013, 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# 42862 - 13/14

DHR Analysis/Recommendation:

02/03/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 02/03/2014

02/03/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:  
See attached document titled PSC Attachment.

B. Which, if any, civil service class(es) normally perform(s) this work?  
5201,5207,6318,5504,5203,

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:

Permanent civil service employees do not possess the experience and specialized expertise in construction management support services of delivering a new medical examiner facility.

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

No. These highly technical and specialized services for the delivery of a new medical examiner facility are needed once every 30 to 50 years.

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?  
Risk management techniques for capital projects: 8 hours, Architects
- 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 01/08/2014 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 14, 2011

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Specialized Construction Management Support Services

FUNDING SOURCE: General Obligation Bond Sales

PSC AMOUNT: \$6,700,000 PSC DURATION: April 25, 2011- January 1, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Two contracts will be awarded to furnish construction management support services to City staff to address specialized expertise and temporary peak workloads for pre-construction and construction phase services for cost estimating, construction scheduling, constructability review, construction administration, construction inspections services, LEED/ sustainable building construction management, and existing building forensic investigations for projects of the Earthquake Safety and Emergency Response (ESER) Bond Program, including the Public Safety Building, selected neighborhood fire stations, and selected projects of the Auxiliary Water Supply System.

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

Specialized CM Support Services and existing-building forensic investigation will significantly minimize risks of exceeding project schedules and budgets due to unforeseen hidden conditions and constructability issues. The denial of use of specialized services and supplemental staff to address peak workloads poses the risk that program goals will not be met, and cause projects that are part of the Earthquake Safety and Emergency Response Program to not be delivered in accordance with established budgets and schedules.

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

These specialized services have not been provided previously for the Public Safety Building or a similar Program of Essential Services Facilities.

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

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

Local 21 Union Name Carina Carlos Signature of person mailing/faxing form 2/15/11 Date

RFP sent to Local 21 Union Name, on 11/10/10 Date via Carina Carlos for Jim Baker Signature

\*\*\*\*\*

PSC# 4093-10/11 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized expertise in Cost Estimating, Scheduling, Constructability Analysis, Sustainable Building Construction Management, and Existing-Building Forensic Investigations across a variety of project types that include new buildings, major and minor building alterations, and seismic improvement of the dedicated to fire-fighting high-pressure city-wide water system infrastructure. To avoid unanticipated program delays that could impair public safety, exceptional accuracy and precision in the above listed specialized skills particularly in renovation of multiple existing facilities in a dense, zero lot line, urban environment are required. Services provided by a Licensed Engineer or a Registered Architect in the State of California is highly-desirable and pertinent to the Program's success.

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

Resident Engineers and Construction Managers at DPW Bureau of Construction Management (BCM) normally provide services to perform core competencies of general construction management such as Construction Administration and Document Planning/Control. The construction management workload for certain ESER projects will exceed the capacity of staff at DPW BCM. Construction Administration and Document Planning tasks on individual neighborhood Fire Station projects may be performed by the Engineer Series (5201 - 5241);

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

Yes. Existing-Building Forensic Investigation will require special equipment and apparatus for explorative and investigative purposes.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Permanent civil service employees do not possess the experience and specialized expertise in interdisciplinary coordination and delivery of the indicated services, which are beyond the core competencies of construction management. Timely delivery of Earthquake Safety and Emergency Response projects is critical for essential firefighting facilities and the Public Safety Building, but may be challenged by peak work load at Bureau of Construction Management.

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

No. The specialized expertise for these building types is needed on an intermittent basis.

ADDITIONAL INFORMATION (if "yes," attach explanation)

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

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

B. Will the contractor train City and County employees?

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

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

Constructability reviews and lesson learned seminars for about 8 architects, engineers, and construction management staff. Five seminars (1 per year) = 40 employees.

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

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

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

Print or Type Name

(415) 554-6230

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

March 28, 2011

E. DENNIS NORMANDY  
PRESIDENT

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

DONALD A. CASPER  
VICE PRESIDENT

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4086-10/11  
THROUGH 4094-10/11; 4024-09/10; 4021-07/08; AND 4171-07/08.**

MORGAN R. GORRANO  
COMMISSIONER

At its meeting of March 21, 2011 the Civil Service Commission had for its consideration the above matter.

MARY Y. JUNG  
COMMISSIONER

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

LISA SEITZ GRUWELL  
COMMISSIONER

It was the decision of the Commission to:

ANITA SANCHEZ  
EXECUTIVE OFFICER

- (1) Postpone PSC #4089-10/11 to the meeting of April 4, 2011 due to lack of vote for action. (Quorum consisted of three Commissioners and concurrence of all three needed for action; Commissioner Seitz Gruell recused, making only two votes available.)
- (2) Withdraw PSC #4090-10/11 at the request of the Municipal Transportation Agency.
- (3) Postpone PSC #4092-10/11 to the meeting of April 18, 2011 at the request of the Public Utilities Commission.
- \* (4) Adopt the report; Approve request for PSC #4093-10/11 on the condition that one Bureau of Construction Management (BCM) employee be provided by BCM for two months at no cost to the ESER Program during the 2012-13 budget year. Notify the Office of the Controller and the Office of Contract Administration.
- (5) Adopt the report; Approve request for PSC #4094-10/11 on the condition that the Treasurer/Tax Collector consult with IFPTE Local 21 in efforts to transfer knowledge and research techniques in so far as possible; Report back to the Commission in six (6) months. Notify the Office of the Controller and the Office of Contract Administration.
- (6) Adopt the report; Approve request for PSC #4021-07/08 on the condition that existing vacant OLSE positions be filled and that there are no cuts to OLSE staff, and that this matter be revisited and reviewed in six (6) months. Notify the Office of the Controller and the Office of Contract Administration.
- (7) Adopt the report as verbally amended from Yes to No in 5E; Approve request for PSC #4171-07/08 on the condition that a minimum of eighteen BCM personnel will be trained in the JOC unit price information for future use. Notify the Office of the Controller and the Office of Contract Administration.
- (8) Adopt the report; Approve request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

CONTRACT ADMINISTRATION  
DPW

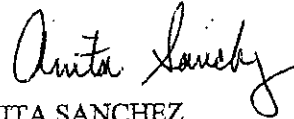
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CSC Notice of Action  
March 28, 2011  
Page 2

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

CIVIL SERVICE COMMISSION



ANITA SANCHEZ  
Executive Officer

Attachment

c: Parveen Boparai, Municipal Transportation Agency  
Micki Callahan, Human Resources Director  
Carino Carlos, Department of Public Works  
Gordon Choy, Department of Public Works  
Marie de Vera, Department of Human Resources  
Oliver Hack, Mayor's Office of Housing  
Kan Htun, Art Commission  
Shamica Jackson, Public Utilities Commission  
Florence Kyaun, Public Utilities Commission  
Joan Lubamersky, General Services Agency  
Maria Ryan, Department of Human Resources  
Tajel Shak, Treasurer/Tax Collector  
Shawn Wallace, San Francisco Police Department  
Commission File  
Chron

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DPW  
CONTRACT ADMINISTRATION

POSTING FOR

3/21/2011

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date	End Date
*4093-10/11	90	Public Works	Regular	\$6,700,000	Two contracts will be awarded to furnish construction management support services to City staff to address specialized expertise and temporary peak workloads for pre-construction and construction phase services for cost estimating, construction scheduling, constructibility review, construction administration, construction inspections services, LEED/sustainable building construction management, and existing building forensic investigations for projects of the Earthquake Safety and Emergency Response (ESER) Bond Program, including the Public Safety Building, selected neighborhood fire stations, and selected projects of the Auxiliary Water Supply System.	4/25/2011	1/1/2017
4094-10/11	08	Treasurer/Tax Collector	Regular	\$100,000	A consultant will be engaged to assist the Treasurer-Tax Collector in implementing a Request for Proposals process for banking services that will result in a contract for bank services for the City and County of San Francisco.	3/21/2011	12/31/2012

CONTRACT ADMINISTRATIONS  
DPW  
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PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 8, 2008

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER 90

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

TYPE OF REQUEST:  INITIAL REQUEST  MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: Construction Management Services

FUNDING SOURCE: Proposition A, November 1999, \$299 Million Bonds; Tobacco Settlement Revenue proceeds; Interest Earned proceeds.

PSC AMOUNT: \$8,000,000 (see no. 1 below) PSC DURATION: 06/16/2008 through 12/31/2010

I. DESCRIPTION OF WORK

A. Concise description of proposed work:

*Construction Management services associated with Laguna Honda Hospital Replacement Program. Contract includes pre-construction and construction phase services for the Program. The Program is scheduled to be completed in 2010. Construction costs are estimated at \$497.8M. Services were provided on an as-needed basis during the pre-construction phase and on a full-time basis during the construction phase. Services by the same consultant are continuing. \$7.0 M was previously approved under PSC#4269-00/01 which expired on 12/31/2007. To comply with DHR's procedural change relating to PSC expiration dates, this document is being submitted as an initial request.*

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

*Services are required to satisfy voter mandates as a result of Proposition A approved in the November 1999 election and to satisfy Federal and State licensing requirements. If services are denied, voter mandates and licensing requirements will not be satisfied, and the facility will be closed.*

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

*This service was previously approved under PSC#4269-00/01. Similar contracts for large construction projects have been awarded in the past utilizing a combined City / Consultant team for construction management services. These projects include the City Hall Seismic Upgrade PSC#4062-95/98, New Main Library PSC#764-89/90, the 911 Emergency Operations Center PSC#4060-96/97, and the Moscone Center Expansion PSC#4028-98/99.*

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

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

<u>Local 21</u> Union Name	<u>Una Corina C. Cobles</u> Signature of person mailing/faxing form	<u>5/12/08</u> 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# 4172-07/08

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Approved 6/16/08

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Required expertise includes but is not limited to developing construction staging and phasing plans, producing cost and resource-loaded construction schedules, preparing and reconciling cost estimates, and providing expert advice on technical issues relative to the construction of a large hospital project.*

*Experience with OSHPD permitted projects, construction projects conducted around an operating hospital facility, phased construction projects, renovation projects, utility relocation projects, large (\$50M+) City and County of San Francisco projects and projects using various delivery methods.*

B. Which, if any, civil service class normally performs this work?  
*Civil, Mechanical, Electrical and Structural Engineering classifications series 5200 and 5300. Construction Inspector classifications series 6300.*

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*Civil service classifications are applicable. However, the City has never undertaken a hospital project of this size and complexity before. Consequently, applicable classifications do not have the required expertise in developing construction staging and phasing plans, producing cost and resource-loaded construction schedules, preparing and reconciling cost estimates, and providing expert advise on technical issues relative to the construction of a large hospital project.*

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

*No. Civil Service classifications already exist. The condition created by the required specialized skills combined with the large size of the project occurs only periodically.*

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

*Gordon Choy*  
 Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

Print or Type Name

(415) 554-6230

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 19, 2007

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Executive Construction Management Services

FUNDING SOURCE: Departmental Work Orders

PSC AMOUNT: \$8,000,000 PSC DURATION: January 1, 2008 through December 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Executive Construction Management (CM) for the new hospital at SFGH Medical Center will be responsible for pre-construction and construction services, and for establishing and maintaining overall project controls during the design and construction phases of the SFGH Rebuild Project. CM services include project scheduling, cost estimating, and establishing an automated project master database for tracking and monitoring daily workflow processing and reporting. The CM will also be responsible for monitoring the Construction Manager/General Contractor's (CM/GC) quality assurance, safety programs, and hazardous material and construction mitigation controls, and for providing Inspector of Record (IOR) services as required by California Office of Statewide Health Planning and Development (OSHPD) for acceptance of the new hospital construction.

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

This service is critical for monitoring all phases of the project to ensure the SFGH Rebuild Project will stay on schedule and within budget, and will be completed by the State-mandated deadline of 1/1/2013. The IOR inspection services are part of the mandatory requirements for all projects under OSHPD's jurisdiction. Denial of this service would jeopardize the timely completion of the SFGH Rebuild Project and the SFGH would not be in compliance with the State-mandated seismic Safety Standards thus risking loss of licensing for Acute Care Services and closure after January 1, 2013.

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

Similar services were provided on the Laguna Honda Hospital Rebuild Program by Cooper Puggeda Management Services, awarded under PSC#4269-00/01, approved September 18, 2000.

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

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

Local 21 Union Name Building Inspectors Assn. Signature of person mailing/faxing form Date 12-19-2007

RFP sent to Local 21: Bldg Insp Assn Union Name, on When available Date Signature

\*\*\*\*\*

PSC# 4087-07108 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires a team of construction managers, scheduling/project control engineers, cost engineers, cost estimators, contract administrators, safety officers, QA/QC inspectors, and OSHPD-certified inspectors (IOR) who are experienced with OSHPD procedures, protocols and requirements.

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

The Civil Service Classifications that normally perform this work include 5201, Jr. Engineer; 5203, Asst. Engineer; 5207, Assoc Engineer; 5212, Principal Engineer; 5241, Engineer; 5218, Structural Engineer; 5219, Sr. Structural Engineer; 6318, Construction Inspector; 6319, Sr. Construction Engineer; 6331, Building Inspector; 6333, Sr. Building Inspector; 6334, Chief Building Inspector.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classifications are applicable, but the complexity and size of the SFGH Rebuild Project requires a significant amount of personnel resources with specific knowledge and expertise in cost estimating, scheduling, and OSHPD certifications as it pertains to delivering a licensed acute care facility. The SFGH Rebuild schedule dictates that a robust team of OSHPD experienced staff is engaged immediately to meet the third-party estimating requirements for the Board of Supervisors approved Integrated Project Delivery Ordinance. City staff will be integrated in the team as appropriate. City staff will also be responsible for directing the CM. Services for which applicable classifications do have expertise are specifically excluded from the scope of work in the CM RFQ, such as materials testing and special inspection services.

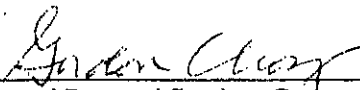
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. The aggressive SFGH Rebuild schedule does not allow for the creation of a new Civil Service Class specifically to perform this specific work. Additionally, the Bureau of Construction Management is currently in the process of creating a new "Cost Estimating and Scheduling Controls" section that will specialize in performing cost estimating and project scheduling services. Current City staff do not yet have the experience and expertise to perform the services for this project.

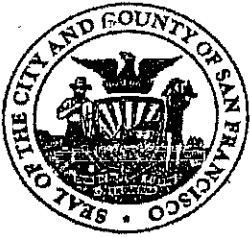
5. ADDITIONAL INFORMATION (if "yes," attach explanation)

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

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

  
 \_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator  
**Gordon Choy** (415) 554-6230  
 \_\_\_\_\_  
 Print or Type Name Telephone Number

875 Stevenson Street, Room 420  
 \_\_\_\_\_  
 San Francisco, CA 94103  
 \_\_\_\_\_  
 Address



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

January 25, 2008

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL  
PRESIDENT

DONALD A. CASPER  
VICE PRESIDENT

MORGAN R. GORRONO  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

YU-YEE WU  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4081-07/08; 4083-  
07/08 THROUGH 4085-07/08; 4087-07/08; 4080-07/08; 4082-07/08;  
4347-00/01; 4081-05/06; 4064-06/07 AND 4086-07/08.**

At its meeting of January 22, 2008 the Civil Service Commission had for its consideration the above matter.

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

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

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

### Attachment

- c: Micki Callahan, Human Resources Director
- Parveen Boparai, Municipal Transportation Agency
- Connie Chang, Public Utilities Commission
- Gordon Choy, Department of Public Works
- Nancy Gonchar, Arts Commission
- Ed Harrington, Controller
- Mikhael Hart, Planning Department
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Julian Low, Mayor's Office of Business & Economic Development
- Sean McFadden, Recreation & Parks Department
- Jonathan Nelly, Department of Human Resources
- Commission File
- Chron



POSTING FOR  
January 22, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4081-07/08	21	Mayor's Office of Economic and Workforce Development	Regular	\$500,000.00	Will provide real estate planning and development consulting services for mixed-use planning and development projects.	31-Dec-13
4083-07/08	29	Planning Department	Regular	\$100,000.00	Will provide a complete environmental document that analyzes the environmental impacts for the Enterprise Zone Project.	28-Feb-09
4084-07/08	40	San Francisco Public Utilities	Regular	\$7,000,000.00	Will provide power distribution scheduling coordination services as defined by the California Independent System Operator.	30-Jun-12
4085-07/08	40	San Francisco Public Utilities	Regular	\$900,000.00	Will provide as needed reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (issues).	30-Jun-11
4087-07/08	90	Public Works	Regular	\$8,000,000.00	Will provide preconstruction and construction services, and establish and maintain overall project controls during the design and construction phases of the SFGH Rebuild Project.	31-Dec-16

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Development of Operations & Maintenance Procedures for SF Airport Substations (PRO.0005.14)

Funding Source: Hetch Hetchy Power Project Funds PSC Duration: 2 years 1 day  
PSC Amount: \$250,000 PSC Est. Start Date: 05/15/2015 PSC Est. End Date: 05/15/2017

**1. Description of Work**

A. Scope of Work:

The San Francisco Public Utilities Commission (SFPUC) is in charge of the power substations located at the SFO. The SFPUC needs to develop an Operations and Maintenance Manual to provide guidelines and services for the Power Substations located at the San Francisco Airport (SFO). The highly specialized work includes: creating major equipment lists to be included in the manual, creating maintenance schedules and cycles for major equipment, developing operating and maintenance clearance procedures for major equipment, and creating basic safety procedures for substation workers. Substation manuals provide guidelines for maintenance & service for the thousands of public utility agency owned substations throughout the State of California. Most major utilities agencies have documentation departments that provide Utility Standards for the agencies to work within; however, SFPUC does not. Therefore, SFPUC's Power Enterprise would like develop their own Substations manual and standard practices.

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

All airport Substations are the connection points from which power is distributed to SFO and are critical in supporting SFO operations. These services are necessary because if one or more of these Substations were to fail, the consequences would be loss of power to sections of the San Francisco and/or to SFO. This would result in losses of hundreds of millions of dollars, including the cost of bringing SFO back online, as well as any associated legal action against the City.

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.

2. **Union Notification:** On 04/02/2015, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Electrical Workers, Local 6, Architect & Engineers, Local

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48382 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/01/2015

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

A. Specify required skills and/or expertise:

The required skills and expertise include: transformer maintenance, oil maintenance & testing including dissolved gas analysis and dielectric tests, infrared thermography looking for heat signatures, ultrasonic testing, protective relay maintenance, programming, and testing, load tap changer maintenance and testing, thermal data logging and maintenance of thermal sensors, voltage and current data monitoring and maintenance of digital panel meters, group-operated three phase switch maintenance and testing, (see more on attached Addendum 1).

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

5241,7329,7318,7350,9240,9241,9242,

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

Yes, to be able to perform an analysis of existing equipment, condition of existing equipment, current load conditions and appropriate maintenance schedules, the Contractor would provide equipment that the City does not currently have.

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

A. Explain why civil service classes are not applicable:

The City does not have the expertise or the available resources to perform the work. This contract goes beyond regular and routine maintenance duties. This requires a higher level of analysis of existing conditions and recommendations on schedules maintenance schedules and practices that goes beyond the depth of knowledge of incumbents in the class series and requires very specialized equipment to measure and test existing equipment. This is a highly specialized area of the utility world. (See more on attached Addendum 1)

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

No, because this is highly specialized but short term work, it would not be practical to adopt a new civil service class.

**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? Estimated 80 hours of training the SFPUC utility services group.	<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 05/04/2015 BY:

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

Address: 525 Golden Gate Avenue, 8h Floor San Francisco, CA 94102

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

**Lo, Stacey**

---

**From:** dhr-psccordinator@sfgov.org on behalf of SLo@sfgwater.org  
**Sent:** Thursday, April 02, 2015 3:53 PM  
**To:** Lo, Stacey; khughes@ibew6.org; richardisen@gmail.com; L21PSCReview@ifpte21.org;  
Lo, Stacey; Isen, Richard; DHR-PSCCoordinator, DHR  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 48382 - 14/15

RECEIPT for Union Notification for PSC 48382 - 14/15 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48382 - 14/15 for \$250,000 for Initial Request services for the period 05/15/2015 -- 05/15/2017. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/4547> 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

**Lo, Stacey**

---

**From:** Kevin Hughes <khughes@ibew6.org>  
**Sent:** Tuesday, April 14, 2015 4:00 PM  
**To:** Kyger, Todd  
**Cc:** Lo, Stacey; Stephens, Richard  
**Subject:** RE: PSC 48382

Hi Todd,

IBEW6 is in agreement with the PSC 48382 as revised. Thank you for your help in getting these revisions done, very much appreciated.

Best Regards,

Kevin Hughes  
Assistant Business Manager  
[khughes@ibew6.org](mailto:khughes@ibew6.org)  
W: 415-861-5752  
F: 415-861-0734

---

**From:** Kyger, Todd [<mailto:TKyger@sfgwater.org>]  
**Sent:** Tuesday, April 14, 2015 3:51 PM  
**To:** Kevin Hughes  
**Cc:** Lo, Stacey; Stephens, Richard  
**Subject:** FW: PSC 48382  
**Importance:** High

Hi Kevin,

Thanks again for your input. The revisions discussed have been entered into the attached PSC. If you are okay with the changes, can you please reply to this email indicating everything is in accord? Your confirmation will be necessary as part of the final documents forwarded to the Commission.

Thanks again,

Todd Kyger

Workforce & Economic Program Services Bureau  
Infrastructure Division  
San Francisco Water, Power, Sewer  
415-554-3412 | [tkyger@sfgwater.org](mailto:tkyger@sfgwater.org)

**Choi, Suzanne (HRD)**

---

**From:** Lo, Stacey <SLo@sfgwater.org>  
**Sent:** Wednesday, April 15, 2015 11:07 AM  
**To:** L21PSCReview@ifpte21.org  
**Cc:** Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD); khughes@ibew6.org  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 48382 - 14/15

Hello Everyone,

This is to inform you that the PSC #48382-14/15 has now been revised. If you have any issues/concerns, please notify PUC by emailing me by May 5, 2015.

Thanks,

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

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) [<mailto:dhr-psccordinator@sfgov.org>] On Behalf Of [SLo@sfgwater.org](mailto:SLo@sfgwater.org)  
**Sent:** Thursday, April 02, 2015 3:53 PM  
**To:** Lo, Stacey; [khughes@ibew6.org](mailto:khughes@ibew6.org); [richardisen@gmail.com](mailto:richardisen@gmail.com); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); Lo, Stacey; Isen, Richard; DHR-PSCCoordinator, DHR  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 48382 - 14/15

RECEIPT for Union Notification for PSC 48382 - 14/15 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48382 - 14/15 for \$250,000 for Initial Request services for the period 05/15/2015 – 05/15/2017. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/4547> 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 #48382-14/15 Addendum 1**

Question 3A

Specify required skills and/or expertise:

The required skills and expertise include: transformer maintenance, oil maintenance & testing including dissolved gas analysis and dielectric tests, IR thermography looking for heat signatures, ultrasonic testing, protective relay maintenance, programming, and testing, load tap changer maintenance and testing, thermal data logging and maintenance of thermal sensors, voltage and current data monitoring and maintenance of digital panel meters, group-operated three phase switch maintenance and testing, sulfur hexafluoride gas interruptor maintenance and testing, electrical insulation testing, substation battery bank maintenance and testing, primary and secondary bushing testing, and circuit breaker inspection, maintenance, and testing.

This contract goes beyond regular and routine maintenance duties, and requires a higher level of analysis of existing conditions and recommendations on schedules maintenance schedules and practices, and the use of specialized equipment to measure and test existing equipment. This is a highly specialized area of the utility world.

These skills and expertise are just some of the major tasks that need to be reviewed and standardized into procedures developed for organizations such as Institute of Electrical and Electronics Engineers (IEEE) and InterNational Electrical Testing Association (NETA), for which electrical engineering test standards are developed, as well as the American Society for Testing and Materials (ASTM), which is used by major utilities agencies in developing substation manuals.

Question 4A

Explain why civil services classes are not applicable:

The City does not have the expertise or the available resources to perform the work. This contract goes beyond regular and routine maintenance duties. This requires a higher level of analysis of existing conditions and recommendations on schedules maintenance schedules and practices that goes beyond the depth of knowledge of incumbents in the class series and requires very specialized equipment to measure and test existing equipment. This is a highly specialized area of the utility world. We need very specialized skills, with a major utilities agency and high voltage (HV) background, to complete the Operation & Maintenance for the substations.

**Modification**  
**Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4011-10/11)

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

Type of Service: Commercial Paper Program Issuing and Paying Agent Services.

Funding Source: Airport Operating Funds
PSC Original Approved Amount: \$1,000,000 PSC Original Approved Duration: 08/01/10 - 07/31/15 (5 years)
PSC Mod#1 Amount: \$100,000 PSC Mod#1 Duration: 08/01/15-07/31/20 (5 years 2 days)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$1,100,000 PSC Cumulative Duration Proposed: 10 years 2 days

1. Description of Work

A. Scope of Work:

Issuing and Paying Agent Services are required for the Airport's Commercial Paper (CP) Program (paper sold for immediate cash needs). Under the Commission's Master Subordinate (No. 97-0146) and First Supplemental (No. 97-0147 and as amended and restated by No. 09-0088) Resolution, the Issuing and Paying Agent is required to establish and maintain the funds and accounts relating to the CP Program. As an issuing and paying agent, the firm will facilitate the settling of commercial paper by carrying out the exchanges between issuer, investor and dealer required to transfer commercial paper for funds. The CP program allows the Airport to borrow money for financing Airport projects such as terminal renovation projects, airfield and runway improvements, noise programs to insulate homes, and various facility maintenance projects.

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

This service is necessary because the Security and Exchange Commission (SEC) rules mandate that a third party institution facilitate the settling of CP by processing the exchanges between the Airport as an issuer, the investors who purchase the CP, and the dealers who remarket the CP. Issuing and Paying Agent services are required to transfer the CP proceeds among these participants. The consequence of denial would make it impossible to continue the Airport's CP program, and the Airport would not have a low-cost, short-term liquidity mechanism.

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 4011-10/11

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

2. Union Notification: On 04/21/15, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4011-10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/01/2015

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

A. Specify required skills and/or expertise:

Corporate Trust banking expertise, specifically with trustee banking and administration services. The Airport Commission's CP Program requires a trustee bank to establish and maintain the funds and accounts relating to the CP Notes. The Airport is bound by this legal requirement to maintain a CP program. Interested firms must comply with the following minimum requirements: (Please see attachment)

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

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

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

A. Explain why civil service classes are not applicable:

The City and County does not have the authority to perform the services of a Subordinate Bond Trustee and/or an Issuing and Paying Agent.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No, because the Airport must have a third-party perform the administration of the CP's funds and accounts.

**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?<br>See attached document.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| D. Are there federal or state grant requirements regarding the use of contractual services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?   | <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? US Bank currently provides this service. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 04/21/15 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)**

**From:** dhr-psccordinator@sfgov.org on behalf of [cynthia.avakian@flysfso.com](mailto:cynthia.avakian@flysfso.com)  
**To:** Cynthia Avakian (ATR); [jb@local16.org](mailto:jb@local16.org); Lopez, Ricardo (PDR); Basconcello, Katherine (PUC); Sandeep.lal@seiu1021.me; [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@sfflocal798.org](mailto:gail@sfflocal798.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); [abllood@cirseiu.org](mailto:abllood@cirseiu.org); [pkarinen@ncrc.org](mailto:pkarinen@ncrc.org); [tony@dc16.us](mailto:tony@dc16.us); [stevek@bac3-ca.org](mailto:stevek@bac3-ca.org); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); Poon, SinYee (HSA) (DSS); [smcgarry@ncrc.org](mailto:smcgarry@ncrc.org); [rmitchell@twusf.org](mailto:rmitchell@twusf.org); [grojo@local39.org](mailto:grojo@local39.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [staff@sfmea.com](mailto:staff@sfmea.com); [mike@dc16.us](mailto:mike@dc16.us); [khughes@ibew6.org](mailto:khughes@ibew6.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); [ecdemvoter@aol.com](mailto:ecdemvoter@aol.com); [tiva.thlang@seiu1021.org](mailto:tiva.thlang@seiu1021.org); Yen Pang (AIR); DHR-  
**Subject:** Receipt of Modification Request to PSC # 4011-10/11 - MODIFICATIONS  
**Date:** Tuesday, April 21, 2015 10:44:01 AM

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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 \$100,000 for services for the period August

1, 2015 – July 31, 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/4854>

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

# **Additional Attachment(s)**

Commercial Paper Program Issuing and Paying Agent Services.

5 Year or More Duration Explanation

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

The contracts will be for more than five (5) years to insure consistency in Issuing and Paying Agent services.

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

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

Corporate Trust banking expertise, specifically with trustee banking and administration services. The Airport Commission's CP Program requires a trustee bank to establish and maintain the funds and accounts relating to the CP Notes. The Airport is bound by this legal requirement to maintain a CP program. Interested firms must comply with the following minimum requirements: 1) The Subordinate Bond Trustee must be a trust company or bank having the powers of a trust company qualified to do trust business within the State of California and having, or in the case of a corporation included in a bank holding company system, the related bank holding company shall have, an officially reported combined capital, surplus, undivided profits and reserves aggregating at least \$50,000,000; and 2) The Issuing and Paying Agent shall, at all times, be a bank or trust company having an office in NY, NY, and be a corporation or a national banking association organized and doing business under the laws of the USA or of any state with a combined capital and surplus of at least \$50,000,000 and authorized under such laws to exercise corporate trust powers and be subject to supervision or examination by federal or state authority.

**5. Additional Information**

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

Yes, the SEC requires a third party to facilitate the settling of the Commercial Paper trades.



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR Dept. Code: TTX

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Audit Services

Funding Source: <u>Audit Collections</u>	
PSC Original Approved Amount: <u>\$200,000</u>	PSC Original Approved Duration: <u>01/04/11 - 12/31/11</u> (51 weeks 4 d)
PSC Mod#1 Amount: <u>no amount added</u>	PSC Mod#1 Duration: <u>01/01/12-06/30/14</u> (2 years 25 weeks)
PSC Mod#2 Amount: <u>\$90,000</u>	PSC Mod#2 Duration: <u>07/01/14-06/30/15</u> (1 year)
PSC Mod#3 Amount: <u>\$710,000</u>	PSC Mod#3 Duration: <u>06/30/15-07/01/17</u> (2 years 2 days)
PSC Mod#4 Amount: _____	PSC Mod#4 Duration: _____
PSC Cumulative Amount Proposed: <u>\$1,000,000</u>	PSC Cumulative Duration Proposed: <u>6 years 25 weeks</u>

**1. Description of Work**

**A. Scope of Work:**

Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue audit and enforcement of utility users tax and access line tax requirements; and provide tax revenue enhancement and detection services.

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

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

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

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 04/20/15, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Management & Superv Local 21;

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4056 10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/01/2015

**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?<br>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 04/20/15 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:** Monday, April 20, 2015 5:04 PM  
**To:** Fried, Amanda (TTX); Finkle, Erica (TTX)  
**Subject:** Fwd: Receipt of Modification Request to PSC # 4056 10/11 -  
MODIFICATIONS

Sent from my iPhone

Begin forwarded message:

**From:** <[greg.kato@sfgov.org](mailto:greg.kato@sfgov.org)>  
**Date:** April 20, 2015 at 4:38:47 PM PDT  
**To:** <[greg.kato@sfgov.org](mailto:greg.kato@sfgov.org)>, <[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)>, <[greg.kato@sfgov.org](mailto:greg.kato@sfgov.org)>, <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>, <[richard.isen@sfgov.org](mailto:richard.isen@sfgov.org)>  
**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 \$710,000 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](mailto:L21PSCReview@ifpte21.org)

# **Additional Attachment(s)**



---

To: Suzanne Choi, Citywide PSC Coordinator  
From: Amanda Fried, Policy and Legislative Manager  
Date: May 5, 2015  
Re: PSC 4056-10/11 Mod

The function of PSC 4056-10/11 is to 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 UUT and ALT tax requirements; and provide tax revenue enhancement and detection services.

TTX is requesting to exceed five years for this PSC for two main reasons:

1. Several audited entities have been delayed in their responses to the City. We need to extend time to complete these audits and collect revenue due to the City.
2. The state law governing UUT and ALT is scheduled to change in 2016, and we need time to adjust to new business practices.

Thank you for your consideration.

Audit Services

Training Question

Will the contractor train employees? If so, please explain what that will entail; if not, explain why not.

Yes

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

- 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).

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY Dept. Code: TIS

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 45611 - 13/14)

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

Type of Service: Radio and Microwave Installation and configuration services

Funding Source: Bond and General Funds

PSC Original Approved Amount: \$500,000 PSC Original Approved Duration: 05/01/14 - 12/31/14 (34 weeks 6 c
PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 03/16/15-12/31/16 (2 years 1 day)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$500,000 PSC Cumulative Duration Proposed: 2 years 35 weeks

1. Description of Work

A. Scope of Work:

The Department of Technology is soliciting proposals from firms to build and deploy a microwave network connecting the public safety building and public safety radio communication sites. It is expected that the microwave communication will provide the resilience and redundancy to public safety communications. The services include planning, design, engineering and technical support to maintain the system.

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

The new Public Safety Building will provide operational resiliency, enabling police leadership to promptly and properly coordinate public safety services in the event of a major natural disaster. If this request is denied the resiliency and redundancy to the public safety communications will be lost and greatly affect the City's ability to respond to critical and life threatening situations.

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.

D. Will the contract(s) be renewed? The contract is not expected to be renewed at this time.

2. Union Notification: On 03/06/15, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous;

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45611 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/01/2015

Civil Service Commission Action:



3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Planning, design, engineering and technical support services to maintain the system. The work also involves installation and configuration of microwave radios and related communication equipment.

B. Which, if any, civil service class(es) normally perform(s) this work?  
7362,7368,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

This work is highly specilized and for an intermittent period.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No, the classes already exist.

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

YES    NO

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 03/06/15 BY:

Name: Jolie Gines    Phone: 415 581 3974    Email: jolie.gines@sfgov.org

Address: One South Van Ness Ave., 2nd Floor    San Francisco, CA 94103

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

Gines, Jolie

---

**From:** Gines, Jolie  
**Sent:** Friday, March 06, 2015 1:52 PM  
**To:** Basconcillo, Katherine (PUC); Larry.Bradshaw@seiu1021.org; joe.brenner@seiu1021.org; pcamarillo\_seiu@sbcglobal.net; david.canham@seiu1021.org; carey.dall@seiu1021.org; Emma.Gerould@seiu1021.org; ablood@cirseiu.org; davidmkersten@gmail.com; sandeep.lal@seiu1021.net; xiumin.li@seiu1021.org; Lopez, Ricardo (PDR); Poon, SinYee (HSA) (DSS); jjtanner940@aol.com; tiya.thlang@seiu1021.org; atonisson@ifpte21.org; ted.zarzecki@seiu1021.net  
**Cc:** Chamberlain, Christopher (TIS)  
**Subject:** Request of 60 Day Waiver for 4052-13/14 Department of Technology  
**Attachments:** CSC Approval 4052 1314 PSB Microwave Eaton Nov 18 2013.pdf; PSC Union Notification SEIU Feb 25 2014.pdf; PSC Union Notification SEIU Amend #1 Mar 4 2015.pdf

**Importance:** High

**Tracking:**

Recipient	Read
Basconcillo, Katherine (PUC)	
Larry.Bradshaw@seiu1021.org	
joe.brenner@seiu1021.org	
pcamarillo_seiu@sbcglobal.net	
david.canham@seiu1021.org	
carey.dall@seiu1021.org	
Emma.Gerould@seiu1021.org	
ablood@cirseiu.org	
davidmkersten@gmail.com	
sandeep.lal@seiu1021.net	
xiumin.li@seiu1021.org	
Lopez, Ricardo (PDR)	
Poon, SinYee (HSA) (DSS)	Read: 3/9/2015 9:45 AM
jjtanner940@aol.com	
tiya.thlang@seiu1021.org	
atonisson@ifpte21.org	
ted.zarzecki@seiu1021.net	
Chamberlain, Christopher (TIS)	Read: 3/6/2015 1:56 PM

Hello Local SEIU 1021,

We ask to have SEIU 1021's 60 Day review waived because the initial request, attached, approved the Professional Services for \$500,000. With this First Amendment, we are asking for an increase in time only, to extend the agreement to December 31, 2016.

Please advise if you require additional information and if you have any further questions.

Your attention is very much appreciated.

*Thank You,  
Jolie*

Jolie Gines  
City and County of San Francisco

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4045-04/05)

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

Type of Service: Reimbursement and revenue optimization services

Funding Source: DPH - Community Health Network F
PSC Original Approved Amount: \$1,300,000 PSC Original Approved Duration: 04/01/05 - 03/31/10 (4 years 52 w
PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 04/01/10-03/31/14 (4 years 1 day)
PSC Mod#2 Amount: \$2,500,000 PSC Mod#2 Duration: 04/01/14-03/31/19 (5 years 1 day)
PSC Mod#3 Amount: \$1,200,000 PSC Mod#3 Duration: no duration added
PSC Mod#4 Amount: \$2,000,000 PSC Mod#4 Duration: no duration added
PSC Cumulative Amount Proposed: \$7,000,000 PSC Cumulative Duration Proposed: 14 years 1 day

1. Description of Work

A. Scope of Work:

Generation of highly specialized step-down cost reports to allocate administrative and other costs to revenue-generating units of San Francisco General Hospital, Laguna Honda Hospital, and the Health At Home agency, along with financial consultation services for specific areas of hospital operations to optimize DPH's revenues and reimbursements within the regulations and instructions of Medicare, Medi-Cal and other third-party insurers.

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

These services enable DPH to file annual cost reports to third party insurers and maximize its revenues from non-City revenue sources. Denial of services could result in lost revenue and reduction of services to the City.

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 4045-04/05

D. Will the contract(s) be renewed? [Yes; new RFP efftv 4/1/2006] (see attached).

2. Union Notification: On 03/02/15, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association;

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4045-04/05

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/01/2015

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

At least eight years of experience with health care industry regulations (as changes in regulations and rulings on the interpretation of these regulations can be retroactive for as many as seven years), working with governmental teaching hospitals and Medicare and Medi-Cal cost reports and other high-level, highly specialized regulatory issues, including at least five years of extensive experience in all aspects of financial accounting in the health care industry is necessary to perform the services.

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

0955,0943,0923,

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 services require technical expertise to generate Federal and State step-down cost reports, the requirements for which are constantly changing. No civil service classification requires this specialized knowledge or expertise.

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

No. The work is as-needed and requires highly specialized knowledge and expertise.

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

YES    NO

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 03/02/15 BY:

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

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

# Receipt of Union Notification(s)

## Receipt of Modification Request to PSC # 4045-04/05 - MODIFICATIONS

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

Mon 3/2/2015 12:24 PM

Inbox

To: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; camaguey@sfmea.com <camaguey@sfmea.com>; staff@sfmea.com <staff@sfmea.com>; brenda\_mendieta@sfdph.org <brenda\_mendieta@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Isen, Richard (TIS) <richard.isen@sfgov.org>;

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$2,000,000 for services for the period July 1, 2014

– March 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/1099>

Email sent to the following addresses: staff@sfmea.com camaguey@sfmea.com

## Receipt of Modification Request to PSC # 4045-04/05 - MODIFICATIONS

dhr-psccordinator@sfgov.org

on behalf of

Hale, Jacquie (DPH)

Tue 2/24/2015 8:30 AM

Inbox

To: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; Leah.Berlanga@seiu1021.org <leah.berlanga@seiu1021.org>; davidmkersten@gmail.com <davidmkersten@gmail.com>; ablood@cirseiu.org <ablood@cirseiu.org>; Poon, SinYee (HSA) <sin.yee.poon@sfgov.org>; david.canham@seiu1021.org <david.canham@seiu1021.org>; joe.tanner@seiu1021.net <joe.tanner@seiu1021.net>; tiya.thlang@seiu1021.org <tiya.thlang@seiu1021.org>; Larry.Bradshaw@seiu1021.org <Larry.Bradshaw@seiu1021.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; brenda\_mendieta@sfdph.org <brenda\_mendieta@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Isen, Richard (TIS) <richard.isen@sfgov.org>;

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$2,000,000 for services for the period July 1, 2014.

– March 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/1099>

Email sent to the following addresses: L21PSCReview@ifpte21.org  
Larry.Bradshaw@seiu1021.org tiya.thlang@seiu1021.org joe.tanner@seiu1021.net  
david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org ablood@cirseiu.org  
davidmkersten@gmail.com leah.berlanga@seiu1021.org



# **Additional Attachment(s)**

Explanation to 4045-04/05 Modification of 5 plus years.

These services provide a critical component of the Department's long-term financial planning for implementation of health care reform, providing a consistent revenue stream to the City.

REQUEST FOR PROPOSAL / RFP 23-2005

**REGULATORY REPORTING / REIMBURSEMENT AND REVENUE OPTIMIZATION  
SERVICES**

Department of Public Health (DPH)  
Community Health Network (CHN)

**OVERVIEW**

The City and County of San Francisco Department of Public Health (DPH), Community Health Network (CHN) includes San Francisco General Hospital, Laguna Honda Hospital and Health at Home Agency:

San Francisco General Hospital (SFGH) is a teaching facility with 724 licensed beds and Acute and Intensive Medical and Surgical Care as well as Obstetrics, Intensive Care Nursery, Newborn Nursery Care, Skilled Nursing Facility and a Mental Health Rehab Facility. It serves as San Francisco City and County's only Level III Trauma Center and provides 24-hour Emergency Medical and Psychiatric Services. SFGH also provides primary care through a comprehensive network of ambulatory care clinics located at its main campus.

The Primary Care network extends to the 13 Community Outpatient Primary Care (COPC) clinics located throughout San Francisco. These COPC clinics are free-standing federally qualified health centers (FQHCs).

Laguna Honda Hospital (LHH) is an acute care facility with 86 licensed acute beds and 1,214 licensed distinct part skilled nursing beds. LHH provides acute medical, acute rehabilitation, hospice and long-term care to an average daily census of 1,065 residents. The hospital also provides adult day health care and Alzheimer's day care services.

Health at Home (HAH) is the Medicare-certified, state-licensed home health agency of the CHN. It is a free-standing agency, which works closely with the other components of the CHN, especially SFGH and its outpatient clinics. HAH serves clients who live within San Francisco city limits. While some of its clients have access to Medicare or Medi-Cal, HAH also provides home health agency care to a large number of uninsured or underinsured clients.

The residents of San Francisco City and County are assured high quality and comprehensive inpatient, home care and ambulatory services at any of the above facilities or clinics. Accordingly, the County provides services to the medically indigent, Medi-Cal patients, Medicare patients and other patients requiring medical services.

**DESCRIPTION OF NEED**

The CHN is seeking a team of experienced health care professionals with specific knowledge of hospital operations and financial matters, as well as Medicare and Medi-Cal principles of reimbursement. The Bidder must be capable of assisting to evaluate financial issues and perform the tasks described in the "Services Solicited" section of this RFP.

RFP 23-2005

REGULATORY REPORTING / REIMBURSEMENT AND REVENUE OPTIMIZATION SERVICES  
COMMUNITY HEALTH NETWORK  
DEPARTMENT OF PUBLIC HEALTH

Interested Bidders must demonstrate that they have the specific experience necessary to serve SFGH/COPC, LHH and HAH, meet all requirements listed in the RFP, and are willing to make the necessary commitments required in the "Minimum Qualifications/Experience" section of this RFP.

SFGH is a "Disproportionate Share Hospital" (DSH). DSH refers to a hospital that serves a disproportionate share of low-income people. The Medicare Program pays DSHs an additional payment amount referred to as a disproportionate share amount, which is based on a formula set forth in Federal Regulations. SFGH is also seeking assistance to increase the Medicaid and Medicare SSI Ratio Components of medical disproportionate share reimbursement.

It is mandatory that the Bidder respond to the specific requirements contained in this RFP. All requested information and specific needs must be included in the Bidder's response in the format requested.

**TERM OF RFP/FUTURE PROJECTS**

Proposals will be accepted for a contract awarded for a minimum of forty-eight (48) months, April 1, 2006 through March 31, 2010, with a possible option to renew for one (1) additional forty-eight (48) month term.

As the need arises and as funding becomes available, qualified respondents to this RFP may be contacted, for a period of up to eight (8) years, to submit individual proposals specific to other projects that may arise within the DPH.

DPH reserves the right to conduct another solicitation process during those eight (8) years, if no respondents from this RFP are deemed qualified for any future project, or if DPH chooses to reopen this RFP in order to solicit additional service providers.

**SERVICES SOLICITED (SCOPE OF WORK)**

**A. San Francisco General Hospital/Community Outpatient Primary Care (SFGH/COPC)**

**GENERAL SERVICES**

**Task 1**

The engagement executive and/or team leader will attend monthly or quarterly engagement progress meetings with SFGH/COPC Management. SFGH/COPC Management will determine the frequency of and duration of the meetings. The purpose of the meetings will be to discuss the status of projects being performed, establish priorities, and discuss issues that arise during the course of the engagement.

**Task 2**

Preparation of quarterly contractual allowance reviews for fiscal periods ending 3/31/06, 6/30/06, 9/30/06 and 12/31/06 and subsequent calendar quarters. These will be balance sheet reviews based on the hospital's records. The purpose is to insure accuracy in the recording of contractual allowance balances on the general ledger and to insure adequate reserves for financial statement purposes.

**REGULATORY REPORTING / REIMBURSEMENT AND REVENUE OPTIMIZATION SERVICES  
COMMUNITY HEALTH NETWORK  
DEPARTMENT OF PUBLIC HEALTH**

**Task 3**

Prepare interim rate review to ensure SFGH/COPCs are reimbursed proper interim rates, including validation of biweekly Periodic Interim Payment rates. Reconcile SFGH/COPC prior year third-party cost report settlement accounts as of June 30, 2006 and June 30, 2007 to the Intermediary's Statement of Account Status, Tentative Settlement Notices, notices of Program Reimbursement and other appropriate sources to ensure all settlement transactions have been properly recorded in the general ledger. Provide estimated liability/receivable settlement amounts for the Medi-Cal and Medicare Programs to establish proper account balances for year-end audit process, FYE June 30, 2006 and June 30, 2007. Respond to all external auditors' inquiries.

REIMBURSEMENT SERVICES**Task 4**

Provide information on new and proposed laws/regulations that might impact the Hospital and Community Health Centers' reimbursement. Provide analysis, interpretation and determine financial impacts associated with new and proposed regulations as requested by SFGH/COPC management. The purpose is to keep SFGH/COPC abreast of changes in Federal and State reimbursement rules that might have a financial or operational impact.

**Task 5**

Review and prepare the FYEs June 30, 2006 and June 30, 2007 Short Doyle cost report for timely submission to Population Health and Prevention reporting division. The purpose of the review is to ensure compliance with Short-Doyle reporting requirements and to ensure the accuracy in the information being reported. Defend cost reports and respond to all inquiries during audits.

**Task 6**

Review and prepare the June 30, 2006 and June 30, 2007 OSHPD reports for timely filing. The purpose of the review will be to ensure compliance with applicable OSHPD reporting requirements and accuracy in the information reported. As part of this review, analyze the information specific to the Medi-Cal disproportionate share (DSH) formula and upper payment limit (UPL). Review the State's calculations of the Medi-Cal DSH payment as it applies to the Medi-Cal redesign program to ensure that the State's CPE calculations are consistent with cost reports. Review and advise on changes affecting the quarterly OSHPD reports.

**Task 7**

Review and prepare the FYE June 30, 2006 and June 30, 2007 Medicare, Medi-Cal, FQHC and North of Market Medicare cost reports for timely filing. Ensure that the SFGH/COPC's entitlements are fully attained and in compliance with applicable laws, regulations and instructions. To ensure conformity with regulations, including but not limited to:

- Reviewing Wage Index and Occupational Mix Data for accuracy.
- As SFGH does not have an automated logging system, evaluate alternatives. Preparing revenue projections, as requested. Reconciling PS&R summary reports to financial revenue reports.

REGULATORY REPORTING / REIMBURSEMENT AND REVENUE OPTIMIZATION SERVICES  
 COMMUNITY HEALTH NETWORK  
 DEPARTMENT OF PUBLIC HEALTH

- Developing a methodology to monitor PPS Psych for proper entitlement.
- Developing a methodology to validate available bed and intern and resident counts (including overlap issues).
- Developing a methodology to allocate physician compensation between Part A administration, teaching and Part B direct patient care and assignment to cost centers.
- Preparing the Renal Dialysis Medicare cost report and FQHC cost report series.
- Reviewing the Accounting Department's master mapping of general ledger cost centers to the Genisys Cost Accounting System to assure that the Medicare and OSHPD formats (cost center and financial class groupings) are in conformity with prescribed instructions.
- Establishing appeal rights for disputed issues.

#### Task 8

Based upon the results of the cost reports (Task 7), prepare quantitative analysis and recommendations to:

- Develop and evaluate appropriate SFGH and COPC Medicare and Medi-Cal cost report receivables/payables (filed vs. reserved).
- Improve its records or documentation and improve future reimbursement.
- Prepare for the intermediaries' audits of the FYE June 30, 2002 and subsequent fiscal years' cost reports.

#### Task 9

Reply to questions raised by intermediaries or State agencies after the cost reports are submitted and during the audits of the cost reports. Evaluate the impact of proposed audit adjustments relative to SFGH/COPCs' Medicare and Medi-Cal cost reports for FYE June 30, 2002 and subsequent fiscal years. In addition, review intermediary audit work papers and determine the propriety of proposed adjustments. The purpose is to minimize adjustments to the SFGH/COPC reimbursement claimed and to determine what issues should be disputed.

#### Task 10

Review and prepare the Medi-Cal Administrative Activities (MAA) quarterly claims for the period ending June 30, 2006 and June 30, 2007. The purpose is to assure accuracy and completeness in the preparation of the reports and compliance with the Policy and Procedure Letters and State Claiming Plans. Respond to all inquiries during audits.

#### Task 11

Pursue Medicare appeals related to Fiscal Years 1996 – 2001 and subsequent audited cost reports. This will include evaluation of issues, research, development of documentation, preparation of position papers and representing SFGH/COPC at appeal or mediation hearings. Pursue Medi-Cal appeals, as needed. The goal will be to obtain administrative resolution on appealed issues whenever possible and to ensure SFGH/COPC appeal rights are protected. The purpose will be to recover additional reimbursement for SFGH/COPC through the established appeals process.

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REGULATORY REPORTING / REIMBURSEMENT AND REVENUE OPTIMIZATION SERVICES  
COMMUNITY HEALTH NETWORK  
DEPARTMENT OF PUBLIC HEALTH

Task 12

Review and prepare Assembly Bill 915 – Medi-Cal Fee for Service Supplemental claims for period ending June 30, 2006 and June 30, 2007. Review and assist in SNF wage pass-through and DP SNF supplemental claiming activities. The purpose of the reviews will be to ensure compliance with claiming regulations and to ensure accuracy in the information being reported. As part of this review, analyze the information specific to the Medi-Cal Outpatient Upper Payment Limit. Evaluate the allowable cost claimed, and supporting fee for service logs. Respond to inquiries during audits.

Task 13

Assist SFGH/COPC on other reimbursement-related projects upon request from SFGH/COPC Management.

SERVICES TO INCREASE THE MEDICAID RATIO AND MEDICARE SSI RATIO COMPONENTS OF MEDICAL DISPROPORTIONATE SHARE REIMBURSEMENT

For all cost reporting periods from **Fiscal Year 1986 through all contract terms arising out of this RFP** assist SFGH to increase the Medicare disproportion share payment amount through an increase in the Medicaid ratio and SSI ratio portions of the adjustment for a DSH. The services will include, but are not limited to, the following:

1. Development of complete Medicaid eligible day documentation for each fiscal year covered by awarded contract(s).
2. Perform all necessary administrative functions to pursue DSH eligible day and SSI Ratios issues through group appeals or individual appeals, as appropriate.
3. Prepare and file Medicare appeals, preliminary position papers, final position papers, jurisdictional briefs and administrative resolution proposals. This will include filing responses to any jurisdictional and challenges made by the Intermediary and filing challenges to the CMS position that closed cost reporting periods cannot be pursued unless jurisdictionally proper appeals and pending.
4. Represent SFGH in all Medicare appeal actions including "live" Provider Reimbursement Review Board (PRRB) hearings, if issues cannot be administratively resolved with CMS or the Medicare Intermediary. This includes the presentation of expert witness testimony.
5. If an unfavorable PRRB decision is rendered or PRRB decides it does not have jurisdiction over certain years, CONTRACTOR, after consulting with the City Attorney's Office, will pursue the issue to court.
6. CONTRACTOR will absorb all expenses associated with any legal proceedings.
7. Provide DPH and/or SFGH with reports, as required.

**B. Laguna Honda Hospital (LHH)**

GENERAL SERVICES

Task 1

Attend four (4) on-site progress meetings to be scheduled annually. They consist of two (2) entrance meetings at the start of the interim and final cost reports, and two (2) meetings, to be mutually agreed upon, with the Engagement Executive and LHH Management. Conference calls to be scheduled with the Engagement Executive and

RFP 23-2005

REGULATORY REPORTING / REIMBURSEMENT AND REVENUE OPTIMIZATION SERVICES  
COMMUNITY HEALTH NETWORK  
DEPARTMENT OF PUBLIC HEALTH

LHH Management on an as-needed basis regarding audits, cost report preparation, or other significant reimbursement issues.

**REIMBURSEMENT SERVICES - NOTE: LHH does not have Reimbursement staff.**

**Task 2**

Assist Administrative Staff to analyze, interpret and determine potential financial impact associated with new and impending regulations.

**Task 3**

Develop a time phased work plan for preparation of the June 30, 2006 and June 30, 2007 Medicare, Medi-Cal, FQHC, OSHPD and cost reports. Monitor weekly progress. Review results with LHH's CFO/Controller.

**Task 4**

Prepare the June 30, 2006 Medicare, Medi-Cal, potentially FQHC, OSHPD and cost reports. Analyze LHH's system documentation. LHH does not have reimbursement staff, and preparation of support analytical schedules and documentation may be required. Provide recommendations for optimization. Provide recommendations to insure conformity with regulations, including but not limited to:

- Preparing revenue analysis and projections, as requested. LHH does not have an automated logging system.
- Reconciling general ledger revenues to PS&R summary.
- Developing a methodology to extract ASC, Radiology and Other Part B charges.
- Developing a methodology to allocate physician compensation and Part A vs. Part B vs. teaching time to assigned cost centers.

**Task 5**

Based upon the results of the cost reports (Task 4) prepare and present a Management Report, including quantitative analysis and recommendations that will assist to:

- Develop appropriate Medicare cost report receivable/payable (filed vs. reserved)
- Prepare for the audit of the June 30, 2005 and 2006 cost reports, including a wage pass through Medi-Cal audit, if necessary.
- Improve its records for preparation of the June 30, 2006 and June 30, 2007 cost reports and improve future reimbursement.

**Task 6**

Reply to questions raised by the Intermediaries or State Agencies. Evaluate the impact of proposed audit adjustments relative to its FYE June 30, 2006 and June 30, 2007 Medicare cost reports.

**Task 7**

Prepare an interim rate review and cost settlement analyses for review by LHH's external financial auditors as part of the year-end audit process. The interim report would need to be completed by the scheduled financial external audit fieldwork for the fiscal year, June 30, 2006 and June 30, 2007. This task would be done in addition to the final



RFP 23-2005

**REGULATORY REPORTING / REIMBURSEMENT AND REVENUE OPTIMIZATION SERVICES  
COMMUNITY HEALTH NETWORK  
DEPARTMENT OF PUBLIC HEALTH**

year-end cost report. Cost report revenue estimates would need to be projected and forecasted without the use of hospital generated automated logs.

**Task 8**

Participate in Medicare and Medi-Cal Audits. Attend entrance and exist conference, provide supporting documentation and assist LHH staff in providing resolution to audit issues, as needed.

**Task 9**

Review DP SNF supplemental claims methodology to ensure conformity with regulations. Prepare other claiming activities, as requested.

**C. Health at Home Agency (HAH)**

**HOME CARE REIMBURSEMENT AND COST REPORTING**

**Task 1**

Assist home care administrative and business/reimbursement staff in interpreting and determining potential fiscal impact associated with new and impending home care regulations.

**Task 2**

Prepare HAH's Medicare cost report for FY ending June 30, 2006 and June 30, 2007, ensuring that there is adequate time allowed for appropriate review, approval and submission by the regulatory deadline to the fiscal intermediary. In preparing the cost report to:

- Make recommendations for proper entitlement and appropriate compliance with government regulations.
- Test accuracy of Medicare PPS logs.
- Reconcile PPS logs to PS&R summary.

**Task 3**

Respond to any inquiries from the Medicare Intermediary regarding the FYE June 30, 2006 and June 30, 2007 cost report, which may include consultation regarding a desk or field audit of the cost report.

**Task 4**

Based upon the results of the cost report, present to CHN and HAH Business and Administrative staff written recommendations, which will help HAH to improve record keeping and, therefore, improve future reimbursement.

**Task 5**

Prepare the annual Targeted Case Management (TCM) cost report due for submission to the Department of Health Services by November 1, 2006; and assist with any requests for audit reviews, as required.

RFP 23-2005

REGULATORY REPORTING / REIMBURSEMENT AND REVENUE OPTIMIZATION SERVICES  
COMMUNITY HEALTH NETWORK  
DEPARTMENT OF PUBLIC HEALTH

**PROFESSIONAL SERVICES**

There are times when the DPH will require additional professional services. DPH shall submit a written request to CONTRACTOR with a Scope of Service. CONTRACTOR and CHN shall agree on number of hours required to completed project. CONTRACTOR will provide CHN a written estimate of the time required by CONTRACTOR personnel to provide the services requested by CHN. CONTRACTOR shall provide one (1) FTE staff, as required, to manage the projects. The FTE staff will be based on the scope of each of the projects.

CONTRACTOR must provide monthly status reports on the projects and detailed reports, as required.

**MINIMUM QUALIFICATIONS / EXPERIENCE / REQUIREMENTS**

- Bidder must be able to work within a team environment and inspire a constructive, organized and efficient working relationship with:
  - 1) Hospital Administration
  - 2) General Accounting
  - 3) Patient Accounting
  - 4) Reimbursement
  - 5) Information Systems
  - 6) Compliance
  - 7) Representatives of third-party payors, especially the Medicare and Medi-Cal programs; and
  - 8) the University of California Dean's Office Personnel
- Bidder must certify, as of the time of the bid, that it has available on staff or will have through formal agreements individuals with legal expertise of a minimum of three (3) years, who have appeared in court for the purpose of pursuing Medicare eligible day and SSI ratio issues.
- Bidder must acknowledge that the contract may require a performance bond.
- Bidder must be compliant with the Business Associates provision of the Health Insurance Portability and Accountability Act (HIPAA).
- Bidder must acknowledge that it either does now, or has the intent and ability to comply with the City and County of San Francisco's Administrative Code Chapter 12B Nondiscrimination in City Contracts and Equal Benefits (otherwise known as the "Domestic Partners Ordinance"). Administrative Code Chapter 12B prohibits the City and County of San Francisco from entering into contracts with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and between the domestic partners and spouses of employees. The same benefits that are provided and/or given access to employees and their spouses must be provided and/or given access to employees and their domestic partners. **Compliance must extend to entire organization.** Bidder's Employee Benefits Manager must contact the Human Rights Commission (HRC) prior to submitting a proposal in order to familiarize itself with the requirements of 12B and the steps it must take to become compliant. **Bidder must state in its proposal who has initiated contact with the Human Rights Commission at (415)**

RFP 23-2005

REGULATORY REPORTING / REIMBURSEMENT AND REVENUE OPTIMIZATION SERVICES  
COMMUNITY HEALTH NETWORK  
DEPARTMENT OF PUBLIC HEALTH

252-2500, provide the date, name of HRC person contacted, and a date when it expects to be compliant. Please review in Appendix A-1 the "Quick Reference Guide to Chapter 12B, and visit the CITY and County of San Francisco Human Rights Commission website at [www.sfgov.org/sfhumanrights](http://www.sfgov.org/sfhumanrights) and click on "Equal Benefits".

**Engagement Team Executive:**

1. Must have at least **eight (8) years** of demonstrated experience in the health care industry, i.e. hospitals, Long Term Care Facilities, Fiscal Intermediaries, Health Care and Home Care Reimbursement and Financial and/or Consulting Practices.
2. Bidder must commit its Engagement Team Executive to the following:
  - Assign and supervise all the engagement staff associated with this engagement; and
  - Attend monthly, or as needed, progress meetings with management to present findings and reports for all tasks listed in the "Services Solicited" section of this RFP.

**Financial Reimbursement Team Leader:**

Must have at least **eight (8) years** experience working with governmental teaching hospitals and with Medicare and Medi-Cal cost reports regulatory issues. This person's resume should specifically identify the extent of his/her involvement in financial and reimbursement engagements with tasks similar to those listed in the "Services Solicited" section of this RFP.

**Other Engagement Team Members:**

Each of the Bidder's "Other Engagement" Team members must have at least **five (5) years** of exposure to financial accounting in the health care industry, i.e. hospital, Long Term Care Facilities, Fiscal Intermediaries, Health Care finance and reimbursement and/or Consulting Practices.

It is expected that the Engagement Team Executive, Financial Reimbursement Leader and Other Engagement Team Members, whose resumes are included in your proposal, will not be substituted during the Contract period without prior written approval from the CHN.

**LOCAL DISADVANTAGED BUSINESS ENTERPRISES**

The CITY strongly encourages proposals from local qualified Disadvantaged Business Enterprises (DBEs). Pursuant to Chapter 14A., bidders who are certified by the Human Rights Commission (HRC) as a DBE, or joint venture partners, who are certified as a DBE at the time the proposal is submitted, OR Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs) or Local Business Enterprises (LBEs) or joint venture partners who were certified as an MBE, WBE or LBE prior to July 26, 2004 are eligible for certain rating discounts. Certification applications may be obtained by calling the HRC at (415) 252-2500. Bidders should indicate if they are applying for Discount Points in their proposals.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 44677 - 14/15)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: High School Behavioral Health Workforce Development Program

Funding Source: Mental Health Svcs Act (Prop 63)

PSC Original Approved Amount: <u>\$100,000</u>	PSC Original Approved Duration: <u>01/01/15 - 12/31/15 (52 weeks)</u>
PSC Mod#1 Amount: <u>\$500,000</u>	PSC Mod#1 Duration: <u>01/01/16-12/31/20 (5 years 2 days)</u>
PSC Mod#2 Amount: _____	PSC Mod#2 Duration: _____
PSC Cumulative Amount Proposed: <u>\$600,000</u>	PSC Cumulative Duration Proposed: <u>6 years 1 day</u>

**1. Description of Work**

**A. Scope of Work:**

Contractor(s) will (1) develop a mental health/behavioral high school workforce development program, with San Francisco Unified School District's (SFUSD) John O'Connell High School faculty and staff, that will be tailored for John O'Connell (O'Connell) High School Students; (2) implement the mental health/behavioral health high school workforce development program, with O'Connell High School faculty and staff, that will include career exposure, academic support, wellness/wrap around services and youth leadership development opportunities for students; and (3) establish, operate and manage O'Connell High School students' mental health/behavioral health internships with local mental health/behavioral health industry partners. (see attachment for the full response)

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

This service is critical to San Francisco's overall public mental health/behavioral health workforce development pipeline. Currently the City does not fund a high school mental health/behavioral health workforce development program that introduces students to these fields and cultivates them on a track of field knowledge and skill building to prepare them for post-secondary education and professional careers. (see attachment for the full 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.**

Services have been provided in the past through earlier PSC request. See 44677 - 14/15

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

**2. Union Notification:** On 04/28/15, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44677 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/01/2015

Civil Service Commission Action:

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

A. Specify required skills and/or expertise:

The contractor(s) must have (1) demonstrated capacity to deliver and support a high school workforce development program, specifically in the fields of health and behavioral health science; (2) demonstrated expertise in and the ability to facilitate student learning related to the most current mental health/behavioral health employment trends and industry practices; (see attachment for the full response)

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

2593,

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

Yes, contractor(s) will maintain SFUSD O'Connell High School facilities that are licensed and otherwise compliant with external funding requirements for provision of contracted services.

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

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable for this proposed work because there currently is not a classification that provides the services needed specific to mental health/behavioral health workforce development for high school students.

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

No, it would not be practical to adopt a new civil service class to perform this work at this time because the program is new and untested.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/28/15 BY:

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

Address: 101 Grove Street, Room 307 San Francisco, CA 94103

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

## Receipt of Modification Request to PSC # 44677 - 14/15 - MODIFICATIONS

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

Tue 4/28/2015 8:50 AM

Inbox

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$500,000 for services for the period January 1, 2016

-- December 31, 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/4904>

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

# **Additional Attachment(s)**



5 years explanation for 44677-14/15

This contract is for health care services for which we expect a continued need.

**PSC 44677-14/15 Mod 1**

**Mental Health Svcs Act (Prop 63)**

**1A: Scope of Work:**

Contractor(s) will (1) develop a mental health/behavioral high school workforce development program, with San Francisco Unified School District's (SFUSD) John O'Connell High School faculty and staff, that will be tailored for John O'Connell (O'Connell) High School Students; (2) implement the mental health/behavioral health high school workforce development program, with O'Connell High School faculty and staff, that will include career exposure, academic support, wellness/wrap around services and youth leadership development opportunities for students; and (3) establish, operate and manage O'Connell High School students' mental health/behavioral health internships with local mental health/behavioral health industry partners.

This high school workforce development program will also include (1) internships and other experiential and research opportunities with local mental health/behavioral health industry partners; and (2) an evaluation of the program that will encompass indicators, outputs, outcomes, process objectives and outcome objectives

**1B: Explain why this service is necessary and the consequence of denial:**

This service is critical to San Francisco's overall public mental health/behavioral health workforce development pipeline. Currently the City does not fund a high school mental health/behavioral health workforce development program that introduces students to these fields and cultivates them on a track of field knowledge and skill building to prepare them for post-secondary education and professional careers. The posited partnership between the Department of Public Health (DPH), the San Francisco Unified School District (SFUSD) and an expert organization of mental health/behavioral health workforce development is unprecedented and is vitally needed to ensure that San Francisco's healthcare industry's labor market is properly and competitively prepared to accommodate the level of patient/client care required in the next 5-10 years. The proposed work described above will develop, implement and evaluate a school year long mental health/behavioral health workforce development program, where O'Connell High School students will experience (a) career exposure; (b) academic support; (c) wellness/wrap around services; (d) youth leadership development opportunities; and (e) meaningful internships and other experiential and research opportunities with local mental health/behavioral health industry partners.

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

The contractor(s) must have (1) demonstrated capacity to deliver and support a high school workforce development program, specifically in the fields of health and behavioral health science; (2) demonstrated expertise in and the ability to facilitate student learning related to the most current mental health/behavioral health employment trends and industry practices; (3) proven ability to design, implement and evaluate a mental health/behavioral health high school workforce development program with high school faculty and staff; (4) demonstrated experience in developing a mental health/behavioral health high school workforce development program that includes (a) career exposure; (b) academic support; (c) wellness/wrap around services; and (d) youth leadership development opportunities; (5) proven ability to have an onsite Program Coordinator to oversee the planning, implementation and evaluation of a mental health/behavioral health high school workforce development program; and (6) demonstrated ability to establish, operate and manage a mental health/behavioral health high school workforce development internships with local mental health/behavioral health industry partners.