



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: July 17, 2015

To: The Honorable Civil Service Commission

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

From: Jacquie Hale, DPH
Shamica Jackson/Stacey Lo, PUC
Sung Kim, DPW
Belle La, CPC
Bree Mawhorter, SHF

Subject: **Personal Services Contracts Approval Request**

This report contains seven (7) 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 FY2015-2016	Total for FY2015-2016
\$19,661,510	\$17,726,030	\$135,340,920

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POSTING FOR

August 03, 2015

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

2015-08-03

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
45288 - 14/15	PUBLIC UTILITIES COMMISSION	\$300,000.00	The SFPUC proposes to implement a capture and removal program to control feral pig populations on SFPUC watersheds in Alameda, Santa Clara, and San Mateo Counties and thus reduce the associated resource damage and threats to source water quality. Work would include: evaluating existing conditions and document areas of high, moderate and limited swine populations and use within the designated lands; completing an initial assessment and identify the use areas on SFPUC-provided maps; developing a written time schedule for addressing each area; installing, pre-baiting, baiting, setting, cleaning and moving traps of suitable material, size and quality; indicating trap locations on SFPUC-provided maps and updating maps; maintaining records for each animal captured on SFPUC-supplied forms; complying with all terms of the MOU issued by the California Department of Fish and Wildlife (CDFW); and preparing an annual report for submission to the CDFW and the SFPUC. These lands include five water supply reservoirs, specifically San Antonio and Calaveras in the East Bay and Crystal Springs, San Andreas and Pilarcitos.	July 1, 2015	June 28, 2020
44397 - 14/15	PUBLIC UTILITIES COMMISSION	\$2,000,000.00	The proposed scope of work includes the design, testing and integration of an Advanced Metering Infrastructure (AMI) System that will be used for the wireless collection of electric meter data, accurate billing, energy efficiency and customer engagement programs for the San Francisco Public Utilities Commission (SFPUC). The services to be provided include: testing and integration of vendor provided hardware and software with existing SFPUC systems; installation of electric meters to test the hardware and software; and meter data management services will be needed for the Phase 1 of the contract.	November 1, 2015	October 1, 2018
41540 - 14/15	PUBLIC UTILITIES COMMISSION	\$2,500,000.00	The O'Shaughnessy Dam Outlet Works Rehabilitation Project is organized into a series of individual tasks. The Consultant selected to perform the work under this contract will provide detailed design services of the following 3 tasks: TASK #1 - ACCESS & DRAINAGE IMPROVEMENTS The Access & Drainage Improvements task includes items that are related to improving safety, access, and drainage inside of O'Shaughnessy Dam. TASK #2 - DRUM GATE REHABILITATION The Drum Gate Rehabilitation task includes items that are related to the drum gates and spillway. TASK #3 - REHABILITATION OF BULKHEADS & SLIDE GATES AND INSTALLATION OF NEW DIVERSION PIPE BUTTERFLY VALVE The Rehabilitation of Bulkheads & Slide Gates and Installation of New Diversion Pipe Butterfly Valve task includes items that are related to the existing bulkhead system (shutters), existing slide gates, and a new butterfly valve on the existing diversion pipe.	November 30, 2015	November 30, 2019
43868 - 14/15	PUBLIC HEALTH	\$7,560,000.00	Contractors are to provide triage screening for employability and disability and behavioral health and pre-vocational assessment with linkage to community services in the Department of Human Service (HSA) County Adult Assistance Programs (CAAP). Triage Screening provides brief assessment of CAAP applicants and recipients to determine if they have unmet health needs and whether they have disabilities that limit their ability to work or possibly meet the eligibility criteria for SSA Disability Benefits. The PAES Behavioral Health Assessment Service is an Integrated Behavioral Health Outpatient Program with a vocational focus that provides a comprehensive assessment of clients who have demonstrated barriers to employment during their participation in vocational services. This component assists in identifying employment barriers and offering community linkages. Pre-vocational services work with HSA's workforce Development	July 1, 2015	June 30, 2020

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
			Dept. to provide psycho-educational groups/workshops/ Learning Needs Assessments/On-the-Job Assessment/Hire-Ability programs to equip clients with skills/abilities/attitudes relevant to obtaining/retaining employment. Short term behavior health services will be provided including assessment, individual and group support, case management, medication management; psychological testing, as well as consultation and outreach.		
42834 - 14/15	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$4,000,000.00	<p>Provide specialized Inspector of Record (IOR) services for hospital projects on an as-needed basis. As required by the Office of Statewide Health Planning and Development (OSHPD) – a State Agency, Inspectors of Record for hospital projects must be certified by OSHPD.</p> <p>The role of the IOR is to provide competent and continuous inspection of all phases of hospital construction, allow OSHPD to efficiently monitor the construction process, and assure that the work is being performed in accordance with OSHPD-approved plans and applicable codes. An IOR must record all construction activities that occur on site and is responsible for verifying such items as seismic anchorage and equipment; the bracing of all mechanical, plumbing, and electrical piping; and conduit installation in accordance with the approved documents and installation procedures. The IOR also oversees all inspections and witnesses work performed by outside inspectors. As part of the inspection team and as the liaison between the Owner (City), the Architect of Record, and OSHPD, the IOR observes and reports the results of each inspection to all responsible parties. We intend to award two contracts at \$2,000,000 each.</p>	July 1, 2015	November 30, 2020

TOTAL AMOUNT \$16,360,000



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

Home >

Posting For August 03, 2015**Proposed Modifications to Personal Services Contracts**

Commission Hearing Date

2015-08-03

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4023 12/13 - MODIFICATIONS	August 3, 2015	CITY PLANNING -- CPC	\$3,000,000	\$5,200,000	In 2008, the San Francisco Planning Department determined the need to select a pool of pre-qualified environmental, transportation, historic resources, and archeology review consultants through a request-for-qualifications ("RFQ") process to use on an as-needed basis. Such projects include, but are not limited to: environmental review of the Transportation Sustainability Program, SoMa Streetscape Plan, Health Care Services Master Plan, and Urban Forest Master Plan. Private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, and follow the model used in most other jurisdictions. Inclusion in the pre-qualified are as follows: 1) enter into an independent contract with a private developer for environmental or transportation impact studies, historic resource & archeology review which must be reviewed & finalized by Department staff, or 2) enter into contracts with City and County of San Francisco on an as-needed basis for the provision of specialized studies.	09/21/2015	03/31/2017	REGULAR
41209 - 13/14 - MODIFICATIONS	August 3, 2015	SHERIFF -- SHF	\$301,510	\$400,000	Create technical requirements for inmate phone system Request for Proposal. Reconcile phone records to validate charges to inmates, revenue calculations, and commission paid to department. Monitor and resolve service calls and inmate grievances.	08/01/2015	07/31/2020	REGULAR

TOTAL AMOUNT \$3,301,510

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Feral Pigs Management (PRO.0009)

Funding Source: Water Natural Resources Funds PSC Duration: 4 years 52 weeks
PSC Amount: \$300,000 PSC Est. Start Date: 07/01/2015 PSC Est. End Date: 06/28/2020

1. Description of Work

A. Scope of Work:

The SFPUC proposes to implement a capture and removal program to control feral pig populations on SFPUC watersheds in Alameda, Santa Clara, and San Mateo Counties and thus reduce the associated resource damage and threats to source water quality. Work would include: evaluating existing conditions and document areas of high, moderate and limited swine populations and use within the designated lands; completing an initial assessment and identify the use areas on SFPUC-provided maps; developing a written time schedule for addressing each area; installing, pre-baiting, baiting, setting, cleaning and moving traps of suitable material, size and quality; indicating trap locations on SFPUC-provided maps and updating maps; maintaining records for each animal captured on SFPUC-supplied forms; complying with all terms of the MOU issued by the California Department of Fish and Wildlife (CDFW); and preparing an annual report for submission to the CDFW and the SFPUC. These lands include five water supply reservoirs, specifically San Antonio and Calaveras in the East Bay and Crystal Springs, San Andreas and Pilarcitos.

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

These services are necessary to control the population of feral pigs on SFPUC watersheds and reduce the associated resource damage and threats to source water quality. Feral pigs have been identified as significant carriers and shedders of water borne pathogens and numerous disease-causing microorganisms. The consequences of denial include watershed damage caused by feeding and rooting activities, including: increased erosion and soil movement; soil disturbance resulting in sediment loading of stream courses and reservoirs; competition with native species; sensitive habitat destruction; and loss of native animal and plant species. Since feral pig populations are able to double every four (4) months, these services are extremely important.

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

These services have been provided in the past through PSC #4175-07/08. The control program was based upon a Request for Proposal (RFP) process. The PSC has been modified four (4) times since. Since the department wanted to go out with a new RFP, to keep consistent, the department decided initiate a new PSC.

D. Will the contract(s) be renewed? No plans to renew at this time.

2. Union Notification: On 06/23/2015, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45288 - 14/15

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 08/03/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The skills and expertise required for these services include: significant knowledge of the biological habits, feeding patterns, and breeding cycles of feral pigs; significant experience designing, constructing, and placing feed traps that are effective and properly located; experience in humane dispatch in full compliance with all applicable laws; and feral pig depredation experience in public domains.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Contractor will provide pig traps and bait (soaked corn, etc.).

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The work associated with this contract is very specialized in nature and no civil service classes could reasonably be expected to perform these services.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, because this work is seasonal and irregular, and based upon animal populations.

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? Training is not available for this type of services.	<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 07/08/2015 BY:

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

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

Receipt of Union Notification(s)

Lo, Stacey

From: dhr-psccordinator@sfgov.org on behalf of SLo@sfgwater.org
Sent: Tuesday, June 23, 2015 4:09 PM
To: Lo, Stacey; jb@local16.org; Lopez, Ricardo; Basconcillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; richardisen@gmail.com; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rrmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Lo, Stacey; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 45288 - 14/15

RECEIPT for Union Notification for PSC 45288 - 14/15 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45288 - 14/15 for \$300,000 for Initial Request services for the period 07/01/2015 - 06/28/2020. 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/4988> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4175-07/08)

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

Type of Service: Feral Pig Population Control on Watershed Lands (PS-108)

Funding Source: Operating Funds
PSC Original Approved Amount: \$150,000
PSC Mod#1 Amount: no amount added
PSC Mod#2 Amount: \$50,000
PSC Mod#3 Amount: \$150,000
PSC Mod#4 Amount: \$40,000
PSC Cumulative Amount Proposed: \$390,000
PSC Original Approved Duration: 08/01/08 - 07/30/11 (2 years 51 weeks)
PSC Mod#1 Duration: 08/01/11-10/01/12 (1 year 9 weeks)
PSC Mod#2 Duration: 10/02/12-09/07/13 (48 weeks 5 days)
PSC Mod#3 Duration: 09/08/13-09/30/15 (2 years 3 weeks)
PSC Mod#4 Duration: no duration added
PSC Cumulative Duration Proposed: 7 years 8 weeks

1. Description of Work

A. Scope of Work:

Bait, trap, dispatch and removal of feral pigs from watershed lands to control the pig population on the Alameda and Peninsula Watersheds. Provide detail predation reports to State Agencies; maintain required licensing and training with California Department of Fish and Game.

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

Feral pigs are a significant cause of source water siltation, destructive to natural resources and are known carriers of water borne pathogens. This modification is necessary in order to extend and maintain the predation program.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. These services are currently being provided via PSC No. 4175-07/08 (PS-108).

D. Will the contract(s) be renewed? Yes, unless natural predation conditions change.

2. Union Notification: On 09/24/14, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4175-07/08

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/02/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Knowledge of the biological habits, feeding patterns and life cycle of feral pigs. Successful trap design, placement and utilization, and humane dispatch technique.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes. Trapping and transportation equipment and firearms are the property of the contractor.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

San Francisco Public Utilities Commission(SFPUC) employees are not trained in hazardous feral animal control, are not licensed, and the use of firearms is prohibited.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, the work is seasonal and irregular, based on populations.

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? Not applicable.	<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? Rural Pig Management, Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 09/24/14 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Advanced Metering Infrastructure System (PRO.0003)

Funding Source: Hetch Hetchy Capital Funds PSC Duration: 2 years 47 weeks

PSC Amount: \$2,000,000 PSC Est. Start Date: 11/01/2015 PSC Est. End Date: 10/01/2018

1. Description of Work

A. Scope of Work:

The proposed scope of work includes the design, testing and integration of an Advanced Metering Infrastructure (AMI) System that will be used for the wireless collection of electric meter data, accurate billing, energy efficiency and customer engagement programs for the San Francisco Public Utilities Commission (SFPUC). The services to be provided include: testing and integration of vendor provided hardware and software with existing SFPUC systems; installation of electric meters to test the hardware and software; and meter data management services will be needed for the Phase 1 of the contract.

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

The services are necessary because the SFPUC retail electricity customer base will grow in the upcoming years. AMI is necessary because less technically-capable solutions are unable to meet the SFPUC's minimum requirements. An AMI system will be used for the wireless collection of electric meter data, accurate billing, energy efficiency and customer engagement programs. The vendor must provide the services to prove the AMI system function. The vendor will not warranty the system without self-performing system installation, testing and integration, and the warranty is necessary to ensure that all of the system component work together as a system, and that problems will be fixed by the technology provider.

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

D. Will the contract(s) be renewed? No, there are no plans to renew at this time.

2. Union Notification: On 06/05/2015, 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# 44397 - 14/15

DHR Analysis/Recommendation: Commission Approval Required DHR Approved for 08/03/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Required skills and expertise needed include: software and hardware design, testing and integration skills, of which the vendor has sole knowledge of the intricacies of their proprietary AMI equipment, and therefore must provide these services; meter data management skills are needed; and meter installation requires the ability to test, program and install electrical meters.

B. Which, if any, civil service class(es) normally perform(s) this work?
7318,7329,5602,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because if the AMI vendor does not provide the services, then the system will not be warrantied. After the system has been tested and validated, and is proven to meet the functional requirements of the City, then the installation of electric meters will be performed by City employees.

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

No, existing civil service classes are applicable because the AMI vendor must provide the services in order for the system to be warrantied.

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? Eight hours of training for meter technicians.	<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 07/06/2015 BY:

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

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

Receipt of Union Notification(s)

Lo, Stacey

From: dhr-psccordinator@sfgov.org on behalf of SLo@sfgwater.org
Sent: Friday, June 05, 2015 4:56 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 # 44397 - 14/15

RECEIPT for Union Notification for PSC 44397 - 14/15 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44397 - 14/15 for \$2,000,000 for Initial Request services for the period 11/01/2015 -- 10/01/2018. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/5038> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Engineering Design for Outlet Works at O'Shaughnessy Dam Project (PRO.0017)

Funding Source: Hetchy System Improvement Prog. PSC Duration: 4 years 1 day
PSC Amount: \$2,500,000 PSC Est. Start Date: 11/30/2015 PSC Est. End Date: 11/30/2019

1. Description of Work

A. Scope of Work:

The O'Shaughnessy Dam Outlet Works Rehabilitation Project is organized into a series of individual tasks. The Consultant selected to perform the work under this contract will provide detailed design services of the following 3 tasks:

TASK #1 - ACCESS & DRAINAGE IMPROVEMENTS

The Access & Drainage Improvements task includes items that are related to improving safety, access, and drainage inside of O'Shaughnessy Dam.

TASK #2 - DRUM GATE REHABILITATION

The Drum Gate Rehabilitation task includes items that are related to the drum gates and spillway.

TASK #3 - REHABILITATION OF BULKHEADS & SLIDE GATES AND INSTALLATION OF NEW DIVERSION PIPE BUTTERFLY VALVE

The Rehabilitation of Bulkheads & Slide Gates and Installation of New Diversion Pipe Butterfly Valve task includes items that are related to the existing bulkhead system (shutters), existing slide gates, and a new butterfly valve on the existing diversion pipe.

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

The O'Shaughnessy Dam Outlet Works Rehabilitation Project will provide safe and full functionality of the reservoir release system. The deferred maintenance on these facilities needs to be performed; a failure of some of these components can result in lost water supply. This project includes corrective action for issues that negatively impact dam safety; the City is in communication with the Division of Safety on Dams (DSOD) and has committed to a plan for taking corrective action. If these services are denied, then the City will not meet the schedule that was established for DSOD, and will continue to operate with an elevated risk of losing water supply in the event of a component failure.

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 by personal service contracts or City staff.

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

2. Union Notification: On 06/05/2015, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41540 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 08/03/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The designers shall have 15 years or more in design and management of dams and large diameter valves (80-inch or greater), spillways, and drum gates.

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

5207,5211,5241,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

While Civil Service Classes 5207, 5241 and 5211 Engineers working for the City perform more routine engineering work, City staff have not designed these types of complex dam structures and equipment. This is highly specialized work that requires significant experience with dam outlet works. The City does not have engineers with this type of experience.

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

No. The need for this type of work is quite rare and not consistent. Once this project concludes, this type of work will not be needed again in the near future. Therefore, it would not be practical to adopt a new civil service class 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?	<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 07/08/2015 BY:

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

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

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of Slackson@swater.org
To: [Jackson, Shamica](mailto:Jackson_Shamica); richardisen@gmail.com; L21PSCReview@ifpte21.org; [Jackson, Shamica](mailto:Jackson_Shamica); [Isen, Richard](mailto:Isen_Richard); [DHR-PSCCoordinator, DHR](mailto:DHR-PSCCoordinator_DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41540 - 14/15
Date: Friday, June 05, 2015 4:54:00 PM

RECEIPT for Union Notification for PSC 41540 - 14/15 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41540 - 14/15 for \$2,500,000 for Initial Request services for the period 11/30/2015 – 11/30/2019. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/5068> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Personal Assisted Employment Services (PAES) Counseling and Pre-Vocation Services

Funding Source: Work Order PSC Duration: 5 years 1 day
PSC Amount: \$7,560,000 PSC Est. Start Date: 07/01/2015 PSC Est. End Date: 06/30/2020

1. Description of Work

A. Scope of Work:

Contractors are to provide triage screening for employability and disability and behavioral health and pre-vocational assessment with linkage to community services in the Department of Human Service (HSA) County Adult Assistance Programs (CAAP). Triage Screening provides brief assessment of CAAP applicants and recipients to determine if they have unmet health needs and whether they have disabilities that limit their ability to work or possibly meet the eligibility criteria for SSA Disability Benefits. The PAES Behavioral Health Assessment Service is an Integrated Behavioral Health Outpatient Program with a vocational focus that provides a comprehensive assessment of clients who have demonstrated barriers to employment during their participation in vocational services. This component assists in identifying employment barriers and offering community linkages. Pre-vocational services work with HSA's workforce Development Dept. to provide psycho-educational groups/workshops/ Learning Needs Assessments/On-the-Job Assessment/Hire-Ability programs to equip clients with skills/abilities/attitudes relevant to obtaining/retaining employment. Short term behavior health services will be provided including assessment, individual and group support, case management, medication management; psychological testing, as well as consultation and outreach.

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

The Triage screening ensures that clients with disabling conditions are exempted from the requirement that CAAP recipients perform work in return for the cash assistance. If the service was not provided, many clients with disabilities would fail the work requirement and lose the financial stipend which will cause a risk of homelessness for failure to pay rent. The city would also be placed in legal jeopardy for requiring clients with disabilities to perform work. Without the PAES Behavioral Health Assessment Service, clients enrolled in employment services who have access to assessment and treatment referral services that would help accommodate and manage their disabilities so that they could succeed in employment services.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
4156-09/10

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

2. Union Notification: On 04/27/2015, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021, SEIU 1021 Miscellaneous, Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43868 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 08/03/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractors must have a State-licensed and Commission-approved facility with trained and licensed staff as applicable to provide services in a mental health, substance abuse, and/or primary care setting.

B. Which, if any, civil service class(es) normally perform(s) this work?
2589,2591,2593,2822,2110,2930,2920,2935,2574,

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

Contractor will provide on-site assessment services within Human Service Agency (HSA) County Adult Assistance Program facility.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in partnership with contractors, which are mostly non-profit organizations, and through these collaborations the City is able to offer higher quality, more accessible mental health and substance abuse treatment services to its residents.

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

The City currently has Civil Service classifications that are used to provide a portion of these services.

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

YES NO

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 07/07/2015 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)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
To: [Hale, Jacquie \(DPH\)](mailto:Hale, Jacquie (DPH)); Sandeep.lal@seiu1021.me; Wendy.Frigillana@seiu1021.org; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; tiva.thiang@seiu1021.org; [Lopez, Ricardo \(PDR\)](mailto:Lopez, Ricardo (PDR)); [Basconillo, Katherine \(PUC\)](mailto:Basconillo, 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 \(HSA\) \(DSS\)](mailto:Poon, SinYee (HSA) (DSS)); david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; brenda.mendieta@sfdph.org; [Isen, Richard \(TIS\)](mailto:Isen, Richard (TIS)); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 43868 - 14/15
Date: Monday, April 27, 2015 6:47:00 PM

RECEIPT for Union Notification for PSC 43868 - 14/15 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 43868 - 14/15 for \$7,560,000 for Initial Request services for the period 07/01/2015 – 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/4208> 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

Date: 03.16.15

Re: SEIU Local 1021 PSC Information Request regarding:

PSC 43868-14/15 Personal Assisted Employment Services (PAES) Counseling and Pre-Vocation Services

1. What efforts the Department has made to obtain these services through available resources with the City, including through the use of interdepartmental work orders.

The City lacks the resources to provide the services covered under this PSC. This PSC covers services delivered to individuals enrolled in the County Adult Assistance Program (CAAP), specifically to assess and address behavioral health barriers to participation in the City's Human Services Agency (HSA's) Welfare to Work program. HSA's expertise and staff training and licensure does not include the provision of mental health and substance abuse treatment, and as a result, funding for the provision of these services is sent to DPH as an interdepartmental work order. DPH's civil service capacity, training and focus does not include assessment and treatment specifically targeted to addressing barriers to employment, such as getting to interviews on time, managing work-related stress, and other counseling specific to addressing barriers specific to employment. Additionally, the DPH civil service clinics are designed to focus on seriously mentally ill individuals, and the target population for the contracted service are individuals without SMI who can progress to self-sufficiency through employment within the 27 month time limit of the welfare-to-work program.

2. The number and type(s) of consultant positions (contracted or subcontracted) that are proposed to be hired.

These are continuing services that were recently solicited (RFP 14-2014). Contract services are in development.

3. Skills and expertise required for these positions.

These are continuing services that are recently solicited (RFP 14-2014). Contract services are in development. However, please note the response to #1.

4. Scope of work, including duties to be performed.

These are continuing services that were recently solicited (RFP 14-2014). Contract services are in development. However, please note the response to #1

5. Estimated number of hours to be worked or FTE equivalents for these personnel.
These are continuing services that were recently solicited (RFP 14-2014). Contract services are in development.

6. Geographic location(s), including sites where this work will be performed.
These are continuing services that were recently solicited (RFP 14-2014). Contract services are in development.

7. Specific support the Department will provide, such as providing knowledge transfer to current staff, to help build internal capacity to do this work in the future.
The Department provides ongoing training in various relevant subject matter areas that support staff to remain on advancement paths. Through the tremendous training opportunities DPH provides to civil service staff, the Department continues to cultivate competence. At this time, the Department has not embarked upon a specific planning process for transitioning this service to civil service.

8. Whether there is a plan to transition this work back to the City – if so, please explain; if not please explain why not.
Community based behavioral health contractors provide cultural experience and linkages otherwise unavailable through Civil service classifications. Civil service staff work in partnership with contractors, which are mostly non-profit organizations. In this case, the contracted staff have a focus and expertise in addressing specific barriers to employment that are outside of the scope of the Department's current staff. Without this long standing expertise, the clients participating in this program would be negatively impacted, as would future enrollees in CAAP.

9. If this is an ongoing need for service:

- Has the Department requested additional staff to meet this ongoing requirement for service? If so, what is the status of that request? Please provide information.
- If not, is the Department willing to hire additional staff to create the capacity to do this work.

The Department has not asked for additional staff to meet this service need, and at this time does not have the resources, or infrastructure to add a new scope of work and target population to the civil service behavioral health clinic staffing capacity that would ensure that the ongoing and immediate needs of these CAAP individuals continue to be met.

10. If this PSC relates to workload and or specialized staffing needs, any workload forecasting of staffing levels that the Department has made during the 2-year budget process, including:

- Projecting the number of FTE's required to do work related to this PSC;
- Forecasting of how changes in workload would change the number of City full-time equivalent employees (FTEs) needed to deliver the work

• Projected budgetary changes from the previous year for contractors/consultants required to meet temporary peak workload situations.

N/A

From: [Joe Brenner](#)
To: [Hale, Jacquie \(DPH\)](#)
Cc: [Emma Gerould](#); [XiuMin Li](#); [Ed Kinchley](#); [Diana Bello](#); [Grant Hill](#); [Kim Cantacessi](#); [Alberto Mejia](#); [David Canham](#); [Terry Meadows](#)
Subject: Re: Dates Re: Request Informational Meetings on DPH PSCs
Date: Wednesday, February 18, 2015 1:19:37 PM

Jacquie,

You are correct. We will not be able to meet on Feb. 19 on PSC 43868-14/15 - Personal Assisted Employment Services (PAES) Counseling and Pre-Vocation Services, but propose to meet on this PSC as part of the group of DPH PSCs we proposed per our last email. Thank you.

Joe
415-385-5148

From: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>
Sent: Friday, February 13, 2015 4:24 PM
To: Joe Brenner
Cc: Emma Gerould; XiuMin Li; Ed Kinchley; Diana Bello; Grant Hill; Kim Cantacessi; Alberto Mejia; David Canham; Terry Meadows
Subject: RE: Dates Re: Request Informational Meetings on DPH PSCs

Joe,

Thanks for that info. For PSC 43868-14/15 - Personal Assisted Employment Services (PAES) Counseling and Pre-Vocation Services specifically, does that mean that you will not be able to meet on February 19, 2015?

Jacquie
554-2609

From: Joe Brenner [<mailto:Joe.Brenner@seiu1021.org>]
Sent: Friday, February 13, 2015 2:14 PM
To: Hale, Jacquie (DPH)
Cc: Emma Gerould; XiuMin Li; Ed Kinchley; Diana Bello; Grant Hill; Kim Cantacessi; Alberto Mejia; David Canham; Terry Meadows
Subject: Dates Re: Request Informational Meetings on DPH PSCs

Jacquie,

We request that you provide dates for your availability after February 27. Thank you.

Joe Brenner

From: Joe Brenner

Sent: Friday, February 13, 2015 2:07 PM

To: jacquie.hale@sfdph.org

Cc: Emma Gerould; XiuMin Li; Ed Kinchley; Diana Bello; Grant Hill; Kim Cantacessi; Alberto Mejia; David Canham; Terry Meadows

Subject: Request Informational Meetings on DPH PSCs

Dear Jacquie,

In order to facilitate an effective process, SEIU Local 1021 is requesting informational meetings regarding 9 DPH PSCs for which the Union has questions. We request that the project/work managers for each of the PSCs for which they are responsible be present, along with you. As the number of PSCs is large, we propose and request two meetings. Would you please provide date(s) that your team(s) would be available to meet as follows:

Meeting 1:

PSC 4157-09/10 - Intermittent, Supplemental Temporary Nursing Personnel for Community Health Network

PSC 44680-14/15 - Tuberculosis - Integrated Physician and Capacity Building Services

PSC 43868-14/15 - Personal Assisted Employment Services (PAES) Counseling and Pre-Vocation Services

PSC 2000-03/04 - Modification - Supportive Housing & Property Management Services Residential

Meeting 2:

PSC 49384 - 14/15 - Peer to Peer and Family to Family Training Services

PSC 4113 -11/12 - Modification - Third party vendor administrative and other services for Healthy SF

PSC 2011-08/09 - Modification - Behavioral Health Services: Fiscal Intermediary Services For Client Stabilization Programs

PSC 42832-14/15 - As Needed Credential Verification and Related Transcription Personnel Services

PSC 46237-14/15 - Community Health Equity and Promotion, Community-based Primary Prevention services

Thank you,

Joe Brenner

From: DHR-PSCCoordinator, DHR (HRD)
To: Hale, Jacquie (DPH); Mendieta, Brenda (DPH)
Subject: FW: Department of Public Health, PSC 43868-14/15
Date: Friday, January 16, 2015 9:15:07 AM
Importance: High

FYI

Best Wishes,
Suzanne Choi
Citywide PSC Coordinator
415-557-4886

Note: For all inquiries/correspondences regarding Personal Services Contracts (PSCs) please send requests directly to DHR-PSCCoordinator@sfgov.org for record keeping and review processing. Please do not send them to my email address because it may be overlooked. Thank you

From: Joe Brenner [mailto:Joe.Brenner@seiu1021.org]
Sent: Friday, January 16, 2015 9:08 AM
To: DHR-PSCCoordinator, DHR (HRD)
Cc: David Canham; Emma Gerould; Carey Dall; Hale, Jacquie (DPH)
Subject: Department of Public Health, PSC 43868-14/15

SEIU Local 1021 has questions concerning draft the Personal Services Contract from the Department of Public Health, PSC 43868-14/15, for Personal Assisted Employment Services (PAES) Counseling and Pre-Vocation Services.

SEIU Local 1021 is addressing these questions and concerns with DPH. Accordingly, we request that this PSC not be placed on the February 2, 2015 Civil Service Agenda. Thank you.

Additional Attachment(s)




City and County of San Francisco

San Francisco Department of Public Health

Barbara A. Garcia, MPA
Director of Health

DATE: July 8, 2015

TO: Suzanne Choi, Citywide PSC Coordinator, Department of Human Resources

FROM: Jacquie Hale, Director, Office of Contract Management and Compliance
Department of Public Health Business Office 

RE: PSC 43868-14/15 Personal Assisted Employment Services (PAES)
Counseling and Pre-Vocation Services

This is to request that the above-referenced PSC be considered for approval at the August 3, 2015 meeting of the Civil Service Commission, as the Department of Public Health needs to move forward with the contract certification process so that we will have a contract in place as soon as possible.

As indicated by the documentation we have uploaded into the PSC database, we have been in communication with SEIU Local 1021 since SEIU's first email to us regarding this PSC on January 16, 2015. (A brief timeline of our communications is included below.) If SEIU has any remaining questions regarding this PSC, we continue to be willing to continue to meet, but we need to proceed with the contract certification process. As of August 3, 2015, it will have been 14 weeks since DPH notified SEIU through the PSC database, and 28 weeks since SEIU's first inquiry to DPH regarding this PSC.

This contract covered by this PSC provides employment services to individuals enrolled in HSA's County Adult Assistance Program (CAAP) (General Assistance, or "GA") who do not have a serious mental illness (or who have achieved stability related to their mental illness) and who have the ability to progress to self-sufficiency through becoming employed within the 27-month time limit of the welfare-to-work program which is required in order to receive CAAP cash grants.

This PSC represents a long-standing partnership between the Department of Public Health (DPH) and the Human Services Agency (HSA). HSA has work-ordered funding for this program to DPH since FY99-00 specifically to assess and address the behavioral health barriers of individuals enrolled in CAAP that may impact their ability to participate in HSA's Welfare-to-Work program. Both the funding and the program are overseen by a civil service employee, while DPH contracts out the service delivery component, because both DPH and HSA lack the resources to provide the services under this PSC.

HSA's expertise, staff training and licensure does not include the provision of mental health and substance abuse treatment, and DPH's Behavioral Health Services (BHS) civil service capacity, training and focus does not include assessment and treatment specifically targeted to addressing barriers to employment, such as getting to interviews on time, managing work-related

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~

~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~

Jacquie.hale@sfdph.org -- office 415-554-2509 fax 415 554-2555

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

stress, and other counseling specific to addressing employment barriers. The CAAP program provides an array of employment services designed to enable individuals enrolled in CAAP to transition from welfare to self-sufficiency through employment. The services include: vocational assessment, job preparation workshops, job training opportunities, job placement, and counseling services. The objectives of the subject contracted counseling service are to:

1) Identify CAAP enrollees who have more severe mental health disorders and/or active substance use that renders them unable to secure and maintain employment and link these individuals with the appropriate level of mental health and substance use services. (The individuals can return to the employment services programming when their conditions are sufficiently stabilized to allow their participation.)

2) Provide cognitive behavioral skill building in areas that are essential in employment. These are considered areas of executive function that include planning and decision making, communication, stress management and frustration tolerance, and regulation of mood and emotions.

DPH's civil service clinics are designed to focus on individuals with a serious mental illness (SMI), while the target population for the contracted services is primarily individuals without a serious mental illness. Services designed to treat severe mental illness (such as schizophrenia, bipolar disorder and other mood disorders) focus on symptom reduction, treatment, recovery and management to assist the clients to maintain at the lowest level of care and to limit hospitalizations. Employment-related counseling services focus on skill building and increasing clients' functioning to enable them to maintain stable employment.

These two types of programs require staff with different types of training. Employment services counselors must have knowledge of the cognitive behavioral skills required in employment, skills to assess the aptitude of clients in these areas, and the ability to develop programming to build the necessary skills. The contracted counseling services are targeted to these narrow goals in order to not duplicate services already provided by DPH and HSA, and to reflect funding limitations as well.

This has been a very positive partnership for the past 15 years, and reflects the joint efforts of both City departments and community based organizations to ensure individuals with behavioral health issues are able to work towards and achieve self-sufficiency through employment. The services are a very valuable referral source for both clients and clinicians, and we are strongly in support of retaining them.

Our communications with SEIU began in January, however, official notification of SEIU through the PSC database was not given until late April. The following outlines a brief timeline of our communications to date:

- On January 16, 2015, SEIU emailed the Citywide PSC Coordinator, which she passed on to DPH.
- On January 21, 2015, DPH responded to SEIU asking for specific questions and meeting times.
- On February 5, 2015, DPH proposed meeting on February 19, 2015.
- On February 13, 2015, SEIU requested that the meeting be held after February 27, 2015.

July 8, 2015

Page 3 of 3

- On February 13, 2015, DPH asked SEIU to confirm that they did not want to meet on February 19, 2015.
- On February 18, 2015, SEIU confirmed that they did not want to meet on February 19, 2015, but proposed to meet on this PSC as part of a group of 10 PSCs upon which they had requested two separate meetings (to cover five PSCs at each meeting).
- March 18, 2015, we met with SEIU, discussed this PSC, and also provided written information in response to their questions.
- On April 27, 2015, in response to DHR's instruction that an official union notification would be needed despite communications initiated by SEIU on January 16, 2015, we officially notified SEIU of this PSC through the PSC database.

We appreciate your consideration of our request and will be happy to provide more information, in addition to that already provided through the PSC Database.

PSC 43868-14/15 DPH

Explanation for Duration

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

The Department expects the need for these services to continue.

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

B. Will the contractor train City and County employees?

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

The purpose of this contract is to provide behavioral health assessments as described in the Description of Services. There will be no formal training of civil service staff, however, training will be provided as needed to civil service staff to assist in integrating these services with their job duties, as needed.

PERSONAL SERVICES CONTRACT SUMMARY

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

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81, 82

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

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

TYPE OF SERVICE: Mental Health and Substance Abuse Prevention and Related Services

FUNDING SOURCE: Federal, State and General Funds, Grants and Work Order

PSC AMOUNT: \$57,351,750/total 5 years PSC DURATION: 7/1/2010 - 6/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractors will provide community based mental health and substance abuse prevention and treatment, primary care and life enhancement programs for adults and transition age youths who are homeless or face mental health and substance abuse issues and their families in San Francisco. The programs will include mental health emergency crisis/vocational and rehabilitation services, peer and intern employment, peer-based wellness and recovery services, substance abuse education and training/HIV intervention/primary prevention, secondary prevention and ancillary services, short-term intensive case management-hospital discharge services.

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

These services are necessary to improve the quality of life and access to health care for the eligible San Franciscans. If the request is denied, eligible clients will be without community based prevention, primary care and rehabilitation outlets to assist them in the treatment of mental health and substance abuse issue, leading to an overall degradation of health and an increase of unemployment, violence and crime in the areas.

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

2013-04/05 and 2012-08/09

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

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

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

Union Name Signature of person mailing/faxing form Date

RFP sent to SEIU Local 1021, on July 30, 2009, Mahlet Girma
IFPTE Local 21: Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4156-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: approved 6/21/10

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must have a State-licensed and Commission-approved facilities with trained and licensed staff as applicable to provide services in a mental health, substance abuse, and/or primary care setting.

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

No single civil service classification performs all necessary services. If these services were to be performed by civil service classes, they would be a combination of any or all the following: 2589/2591/2593 Health Program Coordinators I, II, and III, 2822 Health Educator; 2305 Psychiatric Technician, 2574 Research Psychologist, 2585/86, 87, 88 Health Worker I, II, III, IV, 2910 Social Worker, 2930 Psychiatric Social Worker.

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

Yes. The contractors will provide services in licensed and approved facilities that are located in the community, as required by State law.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Existing civil service classes are already overburdened with the current maximum level of delivery of local government-based services performed by the City and County. The remainder of the mental health/substance abuse treatment service system of care must be based in the community and is best performed by community based service providers who have the trust of and credibility in the community; who are able to operate the small, flexible, grassroots-oriented, community based programs specific to the target population they serve.

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

The City currently has Civil Service classifications that are used to provide a portion of these services.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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


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

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

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

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

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



 Signature of Departmental Personal Services Contract Coordinator
 Jacquie Hale 554-2609

 Print or Type Name Telephone Number

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

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

“5000. This part shall be known and may be cited as the Lanterman-Petris-Short Act.

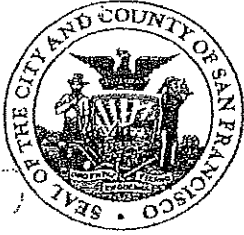
“5120. It is the policy of this state as declared and established in this act and in the Lanterman-Petris-Short Act that the care and treatment of mental patients be provided in the local community. In order to achieve uniform statewide implementation of the policies of this act, it is necessary to establish the statewide policy that, notwithstanding any other provision of law, no city or county shall discriminate in the enactment, enforcement, or administration of any zoning laws, ordinances, or rules and regulations between the use of property for the treatment of general hospital or nursing home patients and the use of property for the psychiatric care and treatment of patients, both inpatient and outpatient. Health facilities for inpatient and outpatient psychiatric care and treatment shall be permitted in any area zoned for hospitals or nursing homes, or in which hospitals and nursing homes are permitted by conditional use permit.”

“5652.5. (a) Each county shall utilize available private and private nonprofit mental health resources and facilities in the county prior to developing new county-operated resources or facilities when these private and private nonprofit mental health resources or facilities are of at least equal quality and cost as county-operated resources and facilities and shall utilize available county resources and facilities of at least equal quality and cost prior to new private and private nonprofit resources and facilities. All the available local public or private and private nonprofit facilities shall be utilized before state hospitals are used. (b) Nothing in this section shall prevent a county from restructuring its systems of care in the manner it believes will provide the best overall care.”

“5653. In developing the county Short-Doyle plan, optimum use shall be made of appropriate local public and private organizations, community professional personnel, and state agencies. Optimum use shall also be made of federal, state, county, and private funds which may be available for mental health planning. In order that maximum utilization be made of federal and other funds made available to the Department of Rehabilitation, the Department of Rehabilitation may serve as a contractual provider under the provisions of a county Short-Doyle plan of vocational rehabilitation services for the mentally disordered.”

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

4156-09/10



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

E. DENNIS NORMANDY
PRESIDENT

June 24, 2010

DONALD A. CASPER
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
COMMISSIONER

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

MARY Y. JUNG
COMMISSIONER

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

ANITA SANCHEZ
EXECUTIVE OFFICER

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

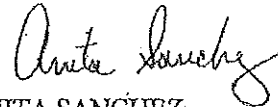
It was the decision of the Commission to:

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

CSC Notice of Action
June 24, 2010
Page 2

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

CIVIL SERVICE COMMISSION



ANITA SANCHEZ
Executive Officer

Attachment

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

POSTING FOR
6/7/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

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

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: As-Needed Inspector of Record (IOR) Services

Funding Source: Inter-Departmental Work Orders PSC Duration: 5 years 22 weeks
PSC Amount: \$4,000,000 PSC Est. Start Date: 07/01/2015 PSC Est. End Date: 11/30/2020

1. Description of Work

A. Scope of Work:

Provide specialized Inspector of Record (IOR) services for hospital projects on an as-needed basis. As required by the Office of Statewide Health Planning and Development (OSHPD) - a State Agency, Inspectors of Record for hospital projects must be certified by OSHPD.

The role of the IOR is to provide competent and continuous inspection of all phases of hospital construction, allow OSHPD to efficiently monitor the construction process, and assure that the work is being performed in accordance with OSHPD-approved plans and applicable codes. An IOR must record all construction activities that occur on site and is responsible for verifying such items as seismic anchorage and equipment; the bracing of all mechanical, plumbing, and electrical piping; and conduit installation in accordance with the approved documents and installation procedures. The IOR also oversees all inspections and witnesses work performed by outside inspectors. As part of the inspection team and as the liaison between the Owner (City), the Architect of Record, and OSHPD, the IOR observes and reports the results of each inspection to all responsible parties. We intend to award two contracts at \$2,000,000 each.

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

SF Public Works is expecting a number of hospital projects that will require the services of Inspectors of Record. This As-Needed Contract will provide much needed flexibility in providing the required type of IORs to meet each project at any given time. Denial of this request for as-needed contract will cause hardship on Public Works to find qualified IORs when needed and will impact project schedules as the Contractor's completed work will not be accepted by OSHPD if the work has not been inspected by an IOR. Since OSHPD and the Architect of Record hold approval of the IOR in addition to the City, maximum flexibility in assigning IORs is necessary to achieve group confirmation.

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

This service has been provided through a sub-consultant under the As-Needed Design Services for Health Facilities contract. (Refer to PSC No. 4030-09/10). The SF General Hospital Rebuild Program currently has an IOR Consultant Contract specific to the Rebuild Program only. (Refer to PSC No. 4006-10/11). Other hospital projects will have to use this as-needed consultant contract to meet the demands for IORs on a project by project basis.

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

2. Union Notification: On 06/08/2015, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42834 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 08/03/2015

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
Inspectors of Record must be certified by Office of Statewide Health Planning and Development (OSHPD) based on successful "Hospital Inspector" examination. Three levels of certification provide different levels and breadth of expertise for different projects: Class A for all phases of construction including major structural construction; Class B for architectural, mechanical, electrical, fire and life safety, and anchorage of non-structural elements; and Class C for one or more... (please see attached for full response)
- B. Which, if any, civil service class(es) normally perform(s) this work?
none,
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No.

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
Civil Service Classifications are applicable but only if they possess the IOR credentials issued by OSHPD. Public Works intends to utilize City staff who are OSHPD-certified to the extent that they are available and acceptable to OSHPD and the Architect of Record. Due to fluctuations in project needs and project schedules, it will be difficult to use the limited numbers of existing staff who are qualified to provide IOR services.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
It would not be practical because the demand for IOR services is intermittent, and the IOR certification process is independent of the Civil Service classification process. In addition, OSHPD approves individual IOR applications on a case by case basis...(please see attachment for full response).

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 07/09/2015 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)

Tsang, Tiffany (DPW)

From: dhr-psccordinator@sfgov.org on behalf of sung.kim@sfdpw.org
Sent: Monday, June 08, 2015 4:29 PM
To: Kim, Sung (DPW); jb@local16.org; Lopez, Ricardo (PDR); Basconillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; richardisen@gmail.com; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, SinYee (HSA) (DSS); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmewa.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmewa.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Tsang, Tiffany (DPW); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42834 - 14/15

RECEIPT for Union Notification for PSC 42834 - 14/15 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 42834 - 14/15 for \$4,000,000 for Initial Request services for the period 07/01/2015 – 11/30/2020. 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/5061> 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 42834 – 14/15 – Attachment to Form 1
As-Needed Inspector of Record (IOR) Services**

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

This is for an as-needed contract and it will have a maximum duration of 5 years

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

Inspectors of Record must be certified by Office of Statewide Health Planning and Development (OSHDP) based on successful "Hospital Inspector" examination. Three levels of certification provide different levels and breadth of expertise for different projects: Class A for all phases of construction including major structural construction; Class B for architectural, mechanical, electrical, fire and life safety, and anchorage of non-structural elements; and Class C for one or more areas of construction specialty but not as complete a scope as Class A or B. Eligibility to take the IOR exam ranges from A) high school diploma or equivalent, plus 6 years applicable inspection/college education to B) possession of a California Structural Engineer's or Architect's license.

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

It would not be practical because the demand for IOR services is intermittent, and the IOR certification process is independent of the Civil Service classification process. In addition, OSHDP approves individual IOR applications on a case by case basis, based on their workload, IOR certification class, and the type of project being permitted. It is not guaranteed that OSHDP would approve the staff hired under these proposed new civil service classifications. Also, although the total volume of these proposed contracts seems high, it does not represent full-time work but represents as-needed part-time work of multiple individuals who consult on projects across the entire state. Finally, if there are inadequate active hospital projects, individuals would need to be furloughed or work out of class.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

June 19, 2013

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4133-12/13 THROUGH 4138-12/13; 4050-10/11; 3082-11/12; 4030-09/10.

At its meeting of June 17, 2013 the Civil Service Commission had for its consideration the above matter.

The Commission:

- 1) PSC 4133-12/13 approved with the condition that Section "3C" is amended and submitted to the Department of Human Resources and the Civil Service Commission.
- 2) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

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

CIVIL SERVICE COMMISSION


JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Parveen Boparai, Municipal Transportation Agency
Jeanne Buick, Department of Human Resources
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Leorah Dang, Department of Human Resources
Jacquie Hale, Department of Public Health
Shamica Jackson, Public Utilities Commission
Diane Lim, Adult Probation
Joan Lubamersky, General Services Agency
Commission File
Commissioners' Binder
Chron

POSTING FOR
06/17/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4133-12/13	40	Public Utilities Commission	Regular	\$4,500,000	The proposed work includes preparation of geotechnical performance criteria, field investigation including exploratory soil borings, laboratory test of soil samples, recommendations for soil hazard mitigation and recommendation for foundation designs criteria for various utility projects.	8/1/2013 - 7/30/2018
4134-12/13	68	Municipal Transportation Agency	Regular	\$110,000	Contractor will produce an updated Nexus Study (highly technical analysis) to model and justify a proposed rate structure for the Transportation Sustainability Fee (TSF) proposed for future commercial and residential development. The Study will produce and develop a model that links trip generation by development type to maximum fee levels; write a report explaining the findings for a broad audience base; ensure the report is consistent with all legal requirements; participate in public outreach including presentation materials; work with the San Francisco Transportation Agency (SFTA) and the City Attorney's Office on the implementation of the TSF. The Contractor will also provide updated reports to the initial preparation of materials related to an environmental impact report on the TSE Program.	6/1/2013 - 12/31/2013
4135-12/13	68	Municipal Transportation Agency	Regular	\$3,500,000	The San Francisco Municipal Transportation Agency (SFMTA) recently adopted a six-year Strategic Plan (2012-2018). The SFMTA seeks a consultant to analyze, and help identify and implement systems and processes, and an organizational culture and framework that directly results in improved performance in achieving the Agency's Strategic Plan goals.	7/1/2013 - 6/30/2016
4136-12/13	68	Municipal Transportation Agency	Regular	\$1,200,000	To provide an off-site facility to collect pre-employment, post-accident, return-to-duty, reasonable suspicion breath and urine samples during normal working hours and/or after hours for San Francisco Municipal Transportation Agency (SFMTA) employees and contractors and to provide a mobile on-site facility to collect random, follow-up, reasonable suspicion and post-accident breath and urine collection in compliance with Department of Transportation/Federal Transit Administration (DOT/FTA) Drug and Alcohol Testing Regulations.	12/1/2013 - 11/30/2018
4137-12/13	81	Public Health	Regular	\$175,000	Contractor will be responsible for all functions necessary to submit electronic medical claims to third party payers for services provided by the Adult Immunization and Travel Clinic (AITC). Contractor will conduct eligibility determinations; submit electronic claims to third party payers; review Explanation of Benefits (EOB) electronic payment data; analyze denied and partial paid claims; void, replace or re-bill denied claims; negotiate with third party payers on partial payments; collect share-of-cost and other patient financial responsibility information; provide utilization and claims reports; and reconcile claims and payments. *Note: The amount of the requested PSC is the Department's best estimate of the cost of the services, and reflects only the maximum fee anticipated to be paid to the contractor as percentage of total collected revenues; not the actual billings submitted or processed by the contractor. As this is a new contract, the actual revenue to be realized is as yet unknown.	1/1/2014 - 12/31/2018

POSTING FOI

06/17/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4138-12/13	70	General Services Agency	Regular	\$87,000	The Office of Contract Administration (OCA) currently uses a legacy mainfram system for the majority of procurement activities which involves many manual and paper-driven processes. This project will implement a cloud-based e-Procurement system to automate these manual and paper-driven processes to enhance performance, to realize cost and time savings, to increase vendor participation and outreach and to increase transparency.	7/1/2013 - 6/30/2016

Total Amount - Regular: \$6,422,000

POSTING FC
06/17/2013

**PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4050-10/11	13	Adult Probation	Regular	\$290,300	\$999,300	Adult Probation Department (ADP) must include software license and maintenance fees to the Agreement with Norfipointe, Inc. to develop the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS). In the original approved Personal Services Contract (PSC) for COMPAS, these fees were not included. In order to continue effectively supervising and assessing its clients, APD must purchase these licenses from Contractor.	9/30/2010 - 6/30/2016
3082-11/12	81	Public Health	Regular	\$125,000	\$150,000	The Contractor will provide on-site at LHH approximately two hundred eighty-eight (288) hours per year of professional audiology services. The Contractor will also provide a minimum of one (1) seven-hour (7 hour) audiology clinic weekly in the Rehabilitation Department at Laguna Honda Hospital, within the hours 8:00am - 5:00pm, excluding Saturdays and Sundays. Services shall include: audiology evaluation including speech reception testing, threshold and discrimination testing, pure tone audiometry with complete audiogram, audiometry screening, hearing aid evaluation, dispensing and repair of hearing aids, and hearing therapy.	7/1/2012 - 6/30/2018
4030-09/10	90	Public Works	Regular	\$4,000,000	\$9,495,000	Provide design services involving renovation, relocation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and new facilities; selected firms need to have extensive knowledge of, and experience with general acute care facilities under jurisdiction of the Office of Statewide Health and Planning (OSHHPD). The department intends to award up to 4 contracts with an aggregate fee cap of \$4,000,000 and (individual fee cap \$1,000,000).	10/28/2009 - 12/31/2018

Sum of Modified Amounts: \$4,415,300

14

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4006-10/11)

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

Type of Service: Supplemental Inspector of Record Services

Funding Source: Prop A, November 2008, \$887.4M

PSC Original Approved Amount: \$9,000,000

PSC Original Approved Duration: 08/01/10 - 12/31/16 (6 years 22 w

PSC Mod#1 Amount: \$950,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$1,670,000

PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$11,620,000

PSC Cumulative Duration Proposed: 6 years 22 weeks

1. Description of Work

A. Scope of Work:

The Inspector of Record (IOR) will be providing inspection services in support of the construction of the new hospital at San Francisco General Hospital (SFGH) Medical Center (also known as the SFGH Rebuild Project). The role of the IOR is to provide competent and continuous inspection of all phases of the hospital construction process for the SFGH Rebuild Project, allowing the Office of Statewide Health and Planning Development (OSHPD) staff to efficiently monitor the construction process, and assuring that the work is being done in accordance with OSHPD approved plans and applicable codes. An IOR must record all construction activities that occur on site and is responsible for verifying such items such as seismic anchorage and equipment, the bracing of all mechanical, plumbing, and electrical piping and conduits are installed in accordance with the approved documents and installation procedures. See attached Additional PSC Response.

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

Section 129825 (Senate Bill AB 2966) of the Health and Safety Code requires the hospital governing body or authority to provide for and require competent and adequate inspection by an inspector that is satisfactory to the Architect of Record or Engineer of Record and satisfactory to OSHPD (see attachment). The OSHPD approves inspectors and as part of the approval process, is authorized to conduct periodic examinations to certify and recertify hospital inspectors of record. Hospital Inspector of Records are legally mandated by OSHPD to perform inspection functions and oversee... See attached Additional PSC 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.

Yes, services are currently provided by Montgomery Corporation

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

2. Union Notification: On 06/12/15, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4006-10/11

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/23/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

All Inspectors of Record must be certified by OSHPD as a Class A Hospital Inspector. A Class A Hospital Inspector must be familiar with all areas of construction, including: architectural (including accessibility); mechanical; plumbing; electrical; fire and life safety; structural; and anchorage of non-structural elements. A Class A IOR will be permitted to inspect projects that include major structural construction.

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

none,

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

No

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil Service Classifications are applicable to the extent that they possess the necessary OSHPD certifications, but the complexity and size of the SFGH Rebuild Project requires a large staffing of certified IORs that cannot be met through existing City staff. DPW intends to utilize City staff that possess the OSHPD Hospital Inspector to the extent that they are available and are acceptable to OSHPD and the Architect of Record. DPW is aware of only two active City employees that possess the OSHPD Class A certification... See attached Additional PSC

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 specialized work. Currently, limited City staff has the experience, OSHPD certifications, and expertise to perform the services for this project.

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

YES NO

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 06/12/15 BY:

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

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

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CITY PLANNING Dept. Code: CPC

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4023 12/13)

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

Type of Service: As-Needed Pool of Qualified Environmental, Transportation, Historic Resources, and Archeology

Funding Source: Various

PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 09/18/12 - 09/30/15 (3 years 1 we
PSC Mod#1 Amount: \$700,000 PSC Mod#1 Duration: 01/28/15-03/31/17 (1 year 26 weeks)
PSC Mod#2 Amount: \$3,000,000 PSC Mod#2 Duration: no duration added
PSC Cumulative Amount Proposed: \$5,200,000 PSC Cumulative Duration Proposed: 4 years 27 weeks

1. Description of Work

A. Scope of Work:

In 2008, the San Francisco Planning Department determined the need to select a pool of pre-qualified environmental, transportation, historic resources, and archeology review consultants through a request-for-qualifications ("RFQ") process to use on an as-needed basis. Such projects include, but are not limited to: environmental review of the Transportation Sustainability Program, SoMa Streetscape Plan, Health Care Services Master Plan, and Urban Forest Master Plan. Private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, and follow the model used in most other jurisdictions. Inclusion in the pre-qualified are as follows: 1) enter into an independent contract with a private developer for environmental or transportation impact studies, historic resource & archeology review which must be reviewed & finalized by Department staff, or 2) enter into contracts with City and County of San Francisco on an as-needed basis for the provision of specialized studies.

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

The services are required to comply with the California Environmental Quality Act ("CEQA") in the provision of mandatory environmental and transportation impact studies, historic resources evaluation; and archeological research by consultants with expertise in the various project areas. Denial would result in legal risk to the City, and the inability to adopt area plans and programs that advance a better built environment in 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 4023 12/13

D. Will the contract(s) be renewed? A firm may be awarded more than one contract within the RFQ term.

2. Union Notification: On 06/11/15, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Management & Superv Local 21; Architect & Engineer

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4023 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/03/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The firms that would perform these services must have technical experts in the areas of environmental science/air quality, meteorology (including knowledge and experience with Urbemis software), graphic information systems, 3-D modeling, shadow, transportation and traffic engineering analysis, and related fields, and the ability to compile data and make projections pertaining to greenhouse gasses and related environmental impacts. These firms would also need to provide archeological/historic field work and analysis.

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

5277,5278,5291,5298,5293,5299,5283,5288,5289,5290,5275,1052,1053,1314,5502,1823,1824,

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

Contractor's staff would perform the requested services at their company offices, with some on-site review of the development or plan area.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Due to the unique nature of California Environmental Quality Act (CEQA) requirements, no planning departments in California counties routinely prepare environmental or transportation-related impact studies with historic resource and archeology review because these studies require expertise in many topics, including archeology, greenhouse gas emissions, historic resource evaluations, shadow and wind analysis, and transportation analysis. See attached original PSC approved at the September 17, 2012 Civil Service Commission.

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

Due to various combinations of environmental & transportation impact knowledge & expertise required for each project or plan, it would is not practical to create various classifications, that may be called on to provide services for only a fraction of any project for a limited duration.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/11/15 BY:

Name: Belle La Phone: 415-575-6833 Email: belle.la@sfgov.org

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

Receipt of Union Notification(s)

Yeung, Danny (CPC)

From: dhr-psccordinator@sfgov.org on behalf of Danny.Yeung@sfgov.org
Sent: Thursday, June 11, 2015 5:54 PM
To: Yeung, Danny (CPC); richardisen@gmail.com; L21PSCReview@ifpte21.org; Yeung, Danny (CPC); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4023 12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The CITY PLANNING -- CPC has submitted a modification request for a Personal Services Contract (PSC) for \$3,000,000 for services for the period September 21, 2015 -- no date entered, contact dept coordinator. 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/4448>

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

Yeung, Danny (CPC)

From: Yeung, Danny (CPC)
Sent: Thursday, July 02, 2015 11:48 AM
To: 'L21PSCReview@ifpte21.org'
Cc: DHR-PSCCoordinator, DHR (HRD); La, Belle (CPC); Choi, Suzanne (HRD)
Subject: Receipt of Modification Request to PSC # 4023 12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The CITY PLANNING -- CPC has submitted a modification request for a Personal Services Contract (PSC) for \$3,000,000 for services requested. There is no change to the dates of service. This is the second modification. I am re-notifying the union again.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/4448>

Additional Attachment(s)

**City and County of San Francisco
Planning Department**

CP15-021

**Request for Qualifications for
As-Needed Consultant Services for
Environmental, Transportation, Historic Resources, and
Archeological Review**



**SAN FRANCISCO
PLANNING
DEPARTMENT**

Date issued:	October 6, 2014
Pre-Qualifications conference:	October 23, 2014, 2:30 p.m.
Qualifications due:	November 6, 2:00 p.m.

RFQ for Environmental, Transportation, Historic Resources, and Archeological Review

Request for Qualifications for As-Needed Consultant Services for
Environmental, Transportation, Historic Resources, and Archeological Review

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Appendices:

A. Standard Forms: Listing and Internet addresses of Forms related to Taxpayer Identification Number and Certification, to Business Tax Declaration, and to Chapters 12B and 12C, and 14B of the S.F. Administrative Code.	A-1
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**Request for Qualifications for
As-Needed Consultant Services for
Environmental, Transportation, Historic Resources, and Archeological Review**

I. Introduction and Schedule

A. General

The San Francisco Planning Department (Planning Department) is seeking to create four pools of qualified consultants (Pool[s]). Each Pool of consultants will have expertise in one of the following areas: 1) Environmental Impact Reports (EIR) and other California Environmental Quality (CEQA) documents; 2) transportation impact analyses; 3) historic resource evaluations; and 4) archeological documents for environmental evaluation and mitigation phases.

The San Francisco Administrative Code Chapter 31 designates the Office of Environmental Review (EP) as the lead agency for public and private projects within San Francisco and/or under the jurisdiction of San Francisco departments. EP works closely with other parts of the Planning Department, including the Preservation Team in the Current Planning Section (i.e. permit review), to complete environmental review of potential historic resources or issues. Based on responses to this Request for Qualifications (RFQ), it is the intent of the Planning Department to create pre-qualified pools of consultants from which the Planning Department will choose prospective contractors for public and privately-sponsored projects requiring complex analyses in the applicable topic area(s) on an as-needed basis as indicated below in Section 2, Scope of Work. Other City departments may also elect to select contractors from one of the Pools to undertake environmental or other relevant review of a City department-sponsored project or proposal. These consultant pools may be utilized by the City, at its sole and absolute discretion, for contractor selection and negotiations during the term the pool is in effect. No pre-qualified or selected Respondent is guaranteed work, either through a City contract for City-sponsored projects or work with an applicant for privately-sponsored project.

The "Respondent" refers to any entity that submits a response to this RFQ. The "Contractor" refers to any Respondent(s) who is selected as a candidate to provide services under this RFQ.

The Department has determined that an RFQ solicitation is the most useful and efficient means of establishing a list of appropriate and qualified individuals, firms, and/or teams for consultant services. Applications will be evaluated based on qualifications, including experience of the firm and staff, as described in Section IV of this RFQ.

The pool of qualified contractors established as a result of this solicitation shall have an original term of two years. In addition, the City shall have the option to extend the term for a period of up to one additional year, which the City may exercise in its sole, absolute discretion.

RFQ for Environmental, Transportation, Historic Resources, and Archeological Review

B. Schedule

The anticipated schedule for establishing the Pool is:

<u>Qualifications Phase</u>	<u>Date</u>
City issues RFQ	October 6, 2014
Pre-qualification conference	October 23, 2014, 2:30 p.m.
Deadline for submission of written questions or requests for clarification	October 27, 2014, 2:00 p.m.
Qualifications due	November 6, 2014, 2:00 p.m.

II. Scope of Work

As indicated in Section I, EP is designated as San Francisco's lead agency for conducting environmental impact analyses. For the preparation of Environmental Impact Reports (EIR), Environmental Impact Statements (EIS), and other complex environmental documents, EP executes its responsibilities with the assistance of consultants. Only those consultants selected into the applicable Pool through this RFQ shall be eligible to provide environmental impact analyses, transportation analyses, historical resource evaluations (HRE), and archeological documents for environmental evaluation and mitigation phases (collected referred to as "environmental analyses" in this RFQ) for the Planning Department as specified in this RFQ. The amount and types of work for consultants in the Pool are expected to vary from month to month, depending upon the extent and complexity of projects needing analysis.

The Pool will be used by the Planning Department in the following ways:

- **Department-sponsored projects.** The Planning Department will select from the Pools for preparation of environmental analyses for various Planning Department-sponsored public projects as they emerge over the two-year term of the Pools, on a contract-by-contract basis. The Planning Department may also establish master contracts, where task orders are issued for specific work. Projects funded with state or federal grant funds may not utilize the Pools if the grant procurement requirements conflict with this RFQ process.
- **Other public projects.** The Pools will be made available to other City and County of San Francisco departments. Other departments may choose to select and contract with consultants from the Pools, but are not required to do so.
- **Privately-sponsored projects.** The Pools will be used as the exclusive basis for the selection of consultants on an as-needed basis for all proposed private development projects requiring the applicable analyses. The only exception is the preparation of historic resource evaluations for projects involving fewer than 6 residential units or 10,000 square feet of nonresidential uses. After establishment of these Pools, representatives for proposed private development projects will be required to contract directly with selected consultants in the pool. The Planning Department will, in its sole discretion, select from the Pool a Preliminary Consultant List (PCL) of qualified consultants from which a private developer may select a consultant for any particular project. The PCL selection will be based upon factors including the following:
 1. Character and scope of project, including complexity of the required analysis and any specific technical expertise or resource needs;
 2. Consultant level of performance on other projects;
 3. Fair allocation of work among consultants to promote a robust and diverse Pool (i.e., rotational component to selection);
 4. Any other consultant- or project-specific information bearing on the quality and integrity of the review process.

The Planning Department has a right to amend the PCL selection process to ensure quality work and prevent the abuse of the PCL selection process. Upon being selected from the Pool for certain PCLs, the selected consultants could voluntarily remove themselves from such PCLs up to two times consecutively. Subsequently

RFQ for Environmental, Transportation, Historic Resources, and Archeological Review

after removal from two PCLs upon their request, if they were to request to remove themselves from the next successive PCL, the consultants would be skipped in the Consultant Pool rotation and a different consultant would instead be included for the next PCL.

Consultants selected to perform work from a Pool will be required to work under the supervision of EP and/or Preservation staff, except as mentioned above for historic resource evaluations for projects under the stated sizes. Prior to final submission, documents prepared by a Consultant shall be reviewed and modified, as necessary, to reflect the independent judgment of Planning Department staff. Consultants selected from a Pool are expected to provide high quality initial submittals that will require minimal revisions by staff and be fully consistent with San Francisco's review process. Consultants selected from a Pool are also expected to be fully and promptly responsive to requests for revisions to initial submittals from staff in order to facilitate finalization of documents without needing more than two draft submittals.

The Planning Department has established expectations for the content of submittals and for communications between environmental consultants and private project sponsors, which are detailed in Section VIII of this RFQ and in the *Department's Environmental Review Guidelines* (<http://sfmea.sfplanning.org/EP%20Environmental%20Review%20Guidelines%2010-5-12.pdf>). These Guidelines may be updated or supplemented over the 2-year term of the Pool and consultants shall adhere to any new guidelines and procedures. As a condition of acceptance into the Pool(s), consultants shall be required to adhere to similar performance standards concerning cooperation with the Planning Department, as described in Section VIII of this RFQ. Consultants must expressly include these performance standards in their contracts with project sponsors. Failure to adhere to Planning Department performance standards may be cause for removal from the applicable Pool(s) and/or rejection of noncompliant documents.

For more information, please review the Department's *Consultant & Sponsor Resources* at <http://www.sf-planning.org/index.aspx?page=1886>.

III. Submission Requirements

A. Time and Place for Submission of Qualifications

Qualifications must be received by the date and time listed on the schedule. Postmarks will not be considered in judging the timeliness of submissions. Submission may be delivered in person and left with Danny Yeung or mailed to:

Danny Yeung
San Francisco Planning Department
1650 Mission Street, Suite 400
San Francisco, CA 94103

Hand delivery is recommended.

Proposers shall submit six (6) hard copies of the qualifications in packaging clearly marked "CP15-021 Environmental Consultant Services RFQ" and also clearly indicating the type of work applied for: "(1) General Environmental Impact Document Preparation", "(2) Transportation Impact Analysis", "(3) Historical Resource Evaluation", or "(4) Archeological Resource Evaluation and Mitigation" to the above location.

If a consultant is applying for more than one subject Pool, a separate set of materials shall be submitted to the above location for each Pool under consideration.

You must also submit an electronic version of the qualifications. Please submit a complete electronic version on either a CD/DVD or USB flash drive.

If Proposer is seeking the Local Business Enterprise (LBE) bid discount/rating bonus for public-sponsored projects, Proposers shall submit two (2) hard copies of the Required CMD Forms, and also an electronic copy.

Proposals that are submitted by fax or e-mail will not be accepted. **Late submissions will not be considered.**

B. Format

Please use recycled paper, print double-sided to the maximum extent practical, and bind the qualifications with a binder clip, rubber band, or single staple, or submit it in a three-ring binder. Please do not bind your qualifications 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 not Arial), 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.

The proposal must clearly indicate your firm's City Vendor Number, the type of work applied for: whether applying for "**Privately Sponsored Projects**", "**Publicly Sponsored Projects**", or "**Both**"; indicate the area of work applied for: "(1) General Environmental Impact Document Preparation", "(2) Transportation Impact Analysis", "(3) Historical Resource Evaluation", or "(4) Archeological Resource Evaluation and Mitigation", and if desired indicate the Areas of Specialization if beyond general.

You must also submit an electronic version of the qualifications. Please submit a complete electronic version on either a CD/DVD or USB flash drive, preferably in PDF format.

C. Content

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

1. Introduction and Executive Summary (up to 2 pages)

Submit a letter of introduction and executive summary of your firm's skills and experience as related to this RFQ. The letter must be signed by a person with authority to commit your firm to adhere to the performance standards in this RFQ. Submission of the letter will constitute a representation by your firm that your firm will in good faith fulfill the Planning Department's preconditions for inclusion in the Pools.

This section shall also include acknowledgement of the Department's Contract Requirements for Private Projects, described in Section VIII of this RFQ.

2. Firm / Team Qualifications (up to 15 pages)

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

- Name, address, and telephone number of a contact person
- A brief description of your firm;
- A description of the experience and qualifications of relevant team members, including brief resumes if necessary, demonstrating clearly that they meet the minimum professional qualifications outlined in Section IV;
- A description of not more than six projects prepared by your firm that demonstrate experience and ability in the required skills outlined in Section II of this RFQ, including a project summary, client references and telephone numbers, staff members who worked on each project, as well as information regarding adherence to project budget and project schedule. Descriptions should be limited to one page for each project.

3. References (up to 2 pages)

Provide references including the name, address, telephone number, and e-mail address of at least three recent clients (preferably from representatives of lead agencies). Reference letters, if available but not required, may also be attached as appendices.

4. Fee Qualification (up to 5 pages)

The City intends to select consultants for the Pools that the Department determines will provide the best overall program services for a particular project. The City reserves the right to accept consultants for inclusion in the Pools on bases other than the lowest priced services, and to reject any qualifications that are not responsive to this request to disclose fees.

Please provide a fee schedule that includes hourly rates for all team members and key positions. Hourly rates and itemized costs may be used to negotiate contracts that result from this RFQ, and rates assigned to specific staff and for key positions will be considered stable for the term of this RFQ and generally for the term of resulting contracts.

IV. Evaluation and Selection Criteria

A. Minimum Qualifications

Consultants responding to this RFQ should clearly indicate the areas of expertise for which the firm desires to be pre-qualified for the Pool hereby established, i.e., Environmental, Transportation, Historic, or Archeology, and may be considered for more than one area if so indicated. For example, an environmental consultant with in-house capabilities to provide transportation expertise should indicate each skill area in which the firm can demonstrate experience that could form the basis to be included in a Pool that will be established by this RFQ. Recipients of this RFQ who have working relationships with other consultants in particular specialty skill areas are encouraged to share this RFQ with other consultants; the Pool will be the exclusive basis by which environmental, transportation, historic resources, and archeology consultant services will be performed for both Planning Department-sponsored projects and private projects for which the Planning Department is the lead agency.

Any qualification that does not demonstrate that the proposer meets these minimum requirements by the deadline for submittal of qualifications will be considered non-responsive and will not be eligible for inclusion in the Pool.

1. Environmental Consultants

Consultant responses to this RFQ should document specific experience in San Francisco and/or other comparable jurisdictions in the preparation of complex environmental and related documents. Consultant responses to this RFQ should also demonstrate the availability of experienced and appropriate staff resources to timely address the Planning Department's needs for environmental consultant services. In addition, consultant responses to this RFQ should demonstrate relevant experience in project management for complex environmental documents. Environmental consultant respondents should document an ability to assemble and manage expertise for the full range of environmental topics either in-house or through listed subconsultants as well as successful coordination and oversight regarding all aspects of a team's work throughout preparation of complex environmental documents.

Consultants prepare almost all EIRs and many complex Mitigated Negative Declarations in San Francisco. Environmental review documents must address all topics contained in San Francisco's Initial Study/environmental evaluation checklist, available at http://sfmea.sfplanning.org/CGL_Apx_B.docx; the checklist generally mirrors Appendix G of the CEQA Guidelines, but contains some additional topics specific to San Francisco such as analysis of wind and shadow impacts. Environmental documents are prepared in accordance with the Department's *Consultant Guidelines for the Preparation of Environmental Review Documents* (<http://www.sf-planning.org/Modules/ShowDocument.aspx?documentid=3771>). Consultants will generally be expected to complete document production, conduct appropriate notification according to City and State requirements, attend hearings, track and record oral and written comments, and respond to comments submitted on environmental review documents and appeals. A proven ability to conduct environmental review in an accurate, adequate, objective, and legally defensible manner is essential.

2. Transportation Consultants

This RFQ is also intended to establish a Pool for transportation consultant services which are needed to perform transportation impact analyses in support of the overall environmental review process of the San Francisco Planning Department. Requisite skills for transportation consultants include consultant familiarity with and ability to use the full range of tools used to analyze effects on traffic conditions, both generally and at specific intersections, transit (including delays to operations and ridership capacity constraints), pedestrians (including adequate space and safety), bicycle users and facilities, and loading needs including both goods and services as well as passenger drop-offs and pick-ups at high-use visitor attractors. These technical skills will be applied to a broad range of private and public development projects under the direction of EP transportation staff. Consultants must possess both technical transportation skills and a strong background in transportation planning in a multi-modal environment. Responses should demonstrate understanding of transportation analysis requirements in San Francisco, including the Department's *Transportation Impact Analysis Guidelines for Environmental Review* (<http://www.sf-planning.org/Modules/ShowDocument.aspx?documentid=6753>)

3. Historical Resources Consultants

Historical Resources consultants responding to this RFQ are required to demonstrate, thorough knowledge, skills, and experience, as well as the ability to evaluate eligibility for the California Register of Historical Resources, to assess potential impacts to potential resources, and – where impacts have been identified – to provide mitigation measures to reduce impacts where applicable. The Department may request that consultants prepare Historic Resource Evaluations (HREs) and Cultural Resource Surveys, create and implement mitigation monitoring and reporting programs, and develop and prepare recommendations for the historic resource component of environmental impact review documents.

Consultants should have a strong understanding of the Secretary of the Interior's Standards for the Treatment of Historic Properties (Standards) and common interpretations and guidelines based on the Standards as well as other relevant historic preservation practices. Consultants should also indicate any specialized area of expertise, such as knowledge of historic landscapes or other particular skill areas.

Consultants must provide information to demonstrate a strong expertise in the development of complex documentation and environmental mitigation measures when impacts have been identified.

Consultants, in addition, are required satisfy the Secretary of the Interior's Professional Qualification Standards for Architectural History and/or Historic Architecture. Special consideration may be given to consultants with a strong background in Historic Preservation Planning.

Responding consultants must demonstrate adequate staff with graduate degrees in Historic Preservation, Planning, Cultural Resources Management, or a closely related field and demonstrated experience in the respective fields.

Historical Resources Areas of Specialization:

Historical resource consultants having expertise in cultural landscapes should clearly indicate this additional expertise along with supporting documentation in the submittal. Please demonstrate satisfaction of the following respective minimal professional qualifications:

Cultural Landscapes

- Professional degree in Landscape Architecture, Architectural History, Historic Preservation, Urban Planning or related field –and at least three years of professional experience in evaluating cultural landscapes according to the National Park Service guidelines: *A Guide to Cultural Landscape Reports: Contents, Process, and Techniques* and the *Cultural Landscape Inventory Professional Procedures Guide*;
- In-depth knowledge of the historic landscape history of the San Francisco Bay Area including parks, open spaces, natural systems, vegetation, etc;
- Expertise in plant identification through academic course work or related professional experience;
- A strong understanding of the *Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for the Treatment of Cultural Landscapes* and experience applying the standards in the development of treatment recommendations for cultural landscapes;
- Previous fieldwork and documentation in Northern California to ensure adequate knowledge of regional climate, landscape design trends & research themes; and
- Demonstrated expertise through authorship of technical and/or scholarly reports on cultural landscapes.

4. Archeology Consultants

Archeological consultants responding to this RFQ are required to demonstrate a well-established experience and ability to prepare complex archeological documents in support of environmental project analyses and/or to undertake required complex archeological field investigations and documentation in compliance with environmental mitigation programs. The response of an archeological consultant to this RFQ must clearly demonstrate the respondent meets or exceeds each and all of the following qualifications for archeological consultant and for any area of archeological specialization for which the consultant seeks qualification:

1. Minimally satisfy the Secretary of the Interior (SOI) Professional Qualification Standards for Archaeology (48 FR 44716, as amended);
2. At least one full-time team member minimally satisfies each or both of the SOI Professional Qualification Standards for prehistoric archeology and historical archeology;
3. ROPA-certified (Register of Professional Archaeologist-certified);
4. Prehistoric archeologist team member having a demonstrated high level of knowledge and five-years supervisory field expertise in San Francisco Bay area prehistoric archeology;
5. Historical archeologist team member having a demonstrated high level of knowledge and five-years supervisory field expertise in San Francisco Bay area historic-period archeology, including familiarity with local archives;

6. Demonstrate the competency and experience to prepare an archeological research design and treatment plan addressing prehistoric and historical archeological resources in San Francisco or in a comparable highly developed urban setting;
7. Demonstrate sufficient staffing/personnel, equipment, artifact storage and laboratory facilities to competently mobilize and undertake large-scale archeological field projects in a highly developed urban setting;
8. In-house GIS-capability;
9. Demonstrate a good record of performance in the recording of archeological sites and depositing copies of archeological reports at the relevant California Historic Resources Information Center, such as inclusion in the submittal of an inventory of archeological site records and archeological reports submitted to the Information Center with submittal dates; and
10. Demonstrated ability to consult in good faith and respect with site-associated descendant groups and the willingness to reflect serious consideration of expressed concerns, views and recommendations of such descendant groups in the treatment of associated archeological sites including final technical or interpretive products related prepared for such sites.

Archeological Areas of Specialization:

Archeological consultants having expertise in an archeological sub-discipline should clearly indicate this additional expertise along with supporting documentation in the submittal.

Archeological consultants having expertise in geoarcheology, Spanish-Mexican/California Colonial, Overseas Chinese, and Maritime archeology need to demonstrate satisfaction of the following respective minimal professional qualifications:

Geoarcheologist/geomorphologist:

- Geoarcheologist/geomorphologist should have or be near completion of a post-graduate degree in earth-science field (geology, physical geography, pedology/soil science, Quaternary studies or have demonstrated professional expertise through both field experience and technical publications;
- Minimally satisfy the SOI Professional Qualification Standards for Archaeology (48 FR 44716, as amended);
- Previous fieldwork in the San Francisco Bay Area to ensure adequate knowledge of regional stratigraphy, soils, & research issues; and
- Membership in Geoarchaeological Interest Group (GIG) of the Geological Society of America (GSA) is strongly desirable.

Maritime archeologist

- Minimally satisfies the SOI Professional Qualification Standards for Archaeology (48 FR 44716, as amended);
- A graduate degree in maritime archeology or maritime history;
- Five years extensive field experience in underwater or marine archeology, including conducting and supervising remote-sensing surveys; and
- In-depth knowledge of the maritime and Gold Rush period history of San Francisco.

Spanish-Mexican/Colonial Period Archeologist

- Minimally satisfies the SOI Professional Qualification Standards for Archaeology (48 FR 44716, as amended);
- Minimally satisfies the Secretary of the Interior's Professional Qualification Standards for prehistoric archeology and historical archeology;
- At least three-years of professional experience in the study of Alta/Baja California/Southwest/ Gulf Coast Spanish-Mexican/Colonial archeological resources; and
- Demonstrated expertise through authorship of technical and/or scholarly reports on Spanish-Mexican/Colonial archeology.

Overseas Chinese Archeologist

- Minimally satisfies the SOI Professional Qualification Standards for Archaeology (48 FR 44716, as amended);
- Minimally satisfies the Secretary of the Interior's Professional Qualification Standards for prehistoric archeology and historical archeology;
- At least three-years of professional experience in the study of Overseas Chinese archeological resources; and
- Demonstrated expertise through authorship of technical and/or scholarly reports on Overseas Chinese archeology.

The work of archeological consultants under this RFQ is expected to conform to the Society for California Archaeology *Code of Ethical Guidelines* and the EP *Consultant Instructions for Archeology* (once completed) under the direction of the EP staff archeologist.

B. Selection Criteria

The qualifications will be evaluated by a selection committee comprised of parties with expertise in the relevant topic areas. The City intends to evaluate the qualifications generally in accordance with the criteria itemized below. Qualifications that meet the minimum qualifications will be considered for the Pool. Up to twenty of the firms with the highest scoring qualifications may be included in the pool.

Note: Proposers that meet the selection criteria and are ultimately included within the pool will not be ranked within their respective Pool. The Planning Department reserves the right to enter into contract negotiations with any firm from within a Pool on a project-by-project or as-needed basis.

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.

RFQ for Environmental, Transportation, Historic Resources, and Archeological Review

Written Selection Criteria:

1. Firm / Team Qualifications (40 points)

- a. Expertise of the firm in relevant consulting services, including topical review in complex urban settings;
- b. Quality of recently completed projects including but not limited to prior work with the City, adherence to schedules, deadlines and budgets;
- c. Experience with recent similar types of work; and
- d. Results of reference checks.

2. Assigned Staff (40 points)

- a. Recent experience of staff assigned to the projects that would result from this RFQ, and a description of the tasks to be performed by each staff person;
- b. Professional qualifications and education, including number of years of relevant professional experience;
- c. Reasonableness of billing rates;
- d. Workload, staff availability and accessibility.

3. Responsiveness (20 points)

- a. Overall organization and clarity of the qualifications;
- b. Responsiveness to all items requested
- c. Information provided is complete, accurate and applicable; and
- c. No spelling/grammatical errors;

V. Pre-Qualifications Conference and Contract Awards

A. Pre-Qualification Conference

Proposers are encouraged, but not required, to attend a pre-qualification conference on the date and time listed in the schedule, to be held at **the Planning Information Center at 1660 Mission Street, Conference Room 2001, San Francisco, CA 94103**. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFQ, please contact the individual designated in Section VI.B.

B. Contract Awards from the Pool

When the City is in need of consulting service for public-sponsored projects or as-needed tasks, the City may select proposers from the qualified pool with whom City staff shall commence contract negotiations. The selection of any qualification shall not imply acceptance by the City of all terms of the submitted qualification, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time, the City, in its sole discretion, may terminate negotiations and begin contract negotiations with another proposer from the Pool.

The City retains full discretion to select the best qualified proposers from the Pool for projects or tasks – public or private. Alternatively, the City may exercise its discretion to further solicit from within the Pool. In addition, in the context of privately-sponsored projects, the City may develop an alternative means of providing project sponsors with choice among a subset of qualified environmental consultants from the Pool.

No pre-qualified or selected Respondent is guaranteed a contract as a result of participation in this RFQ.

C. 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.

VI. Terms and Conditions for Receipt of Qualifications

A. Errors and Omissions in RFQ

Proposers are responsible for reviewing all portions of this RFQ. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFQ. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of Qualifications. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFQ

Inquiries regarding the RFQ and all oral notifications of intent to request written modification or clarification of the RFQ must be directed to:

Danny Yeung via email at Danny.Yeung@sfgov.org

Substantive questions received by the deadline for submission of written questions or requests for clarification will be posted on the website in a Questions and Answers document.

C. Objections to RFQ Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFQ, the proposer must, not more than ten calendar days after the RFQ is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Change Notices

The Department may modify the RFQ, prior to the Qualifications due date, by issuing Bid Addendum(s), which will be posted on the website. The proposer shall be responsible for ensuring that its Qualifications reflects any and all RFQ Addendum(s) issued by the Department prior to the Qualifications due date regardless of when the Qualifications is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the Qualifications due date, to determine if the proposer has downloaded all RFQ Addendum(s).

E. Term of Qualifications

Submission of Qualifications signifies that the proposed services and prices are valid for 730 calendar days from the Qualifications due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. Revision of Qualifications

A proposer may revise Qualifications on the proposer's own initiative at any time before the deadline for submission of Qualifications. The proposer must submit the revised Qualifications in the same manner as the original. A revised Qualifications must be received on or before the Qualifications due date.

In no case will a statement of intent to submit a revised Qualifications, or commencement of a revision process, extend the Qualifications due date for any proposer.

At any time during the Qualifications evaluation process, the Department may require a proposer to provide oral or written clarification of its Qualifications. The Department reserves the right to establish the pool or make an award without further clarifications of Qualifications received.

G. Errors and Omissions in Qualifications

Failure by the Department to object to an error, omission, or deviation in the Qualifications will in no way modify the RFQ or excuse the vendor from full compliance with the specifications of the RFQ or any contract awarded pursuant to the RFQ.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFQ. Submissions of the RFQ will become the property of the City and may be used by the City in any way deemed appropriate.

I. Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Qualifications, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

J. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFQs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

K. Public Access to Meetings and Records

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its Qualifications (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the Qualifications and/or termination of any subsequent Agreement reached on the basis of the Qualifications.

L. Reservations of Rights by the City

The issuance of this RFQ does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, Qualifications, or Qualifications procedure;
2. Reject any or all Qualifications;
3. Reissue a Request for Qualifications;
4. Prior to submission deadline for Qualifications, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the Qualifications;
5. Procure any materials, equipment or services specified in this RFQ by any other means; or
6. Determine that no project will be pursued.

M. No Waiver

No waiver by the City of any provision of this RFQ shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFQ.

N. Local Business Enterprise Goals and Outreach

The requirements of the Local Business Enterprise 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") may apply to city-sponsored contracts awarded from this RFQ.

Privately sponsored projects are not subject to 14B requirements, but are strongly encouraged to incorporate a high level of participation by Local Business Enterprises (LBEs) certified by the San Francisco Contract Monitoring Division (CMD). Prime Consultants/Contractors are also encouraged to submit proposals with LBEs as subconsultants/subcontractors.

Prime contractors and all subcontractors who are awarded city-sponsored contracts as a result of the bid process may be 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.

1. LBE Subconsultant Participation Goals for Public-sponsored Project Specific Proposals

The LBE subconsulting goal for public-sponsored projects is defined on a project-by-project basis, as a percentage of the total value of the goods and/or services to be procured.

Each firm responding to each city-sponsored project may be required to demonstrate in a project-specific response that it has used good-faith outreach to select LBE subcontractors as set forth in S.F. Administrative Code §§14B.8 and 14B.9, and shall identify the particular LBE subcontractors solicited and selected to be used in performing the contract. For each LBE identified as a subcontractor, the response must specify the value of the participation as a percentage of the total value of the goods and/or services to be procured, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the Qualifications. LBEs identified as subcontractors must be certified with the San Francisco Contract Monitoring Division at the time the project-specific response is submitted, and must be contacted by the proposer (prime contractor) prior to listing them as subcontractors in the project-specific response. Any project-specific response that does not meet the requirements of this paragraph will be non-responsive.

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a proposer shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(C)&(D) and CMD Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts.

Project-specific responses which fail to comply with the material requirements of S.F. Administrative Code §§14B.8 and 14B.9, CMD Attachment 2 and this RFQ will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of LBE subcontractor participation specified in the contract shall be deemed a material breach of contract. Subconsulting goals can only be met with CMD-certified LBEs located in San Francisco.

2. LBE Participation for Public-sponsored Project Specific Proposals

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 10% bid discount shall be applied to Small LBEs and Micro-LBEs bidding as primes;
or

A 2% bid discount will be applied to an SBA-LBE, except that the 2% discount shall not be applied at any stage if it would adversely affect a Small LBE or Micro-LBE bidder.

2. 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.

3. CMD Forms to be Submitted with Public-sponsored Project Specific Proposals

a. All Qualifications submitted who are requesting a LBE bid discount/rating bonus to be considered as a part of their qualifications score, must include the following Contract Monitoring Division (CMD) Forms contained in the CMD Attachment 2: 1) CMD Contract Participation Form, 2) CMD "Good Faith Outreach" Requirements Form, 3) CMD Non-Discrimination Affidavit, 4) CMD Joint Venture Form (if applicable), and 5) CMD Employment Form. If these forms are not returned with the Qualifications, the LBE bid discount/rating bonus may not be factored when establishing the Pool.

b. Please submit only two paper copies and one electronic PDF copy of the above forms with your Qualifications if you are seeking the LBE bid discount/rating bonus for public-sponsored projects.

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

O. Communications Prior to Contract Award / Establishment of Pool

Only the employee(s) identified in the RFQ as the contact(s) for this competitive solicitation are authorized to respond to comments or inquiries from Proposers or potential Proposers seeking to influence the contractor selection process or the award of the contract. This prohibition extends from the date the RFQ is issued until the date when the notice informing respondents of their inclusion or non-inclusion in the pool is issued.

All firms and subcontractor(s) responding to this RFQ are prohibited from contacting any Commissioner, elected official, City staff member, other than the contact person listed in this solicitation or as otherwise expressly authorized herein, from the date the RFQ is issued to the date when the notice of tentative award is issued. This prohibition does not apply to communications with a Commissioner, elected official, City staff member regarding normal business not regarding or related to this RFQ.

Additionally, the firms and subcontractor(s) will not provide any gifts, meals, transportations, materials or supplies or any items of value or donations to or on behalf of any Commissioner, elected official, City staff member from the date the RFQ is issued to the date when the notice of tentative award is issued.

All lobbyists or any agents representing the interests of proposing prime contractors and subcontractor(s) shall also be subject to the same prohibitions.

Any Respondent who violates this section, directly or through an agent, lobbyist or subcontractor will be disqualified from the selection process.

VII. Contract Requirements

A. Standard Contract Provisions [for Public Projects]

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached separately. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, 34 in the Agreement); the Minimum Compensation Ordinance (§43 in the Agreement); the Health Care Accountability Ordinance (§44 in the Agreement); the First Source Hiring Program (§45 in the Agreement); and applicable conflict of interest laws (§23 in the Agreement), as set forth in paragraphs B, C, D, E and F below.

B. Nondiscrimination in Contracts and Benefits [for Public Projects]

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at <http://sfgov.org/CMD>.

C. Minimum Compensation Ordinance (MCO) [for Public Projects]

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see §43.

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

D. Health Care Accountability Ordinance (HCAO) [for Public Projects]

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

E. First Source Hiring Program (FSHP) [for Public Projects]

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

F. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

G. San Francisco Business Tax Certificate

San Francisco Ordinance No. 345-88 requires that, in order to receive an award, a firm located in San Francisco or doing business in San Francisco must have a current Business Tax Certificate. Since the work contemplated under the proposed Agreement will be performed in San Francisco, a San Francisco Business Tax Certificate will be required.

H. Statement of Economic Interest

Depending on the final scope of the Contract, the Consultant to whom this Contract is awarded, as well as all of its subconsultants, may be required to file a Statement of Economic Interest, California Fair Political Practices Commission Form 700, under the requirements of California Government Code Sections 7300 et seq. and San Francisco Campaign and Governmental Code Section 3.1-102. A copy of the Form 700 can be downloaded from the following website: <http://www.fppc.ca.gov>

VIII. Contract Requirements for Private Projects

As described above, eligibility for work on privately-sponsored projects or on projects sponsored by a public agency or City department other than the San Francisco Planning Department shall be conditioned on agreement by the qualified Consultant to include specific performance criteria in its performance contracts with private sponsors. The Planning Department requires that consultant contracts for private projects include the following provisions. Violation of this section on any project shall be grounds for removal from the applicable Pool and/or reassignment of a new Contractor to the project at issue, or could affect the inclusion of the Consultant in one or more future PCLs up to the end of the term of the Pool, at the discretion of the Planning Department.

A. Planning Department Minimum Performance Standards

Performance of any contract shall be subject to the following performance standards:

1. Preliminary drafts of deliverables, with the exception of preliminary project descriptions, sponsors' objectives, and descriptions of approvals needed, may not be distributed to project sponsors in advance of submittals to the Planning Department; drafts may be provided to project sponsor simultaneously with submittal to the Department.
2. Along with submission of any document or deliverable, Consultants shall provide a signed Consultant's Checklist with draft submittals, attesting to completeness of review, required content, and verification that requested changes have been incorporated.
3. Consultant must obtain Planning Department approval of the scope of work for consultant services, in writing, prior to signing of the contract by the consultant and project sponsor.
4. Initial preliminary draft documents shall be submitted within six months after work scopes are finalized and subsequent revisions shall be submitted within six months after receipt of Department review comments, subject to exceptions by (1) prior mutual agreement between Department and consultant for unusually complex projects, or (2) delays caused due to project redesign or other factors beyond the control of consultants, for which advance written notification by Consultants is provided.
5. Subject to exceptions in unusual circumstances and by prior written mutual agreement by the Department and Consultant, Consultant will require no more than two complete submittals of preliminary draft documents prior to finalization (not including screencheck version). Any circumstance requiring more than two complete preliminary drafts shall be described in writing by the consultant and/or Planning Department staff and included in the Planning Department's project case file.

IX. Protest Procedures

A. Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted Qualifications and believes that the City has incorrectly determined that its submittal 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 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 proposer, 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.

B. Protest of Established Pool

Within five working days of the City's issuance of a notice of intent to establish the pre-qualified pool of consultants, any firm that has submitted a responsive Qualification and believes that the City has incorrectly selected another proposer for award or inclusion within the pool may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award or inclusion within the pool.

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 proposer, 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.

C. 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) will not be considered. Protests must be delivered to:

Danny Yeung
San Francisco Planning Department
1650 Mission Street, Suite 400
San Francisco, CA 94103

Appendix A

Standard Forms

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). **(For inclusion in the pool of pre-qualified consultants, contractors must complete items 1-2 on the chart and obtain a city vendor number.)**

Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFQ package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, **the contractor should not do so again unless the contractor's answers have changed.** To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Contract Monitoring Division at (415) 581-2310.

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification http://sfgsa.org/index.aspx?page=4762 www.irs.gov/pub/irs-fill/fw9.pdf	W-9	The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
2.	Business Tax Declaration http://sfgsa.org/index.aspx?page=4762	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits	CMD-12B-101	Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits	Contract Monitoring Division 30 Van Ness, Suite 200 San Francisco, CA 94102-6020

RFQ for Environmental, Transportation, Historic Resources, and Archeological Review

Item	Form name and Internet location	Form	Description	Return the form to; For more info
	http://sfgsa.org/index.aspx?page=6127 In Vendor Profile Application		between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.	(415) 581-2310
4.	CMD LBE Certification Application http://sfgsa.org/index.aspx?page=5364 In Vendor Profile Application		Local businesses complete this form to be certified by CMD as LBEs. Certified LBEs receive a rating bonus pursuant to Chapter 14B when bidding on City contracts. To receive the bid discount, you must be certified by CMD by the Qualifications due date.	Contract Monitoring Unit 30 Van Ness, #200 San Francisco, CA 94102-6059 (415) 581-2310

Where the forms are on the Internet

Office of Contract Administration

Homepage: <http://sfgov.org/OCA>
 Purchasing forms: Click on "Required Vendor Forms" under the "Information for Vendors and Contractors" banner.

Contract Monitoring Division

CMD's homepage: <http://sfgov.org/CMD>
 Equal Benefits forms: <http://sfgsa.org/index.aspx?page=6127>
 LBE certification form: <http://sfgsa.org/index.aspx?page=5364>

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF Dept. Code: SHF

Type of Request: Initial Modification of an existing PSC (PSC # 41209 - 13/14)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Inmate Phone Service Compliance Monitoring

Funding Source: Comm.frm inmate phone revenue

PSC Original Approved Amount: \$98,490 PSC Original Approved Duration: 02/01/13 - 05/31/15 (2 years 16 w

PSC Mod#1 Amount: \$301,510 PSC Mod#1 Duration: 08/01/15-07/31/20 (5 years 9 weeks)

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

PSC Cumulative Amount Proposed: \$400,000 PSC Cumulative Duration Proposed: 7 years 25 weeks

1. Description of Work

A. Scope of Work:

Create technical requirements for inmate phone system Request for Proposal. Reconcile phone records to validate charges to inmates, revenue calculations, and commission paid to department. Monitor and resolve service calls and inmate grievances.

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

This service is necessary to effectively manage inmate phone services. The current contract, negotiated with support from Praeses, nearly doubles the City's commission and includes a signing bonus. This contract increases commission revenue from approximately 30 to 40 percent in prior contracts to 65 percent. Further, in FY 12-13, Praeses auditing services resulted in payment of over \$150,000 in back commission owed due to inaccurate account reconciliation. Without Praeses, the City would not have received these funds.

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 41209 - 13/14

D. Will the contract(s) be renewed? There is no existing contract

2. Union Notification: On 06/23/15, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41209 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/03/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Knowledge of evolving federal, state, and local regulations for inmate telephone services

Knowledge of technical requirements for hardware, services, features, rates, and fees related to provision of inmate telephone services

Knowledge of daily operation of inmate telephone services

Ability to statistically analyze inmate calling patterns, revenue by phone station, and call and billing types

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

none,

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

Contractor utilizes proprietary software that converts all inmate calls to binary code and uses a proprietary algorithm to statistically analyze inmate calling patterns, revenue by phone station, and call and billing types

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

No. This work requires highly specialized knowledge related to technical requirements for hardware, services, features, rates, and fees related to provision of inmate telephone services and software that analyzes inmate calling patterns, revenue by phone station, and call and billing types.

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

No. This work requires highly specialized knowledge related to technical requirements for hardware, services, features, rates, and fees related to provision of inmate telephone services and software that analyzes inmate calling patterns, revenue by phone station, and call and billing types.

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? No training required.	<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? PSC 41209-13/14 for Praeses.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 06/23/15 BY:

Name: Bree Mawhorter Phone: 5106848647 Email: bree.mawhorter@sfgov.org

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

Receipt of Union Notification(s)

Gong, Henry (SHF)

From: dhr-pescoordinator@sfgov.org on behalf of bree.mawhorter@sfgov.org
Sent: Tuesday, June 23, 2015 11:15 AM
To: Mawhorter, Bree (SHF); jb@local16.org; Lopez, Ricardo (PDR); Basconillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; richardisen@gmail.com; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, SinYee (HSA) (DSS); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Gong, Henry (SHF); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 41209 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The SHERIFF -- SHF has submitted a modification request for a Personal Services Contract (PSC) for \$301,510 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/5353>

Email sent to the following addresses: L21PSCReview@ifpte21.org jebrenner@ifpte21.org ecdemvoter@aol.com sfsmsa@gmail.com

Additional Attachment(s)

PSC 41209-13/14 Mod 1

Re: Duration Justification

The aggregate duration of PSC 41209-13/14 exceeds 5 years due to the delays in the Request for Proposal (RFP #SHF2014-07) process as a result of the protest received following the Intent to Award notification on June 19, 2014. In addition, there were extensive efforts made by the Praeses and Contract Monitoring Division to be in compliance with the City's 12B and 14B ordinances.

The delays pushed out the execution of the contract for the Inmate Telephone Compliant Monitoring Services from the expected contract start date of September 1, 2014 to October 1, 2015.

City and County of San Francisco

Request for Proposals for

RFP SHF2014-07

**INMATE TELEPHONE SERVICE COMPLIANCE
MONITOR**



Date issued:

April 25, 2014

Questions due:

April 30, 2014, 2:00 pm (PST)

Proposal due:

May 09, 2014, 2:00 pm (PST)

Request for Proposals for Inmate Phone Service Compliance Monitor

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Appendices:

- A. Standard Forms: Request for Tax Payer Identification Number and Certification.
Business Tax Declaration, San Francisco Administrative Code Chapters 12B and 12C,
Declaration of Non Discrimination in Contracts and Benefits

**Request for Proposals for
Inmate Telephone Service Compliance Monitor**

I. Introduction and Schedule

A. General

The City and County of San Francisco Sheriff's Department ("Sheriff") seeks responses to a Request for Proposal for an Inmate Telephone Service Compliance Monitor. The contract period shall have an original term of five (5) years. The term of the contract is the period from award execution date, approximately July 1, 2014 through the last day of the month of a sixty consecutive month period.

B. Term

The contract period shall have an original period of 60 months. The original contract term is the period from the award execution date, July 1, 2014 through the last day of a 60 month consecutive period, approximately June 30, 2019. The maximum period of the contract shall not be more than 60 months.

C. Schedule

The anticipated schedule for selecting a consultant is:

<u>Proposal Phase</u>	<u>Date</u>
RFP is issued by the City	April 25, 2014
Deadline for submission of written questions or requests for clarification	April 30, 2014, 2:00 pm (PST)
Answers to written questions and request for clarification posted to City website	May 02, 2014
Proposals due	May 09, 2014, 2:00 pm (PST)

II. Scope of Work

SFSD is seeking a Contractor to provide the following Scope of Work. The Scope of Work is a general guide and is not a complete list of all work necessary to complete the project. Proposing teams may suggest a modified scope as part of their proposal.

Examine Inmate Telephone Service at SFSD owned and/or operated "Locations" including, without limitation, all male, and female correctional facilities and any other physical locations where inmates, detainees and/or other persons in the custody of SFSD may be held and where access to inmate telephones is supplied, to assess the accuracy of SFSD's records and to provide a basis for evaluating service quality and appropriate revenue under existing contracts with vendors. Elements of this examination will include, but are not limited to the following: number of inmate telephones at each SFSD location, location of inmate telephones at each SFSD location, types of equipment, phone provider contractual and regulatory compliance, technology, and manufacturer, monthly revenue, and SFSD commissions from each inmate telephone for each location.

Reconcile Inmate Telephone Service examination results against SFSD's records and findings from inspections of selected locations.

Review and reconcile historical call records, rates, and invoices with independent proprietary software application.

Evaluate the provisioning of inmate telephones to SFSD and recommend inmate telephone equipment, technology, enclosure types, modifications to the physical surroundings of the inmate telephones, and recommend inmate telephone installation standards. Evaluation should include documentation and analysis of inmate telephone revenues and SFSD commissions from local services, intraLATA services, interLATA services, prepaid and/or debit calling services, and recommendations for improving existing Inmate Telephone Service to enhance SFSD commissions and inmate telephone user satisfaction.

Manage Inmate Telephone Services as provided by the SFSD Inmate Telephone Provider, including all of SFSD's currently owned and/or operated locations and all additional SFSD locations as they are created and/or acquired, where SFSD earns any income from any Inmate Telephone Service provided; including acting as SFSD's agent with an Inmate Telephone Service Provider to manage inmate telephone equipment and services for local, intraLATA, interLATA service, prepaid and/or debit calling services or any new revenue generating telecommunication and/or electronic communication services that may be provided to SFSD inmates, detainees, and/or other similarly situated persons, directly managing Inmate Telephone Service Provider and performing evaluation services on behalf of SFSD. Contractor shall have exclusive and unencumbered right to: 1) restrict the environment from change not authorized by SFSD; 2) direct all inmate telephone payments and related information be sent to Contractor; 3) receive, account for and send to SFSD appropriate commissions and related information; and, 4) direct any and all contracted Inmate Telephone Providers list SFSD and Contractor together as the inmate telephone Customer of Record.

Act on behalf of SFSD as a single point of contact in coordination with the various Inmate Telephone Service Providers and field personnel at SFSD locations for new installations, additional installations, relocations and disconnections of inmate telephone equipment and recommend installation and maintenance procedures for Inmate Telephone Service Providers, negotiate contracts and commission schedules with Inmate Telephone Service Providers and coordinate new service offerings with the Inmate Telephone Service Providers.

Assist with, and/or negotiate and recommend, at the direction of SFSD, all new agreements for Inmate Telephone Service, negotiate and recommend, if applicable, the renewal and/or modification of any current agreements in which SFSD is currently obligated; including, providing and/or assisting SFSD in providing Request for Proposals (RFPs) to evaluate the market for the most optimum solution including, but not limited to: quality of service, rate schedules, technology, security functionality, commissionable revenue, amount of commission and terms of proposed agreement(s).

Provide monthly narrative and summary reports based upon actual telephone usage, postmarked or provided to SFSD on or before the 15th day of each succeeding month for all monies received in the previous calendar month.

Serve as SFSD's single point of receipt for SFSD's commissions paid by Inmate Telephone Providers and consolidate such commission payments into a payment format as directed by SFSD. The amount of such monthly commission payment to SFSD shall be the commission payments collected by the Contractor less Contractor's management fee. Such commission payment shall be made consistent with the remittance of the aforementioned report(s). Contractor shall submit reports and remittances, to recipients as directed by SFSD, no later than the 15th day of each succeeding month for all monies received in the previous calendar month.

III. Submission Requirements

Proposers will submit a written proposal in the manner and containing the information described below.

A. Time and Place for Submission of Proposals

Proposals must be received by 2:00 p.m., on **May 9, 2014**. Postmarks will not be considered in judging the timeliness of submissions. Proposals may be delivered in person and left with **Henry Gong**, or mailed to:

Henry Gong
Sr. Administrative Analyst
C/O Sheriff's Department
San Francisco City Hall
#1 Dr. Carlton B. Goodlett Place, Room 456
San Francisco, CA 94102

Proposers shall submit four (4) copies of the proposal in a sealed envelope clearly marked **RFP SHF2014-07, Inmate Telephone Service Compliance Monitor** to the above location. Proposals that are submitted by fax will not be accepted. Late submissions will not be considered.

B. Format

Please use three-hole recycled paper, print double-sided to the maximum extent practical. Please submit proposal in a three-ring binder. Please do not bind your proposal with rubber bands, 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 not Arial), and that pages have margins of at least 1" on all sides (excluding headers and footers).

Please include a Table of Contents.

You must also submit one electronic version of the proposal on a compact disk for use in a standard PC CD-ROM Drive.

The proposed services must be clearly explained, including a detailed description of the tasks, equipment and services that will be used to meet the proposal requirement. The reader of the proposal should have a clear understanding of each portion as well as the overall process. The use of acronyms, legal terms and industry jargon should be avoided.

All proposals must clearly explain, in detail, the services that the agency is proposing to provide. Do not incorporate the service descriptions above by reference (e.g. "Services shall be provided as described in the RFP."). Any proposals submitted without clear descriptions for those services applied for may be rejected from consideration.

C. Content

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

- 1. Table of Contents (1 page)**
- 2. Introduction and Executive Summary (up to 1 page)**

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. 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 proposal.

- 3. Project Approach (up to 3 pages, not including report samples)**

Provide a description of your firm's approach to providing the services described in the Scope of Work. Include the following information:

- a. Describe services that will be provided,
- b. Describe successes in identifying uncollected historical revenues,
- c. Provide examples of reconciliation reports,
- d. Provide specific recommendations regarding ways to improve inmate telephone service in San Francisco, including capital improvements, and
- e. Describe a plan that you have implemented in the past to transition from one Inmate Telephone Service Provider to another.

- 4. Firm Qualifications (up to 2 pages, not including organizational chart)**

Provide information on your firm and team qualifications and how these qualifications will enable your firm to provide the services described in the Scope of Work. Include the following information:

- a. Name, address, and telephone number of a contact person who represents your firm;
- b. A brief description of the firm, including the number of years the firm has provided the proposed services, including a description of any sub-contractual or joint venture relationships;

c. Experience providing inmate phone services compliance monitoring California ; and

d. Organizational chart that shows how the service fits into the firm's organization.

5. Team Qualifications (up to 3 pages)

Provide a staffing plan that shows all positions that will contribute to providing the scope of work, including the position title, a summary of the position duties, the level of experience and education required for the position, whether the position is now filled, and the proposed hourly rate of pay. If the position is filled, provide the years of experience and educational background of the incumbent. Use the format defined below.

Position Title	Position Duties	Level of Experience Required	Education Required	Filled	FTE Equivalent	Proposed Hourly Rate of Pay
RFP Coordinator	Coordinate all department RFP processes, including working with staff to develop Scope of Work, developing selection criteria, and administering process	3 years of equivalent work experience	Bachelor's Degree in related field, Master's Degree in related field may substitute for 1 year of experience	YES	1 FTE	\$X.XX

6. References (up to 2 pages)

Provide a description of at least one but not more than three projects similar in size and scope to the Scope of Work described in the RFP. Include the client name, reference, email and telephone contact information, staff members who worked on the project, sub-contractors or joint venture partners who worked on the project, and project budget and schedule. SFSD may contact the references.

7. 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. Fees for this service will be netted from the total monies paid by the Inmate Telephone Service Provider for local, long distance, prepaid and debit that will be paid to SFSD. This will be the only compensation the Contractor receives for servicing SFSD's account.

- Please provide a fee proposal in a sealed envelope that includes: The service fee percent that will be netted from the total commission paid by the Inmate Telephone Service provider.

Fee proposals will be evaluated according to the following methodology. The bidder offering the lowest proposed service fee rate will receive the maximum number of points regarding fees. The remaining proposals with subsequent higher service fee rates will be awarded a proportionate amount of the total available points as calculated below. Proposers who propose the same service fee rate will receive the same score.

$$\frac{\text{Lowest Proposed Service Fee Rate}}{\text{Proposed Service Fee Rate}} \times (25 \text{ points}) = \text{Points}$$

8. Acknowledgement of Addendums

a. Signed copies of each bid addendum posted to contract website. These signed copies acknowledge the proposer has read the addendum.

IV. Evaluation and Selection Criteria

A. Minimum Qualifications

The following minimum qualifications must be met by the time of contract award.

- Proposers must be certified to provide services within the City and County of San Francisco.
- Proposers must certify they are in good financial condition and provide substantiating documents upon request.
- Proposers must have a minimum of five years' experience performing the services described in the scope of work in an inmate setting

Any proposal that does not demonstrate that the Proposer meets these minimum requirements by the deadline for submittal of proposals MAY be considered non-responsive and will not be eligible for award of the contract.

B. Selection Criteria

The proposals will be evaluated by an Evaluation Panel composed of parties with expertise in inmate telephone services. Proposals will be evaluated on a scale of 25 points.

Section	Score
Written Evaluation Score	25
Fee Proposal Score	25
Total Score	50

The Evaluation Panel will evaluate each written proposal meeting the minimum qualification and requirements, as set forth in the RFP, on a scale of 25 maximum points.

The Evaluation Panel will award points for each criteria on a scale of 1 to 5, according to the following scale 1) Does Not Meet SFSD Expectations, 3) Meets SFSD Expectation, 5) Exceeds SFSD Expectations. Panelist's scores for each criteria will be summed to obtain a total score for each Panelist. The scores of each Panelist will be averaged to obtain a total written score for each proposal. Scoring criteria are defined below.

Written Evaluation Criteria	Max Score
Proposed Scope of Work meets SFSD expectations	5
Proposer's organizational structure is appropriate to effectively deliver Scope of Work	5
Proposed staffing plan is appropriate to provide the Scope of Work	5
References demonstrate Proposer has successfully provided a similar Scope of Work	5
Proposed Scope of Work confirmed proposer's experience in identifying billing discrepancies and to improve overall inmate phone service system	5
Total	25

If any member of the Evaluation Panel determines that the Proposer has failed to present information that allows the Evaluation Panel to score any criteria or question response, the Evaluation Panel will award a score of zero. In cases where averages are used, any score in which the denominator is zero will receive a score of zero. All scores will be rounded to the nearest whole number. All scores of zero will result in a lower total proposal score.

The RFP Coordinator will evaluate the Fee Proposals according to the criteria described in the Fee Proposal section of the RFP.

The RFP Coordinator will add the Written Score and the Fee Proposal Score to achieve the Total Score. The proposer with the highest total proposal score will be notified of the Intent to Award via the City's website. SFSD reserves the right to withhold an award or to make a partial award.

V. Process

A. Questions

Proposers must submit questions regarding the RFP in writing via email to the Henry.Gong@sfgov.org by Wednesday, April 30, 2014 at 2:00 pm (PST). The department will not respond to questions received after the due date. The department will respond to all questions in writing via addendums posted to contract website. It is the responsibility of all Proposers to monitor the contract website for question responses.

B. Contract Award

The SFSD will enter into negotiations for a contract with those Proposers notified of an Intent to Award. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiation and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time, the SFSD, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

VI. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFP

Inquiries regarding the RFP and all oral notifications of an intent to request written modification or clarification of the RFP, must be directed via email to:

Henry Gong via the following email address: Henry.Gong@sfgov.org

C. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten calendar days after the RFP is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Change Notices

The Department may modify the RFP, prior to the proposal due date, by issuing Change Notices, which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Change Notices.

E. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

G. Errors and Omissions in Proposal

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

I. Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. **Criminal.** Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. **Civil.** Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. **Administrative.** Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

J. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

K. Public Access to Meetings and Records

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

L. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.

M. No Waiver

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

N. Local Business Enterprise Goals and Outreach

The requirements of the Local Business Enterprise 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 RFP.

1. LBE Subconsultant Participation Goals

The LBE subconsulting goal for this project will be announced through a Bid Addendum.

2. LBE Participation

The City strongly encourages proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating discounts 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) 252-2500. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

- a. A 10% bid discount shall be applied to Small LBEs and Micro-LBEs bidding as primes; or
- b. A 2% bid discount will be applied to an SBA-LBE, except that the 2% discount shall not be applied at any stage if it would adversely affect a Small LBE or Micro-LBE bidder.

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.

3. CMD Forms to be Submitted with Proposal

a. All proposals submitted must include the following Contract Monitoring Division (CMD) Forms contained in the CMD Attachment 2: 1) CMD Contract Participation Form, 2) CMD "Good Faith Outreach" Requirements Form, 3) CMD Non-Discrimination Affidavit, 4) CMD Joint Venture Form (if applicable), and 5) CMD Employment Form. If these forms are not returned with the proposal, the proposal may be determined to be non-responsive and may be rejected.

b. Please submit only two copies of the above forms with your proposal. The forms should be placed in a separate, sealed envelope labeled CMD Forms.

If you have any questions concerning the CMD Forms, you may call Romulus Asenloo the Contract Monitoring Division Contract Compliance Officer for SFSD at (415) 581-2310.

VII. Contract Requirements

A. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, (§34 in the Agreement); the Minimum Compensation Ordinance (§43 in the Agreement); the Health Care Accountability Ordinance (§44 in the Agreement); the First Source Hiring Program (§45 in the Agreement) and applicable conflict of interest laws (§23 in the Agreement), as set forth in paragraphs B, C, D, E and F below.

B. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at www.sfCMD.org.

C. Minimum Compensation Ordinance (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see Article 16.8 of "**Requiring Minimum Compensation for Covered Employees**" in the Agreement.

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

D. Health Care Accountability Ordinance (HCAO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

E. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

F. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

G. Insurance

Contractor must comply with all City insurance requirements including:

- Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and
- Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence, and \$2,000,000 aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; such coverage shall include Food Products Liability coverage; and
- Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
- Crime Policy Insurance, Contractor shall maintain throughout the term of this contract, at no expense to City, Crime Policy (Employee Dishonesty Coverage) covering all officers and employees in an amount not less than \$50,000 with any deductible not to exceed \$5,000 and including City as additional obligee or loss payee as its interest may appear.
- Workers' Compensation, Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed

with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors

- Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to provide:
 1. Name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.
- That such policies are primary insurance to any other insurance available to the Additional insured, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.

VIII. Protest Procedures

A. Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal 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 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 proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Contract Award

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

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 proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

Within five working days of the RFP Coordinator's response to the protest, the protesting firm may submit a written appeal of the RFP Coordinator's response. Such appeal must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award. The appeal must include a written statement specifying in detail each and every one of the grounds asserted for the appeal and may only refer to points of protest cited in the original protest. The appeal must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the appeal is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the appeal. The appeal may only refer to point of protest outlined in the original protest.

C. Delivery of Protests

All protests and appeals must be received by RFP Coordinator by the due date. **If a protest or appeal 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, notice of protests, appeals or notice of appeals made orally or (e.g., by telephone) or via email will not be considered.**

Protests must be delivered to:

Henry Gong
RFP Coordinator
San Francisco Sheriff's Department
City Hall
1 Dr. Carlton B. Goodlett Place, Room 456
San Francisco, CA 94102-4676

Appendix A
Standard Forms

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, **the contractor should not do so again unless the contractor's answers have changed.** To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Contract Monitoring Division at (415) 252-2500.

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification http://sfgsa.org/index.aspx?page=4762 www.irs.gov/pub/irs-fill/fw9.pdf	W-9	The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
2.	Business Tax Declaration http://sfgsa.org/index.aspx?page=4762	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits http://sfgsa.org/index	CMD-12B-101	Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with	Contract Monitoring Division 30 Van ness Avenue, Suite 200 San Francisco, CA 94102

Item	Form name and Internet location	Form	Description	Return the form to; For more info
	asp?page=4762 In Vendor Profile Application		spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.	CMD Main Office (415) 581-2310 or LBE Certification Unit (415) 581-2319
4.	Local Business Enterprise (LBE) requirement information	CMD Attachment 2	To be eligible for this contract award, prime proposers must agree to comply with the Local Business Enterprise ("LBE") requirements sanctioned by San Francisco Administrative Code Chapter 12B, Section 12B.4 and Chapter 14B, and its implementing Rules and Regulations. Chapters 12B and 14B are administered and monitored by the San Francisco Contract Monitoring Division ("CMD")	Contract Monitoring Division 30 Van Ness Avenue, Suite 200 San Francisco, CA 94102 CMD Main Office (415) 581-2310 or LBE Certification Unit (415) 581-2319

Where the forms are on the Internet

Required Vendor Forms

Homepage: www.sfgov.org/oca/
Purchasing forms: Click on "Required Vendor Forms" under the "Information for Vendors and Contractors" banner.

Contract Monitoring Division

CMD's homepage: <http://sfgsa.org/index.aspx?page=5365>
Equal Benefits forms: <http://sfgsa.org/index.aspx?page=5359>
LBE certification form: <http://www.sfgsa.org/modules/showdocument.aspx?documentid=10460>