




Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: September 4, 2015

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director 

From: Brent Lewis, HRD
Cynthia Hamada, MTA
Jacquie Hale, DPH
Amanda Fried, TTX
Joan Lubamersky, ADM
Cynthia Avakian, AIR
Joyce Kimotsuki, CON
Sung Kim, DPW
Jesusa Bushong, FIR
Lavena Holmes, PRT

Subject: **Personal Services Contracts Approval Request**

This report contains fifteen (15) 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 |
|----------------------|--|-----------------------|
| \$21,369,908 | \$45,908,115 | \$275,103,956 |

Brent Lewis
Human Resources
1 South Van Ness Ave., 4th Floor
San Francisco, CA 94103
415-557-4944

Jesusa Bushong
Fire Department
698 2nd Street, Room 209
San Francisco, CA 94107
415-558-3615

Cynthia Hamada
Municipal Transportation Agency
1 South Van Ness Ave., 6th Floor
San Francisco, CA 94103
415-701-5381

Lavena Holmes
Port
Pier 1, The Embarcadero
San Francisco, CA 94111
415-274-0305

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

Amanda Fried
Treasurer / Tax Collector
1 Dr. Carlton B. Goodlett Place, Room 110
San Francisco, CA 94102
(415) 554-0889

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

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

Joyce Kimotsuki
Controller's Office
1 Dr. Carlton B. Goodlett Place, Room 306
San Francisco, CA 94102
(415) 554-7536

Sung Kim
Department of Public Works
1155 Market Street, 4th Floor
San Francisco, CA 94103
(415) 554-6417

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

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POSTING FOR**September 21, 2015****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2015-09-21

APPLY

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date |
|---------------|---------------------------------------|-------------------|--|---------------------------------|-------------------------------|
| 42319 - 14/15 | HUMAN RESOURCES | \$400,000.00 | Administer a 24-hour, 7-day a week, as-needed drug and alcohol testing program for employees who meet Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) criteria, non-safety-sensitive employees who meet pre-employment, reasonable suspicion, or post-Accident criteria to be established by the City and pursuant to applicable memoranda of understanding with the City's labor unions, and Airport Commission Employees as indicated in the supplemental agreement to the SEIU Miscellaneous collective bargaining agreement. | January 1, 2016 | December 31, 2019 |
| 45799 - 15/16 | MUNICIPAL TRANSPORTATION AGENCY | \$2,000,000.00 | The Contractor will develop a campaign strategy and messaging for roadway safety campaigns. The contractor will research and develop strategies, creative work and social media campaigns based on best-practices for safety campaigns that have shown actual reductions in collision rates and changes in people's behavior. | September 22, 2015 | December 30, 2016 |
| 48010 - 15/16 | MUNICIPAL TRANSPORTATION AGENCY | \$1,500,000.00 | The contractor will provide Certified Designated Underground Storage Tank (UST) Operator and Licensed UST Technician services such as the required monthly, annual and tri-annual testing for forty-four (44) underground and above-ground storage tanks located at seven (7) Divisions/locations that comprise the San Francisco Municipal Transportation Agency (SFMTA) fuel storage tank system. This service includes troubleshooting, repairs, modifications, and replacement or updating of equipment. The contractor will ensure compliance with all applicable Federal, State and Local codes and regulations. The contractor will provide an annual educational session on the related regulations for the SFMTA maintenance staff. | September 22, 2015 | September 21, 2020 |
| 48231 - 15/16 | PUBLIC HEALTH | \$1,300,000.00 | As the San Francisco General Hospital Rebuild project reaches the substantial completion phase of construction, the responsibility for site security will transfer from the construction contractor to the City until the hospital opens, at which time the Sheriff's Office will assume responsibility. These services are temporary, for 6 months, to provide appropriate security 24 hours a day, 7 days a week to secure the construction zone and \$170 million of information technology, furniture, fixtures and equipment located at the site from the point of substantial completion until the hospital's opening and first delivery of clinical services, currently scheduled for Spring 2016. | October 1, 2015 | March 31, 2016 |
| 48662 - 15/16 | MUNICIPAL TRANSPORTATION AGENCY | \$500,000.00 | The contractor will develop research studies, analyze data and provide documented, valid and reliable reports on resulting data. Projects may include, but are not limited to, Muni rider surveys, customer perception surveys, focus groups, message testing, and other public and internal research as needed. The contractor will provide narrative analysis of the data and resulting recommendations to the San Francisco Municipal Transportation Agency's (SFMTA) staff and Board of Directors. | September 22, 2015 | August 31, 2020 |
| 49607 - 15/16 | PUBLIC HEALTH | \$2,000,000.00 | Contractor(s) will be professional consultants who may provide services requiring broad and deep expertise in specialized areas, providing assistance to the Department as needed in areas such as assessment, evaluation, planning, grant writing, media development, and/or technical assistance services to support the planning, evaluation, promotion, and grant development needs of Department Primary Care and Prevention programs, including assistance in compliance with federal, State and local requirements. Contractor(s) will evaluate findings, assess | July 1, 2015 | June 30, 2020 |

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date |
|---------------|-------------------------|--------------|--|--------------------------|------------------------|
| | | | and evaluate findings, provide technical reports, develop media promotion projects, develop grants, and provide expert technical assistance as required. Training services may include providing specialized courses or modules related to racial and cultural humility. | | |
| 45417 - 14/15 | PUBLIC HEALTH | \$424,908.00 | Contractor will be responsible for claims management to be used by Community Behavioral Health Services (CBHS) Patient Billing, the Adult Immunization and Travel Clinic and other Public Health clinics. Vendor will provide patient insurance eligibility verification, claims scrubbing and editing to reduce the number of denied claims, claim management and tracking, and analytical tools and reports to manage claims. Vendor provides access to third party insurance eligibility in a single application. In addition, DPH needs access to clearinghouse services to submit electronic claims to Medicare and third party payers and to receive payment information in a HIPAA approved electronic format. The vendor is the largest submitter to Medicare and their proprietary application allows claims to be submitting using one submitter ID number. DPH current submits claims individually. | July 6, 2015 | December 31, 2020 |
| 34581 - 15/16 | TREASURER/TAX COLLECTOR | \$200,000.00 | Perform title searches and to prepare tax sale reports on identified parcels of real property within the City and County of San Francisco for the purposes of determining the identity of "parties of interest," in order to provide legally required notice of tax sales and the termination of the right to redemption of tax defaulted property. | September 1, 2015 | August 28, 2020 |

TOTAL AMOUNT \$8,324,908

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Posting For September 21, 2015

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2015-09-21

APPLY

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|----------------------------------|-------------------------|---|-------------------|------------------|--|------------|------------|---------------|
| 4105-11/12 - MODIFICATIONS | September 21, 2015 | GENERAL SERVICES AGENCY - CITY ADMIN -- ADM | \$2,490,000 | \$9,990,000 | Contractor will provide structural pest control work for City facilities. This includes inspection of buildings, recommendations for pest prevention, use of mechanical, physical and chemical controls (including pesticides, monitoring of pest populations, record keeping of infestations, and compliance with the Integrated Pest Management Ordinance. Duties also include the control of mosquitoes in a wide variety of situations such as storm sewer catchment basins and the control of rats in sewers and other structures. Contractor will perform work on an as needed basis dependent on actual levels of infestation and mosquito populations. Contractor will work with Integrated Pest Management (IPM) managers at the Department of the Environment and individual City facility managers to identify IPM needs and review work completed and potential changes to IPM plans at monthly IPM meetings conducted by the Department of the Environment. | 08/01/2016 | 07/31/2017 | REGULAR |
| 4132 09/10 - MODIFICATIONS | September 21, 2015 | AIRPORT COMMISSION -- AIR | \$500,000 | \$1,850,000 | Ongoing representation of the Airport in Washington, DC, for federal issues involving aviation legislation, security mandates and funding opportunities. | 09/22/2015 | 12/31/2017 | REGULAR |
| 40778 - 14/15 - MODIFICATIONS | September 21, 2015 | CONTROLLER -- CON | \$1,000,000 | \$2,500,000 | Identify and correct sales and use tax allocation errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of the State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits; develop and maintain a database of sales tax information for use by City employees, provide as-needed tax revenue enhancement services, develop a website for sales and use tax data. | 06/22/2015 | 06/30/2020 | REGULAR |
| 4047-07/08 - MODIFICATIONS | September 21, 2015 | GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW | \$3,600,000 | \$11,698,000 | Consultants will provide as-needed environmental, scientific and laboratory consultation services to provide rapid resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey, and regulatory negotiations. Consultants will review project plans, perform field surveys and sampling activities, perform specialized laboratory analyses, develop reports and assist | 01/31/2018 | 01/30/2023 | REGULAR |

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|-------------------------------|-------------------------|------------------------|-------------------|------------------|--|------------|------------|---------------|
| | | | | | in regulatory negotiations. Individual contract service orders will define job/task specific scopes of work. | | | |
| 42142 - 12/13 - MODIFICATIONS | September 21, 2015 | FIRE DEPARTMENT -- FIR | \$800,000 | \$2,000,000 | Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing. | 07/01/2015 | 12/31/2017 | REGULAR |
| 4046 12/13 - MODIFICATIONS | September 21, 2015 | PORT -- PRT | \$285,000 | \$1,345,000 | Organize, implement, and administer a program to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience to help maintain the Port's property including weed abatement, hand watering and manual fertilization of Port plants, graffiti removal, and litter removal. The grantee will hire, provide work readiness training and supervision for up to ten youth employees, during the summer and school breaks. During the school year, the grantee will also provide work readiness training and supervision for up to ten youth employees but for fewer hours per week than during the summer and school breaks. The grantee will need to provide two first-line supervisors. In order to adequately perform program overview, the grantee will also need to employ at least one (1) Program Coordinator. | 09/01/2016 | 08/31/2019 | REGULAR |
| 4065-10/11 - MODIFICATIONS | September 21, 2015 | PUBLIC HEALTH -- DPH | \$4,370,000 | \$18,167,907 | Contractor will provide intermittent, as needed temporary, on-call professional radiology technologists with on-call availability, 7 days per week. Registry personnel will be available on 24-hour notice to back-up civil service employees during scheduled and unscheduled staff absences. | 06/26/2015 | 06/30/2016 | REGULAR |

TOTAL AMOUNT \$13,045,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Drug and Alcohol Testing and Related Services

Funding Source: General Fund & Work Order Funds PSC Duration: 4 years
PSC Amount: \$400,000 PSC Est. Start Date: 01/01/2016 PSC Est. End Date: 12/31/2019

1. **Description of Work**

A. Scope of Work:

Administer a 24-hour, 7-day a week, as-needed drug and alcohol testing program for employees who meet Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) criteria, non-safety-sensitive employees who meet pre-employment, reasonable suspicion, or post-Accident criteria to be established by the City and pursuant to applicable memoranda of understanding with the City's labor unions, and Airport Commission Employees as indicated in the supplemental agreement to the SEIU Miscellaneous collective bargaining agreement.

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

The services are necessary to be compliant with DOT policies, the Substance Abuse Prevention Program policy (SAPP) and applicable memoranda of understanding with the City's labor unions. A third party administrator would preserve impartiality, maintain licensing requirements and minimize exposure to Health Insurance Portability and Accountability Act (HIPAA) violations. If denied, the City would not be in compliance with federal regulations for DOT testing services and could be fined \$10,000 per day per incident per employee. Additionally, the City would not be in compliance with applicable memoranda of understanding with the City's labor unions.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
This service was provided under PSC#3072-12/13.

D. Will the contract(s) be renewed? Subject to Request For Proposals (RFP) evaluation.

2. **Union Notification:** On 06/25/2015, the Department notified the following employee organizations of this PSC/RFP request: SEIU, Local 1021 (Staff Nurse & Per Diem Nurse), SEIU 1021 Miscellaneous, Physicians and Dentists - 11AA, Architect &

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42319 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 09/21/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Expertise in providing third-party administration of handling, storing, testing, and disposing of specimens, disseminating results, and retaining specimens in accordance with U.S. Department of Health and Human Services (DHHS) standards; ability to provide reasonable suspicion training in a video format...Please see attached document.

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

2402,2403,2456,2457,2458,2574,2594,2595,2312,2320,2230,2232,

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

Yes, the contractor will provide all facilities and equipment necessary to conduct specimen collection, specimen storage, breath alcohol testing equipment; DHHS certified laboratories; customized database and random collection computer software.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

DOT/FMCSA regulations require that drug and alcohol tests be conducted by laboratories certified by DHHS. City laboratories are not currently DHHS certified. The City and County of San Francisco prefers a third party administrator to perform the services to maintain impartiality, reduce liability and conflict of interest. Employees cannot perform the services because they could be tested.

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

No, the City prefers a neutral third party administrator to minimize conflict of interest and maintain impartiality of the protocols and results.

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

| | <u>YES</u> | <u>NO</u> |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee? Will provide 60-minute training video to supervisory staff. | <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? Subject to RFP evaluation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 08/27/2015 BY:

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

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

Receipt of Union Notification(s)

From: dhrr-psccordinator@sfgov.org on behalf of brent.lewis@sfgov.org
To: [**Subject:** Receipt of Notice for new PCS over \\$100K PSC # 42319 - 14/15
Date: Thursday, June 25, 2015 12:12:47 PM](mailto:Lewis, Brent (HRD); Sandeep.lal@seiu1021.me; Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; ted.zarzecki@seiu1021.net; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, SinYee (HSA) (DSS); david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; iduritz@uapd.com; richardisen@gmail.com; L21PSCReview@ifpte21.org; Brusaca, Christina; Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD))

RECEIPT for Union Notification for PSC 42319 - 14/15 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 42319 - 14/15 for \$400,000 for Initial Request services for the period 01/01/2016 – 12/31/2019. 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/dhrrupal/node/5413> 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#42319-14/15

3A. Specify required skills and/or expertise:

Expertise and experience in providing third-party administration of handling, storing, testing, and disposing of specimens, disseminating results, and retaining specimens in accordance with U.S. Department of Health and Human Services standards; ability to provide reasonable suspicion training in a video format; ability to provide medical review officer and substance abuse prevention coordinator services; ability to test for illicit substances in a certified laboratory and review test results; ability to report results to City departments in a confidential manner; ability to provide all reports as required by DOT Regulations.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: Feb. 12, 2013

DEPARTMENT NAME: Human Resources

DEPARTMENT NUMBER: 33

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

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

TYPE OF SERVICE: Drug and Alcohol Testing Services

FUNDING SOURCE: General Fund and Work Order Funds

PSC AMOUNT: \$50,000 PSC DURATION: 01/01/2013 - 12/31/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will provide third-party administration of the City's Dept of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) employee drug and alcohol testing program, and provide non-DOT/FMCSA employee drug and alcohol testing on an as-needed basis. The contractor's responsibility is to ensure the City's program is in compliance with the regulations set forth by the DOT/FMCSA. (please see additional attachment)

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

The DOT component is a federally mandated program. The City employs approximately 420 safety-sensitive employees that are subject to DOT regulations. If denied, the City would not be in compliance with the federal regulations and could be fined at \$10,000 per day per incident per employee. (please see additional attachment)

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):

Previous service was provided under PSC#4053-09/10

D. Will the contract(s) be renewed?

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

[X] Local 21 Union Name Signature of person mailing/faxing form Date 02/13/2014
[X] Local 1021 Union Name Signature of person mailing/faxing form Date 02/13/2014

RFP sent to [] , on [] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3072-12/13

Approval Date: 3/4/13

By: Micki Callahan, Human Resources Director

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise and experience in providing third-party administration of a DOT/FMCSA and non-DOT/FMCSA employee drug and alcohol testing services; the ability to conduct this program with City departments; the ability to establish random selection protocols; the ability to test for illicit substances in a certified laboratory and review test results, the ability to report results to City departments in a confidential manner: (please see additional attachment)

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

There are no classifications that provide these services as defined and governed by the DOT/FMCSA. Portions of the work can be performed by City classifications which include: 2220 Physician, 2402 Laboratory Helper, 2574 Clinical Psychologist, 2456 Toxicologist, 2457 Asst Toxicologist, and 2458 Forensic toxicologist. (please see additional attachment)

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes. The contractor will provide all facilities and equipment necessary to conduct specimen collection; specimen storage, breath alcohol testing equipment; DHHS certified laboratories; customized database and random selection computer software.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

DOT/FMCSA regulations require that drug and alcohol tests be conducted by laboratories certified by the Dept of Health & Human Services (DHHS) consistent with the guidelines published in the Federal Register on 4/13/2004 (69FR19644.) City laboratories are not currently DHHS certified. (please see additional attachment)

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

No. See 4A. Also, if the City were to provide this service instead of a neutral third party, it could be more difficult to assure all parties of the impartiality of the protocols, results and return-to-work plans.

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

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

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

B. Will the contractor train City and County employees?

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

- Describe the training and indicate approximate number of hours.
5 one-day training sessions/year on the testing program
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained.
Approximately 500 safety-sensitive employees, their supervisors & managers; and approximately 50 non safety-sensitive supervisors & managers

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

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

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

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

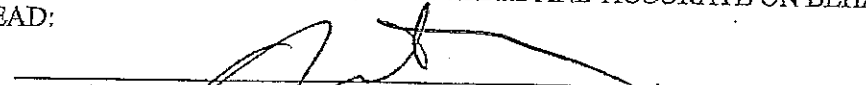
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator

Brent Lewis

415-557-4944

Print or Type Name

Telephone Number

One South Van Ness Ave, 4th flr

San Francisco, CA 94103

Address

Additional Attachments

Type of Service: Drug and Alcohol Testing Services

1. DESCRIPTION OF WORKS:

- A. The contractor will provide administration; documentation and file maintenance; random selection software; specimen collection; Dept. of Health & Human Services (DHHS) Lab testing; Substance Abuse Professional (SAP); Medical Review Officer (MRO); and supervisor and employee training and training materials.
- B. As-needed testing for non safety-sensitive employees is necessary to initiate pre-employment, reasonable suspicion and post-accident drug and alcohol testing and will be implemented as language is negotiated into current union contracts. As-needed testing for non safety sensitive employees will allow the City to screen both applicants and employees for substance abuse patterns and is expected to improve the provision of City services.

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE:

- A. Specify required skills and/or expertise:
the ability to develop return-to-work plans for employees who test positive; the ability to provide expert witness testimony, if needed; and the ability to ensure compliance with all DOT/FMCSA requirements and substance abuse prevention policies.
- B. Which, if any, civil service class normally performs this work?
One employee in Class 9172 Manager II serves as a Substance Abuse Professional (SAP) for MTA, but SAP services are only one component of this contract.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
MTA has a SAP, but all other services for MTA required by DOT regulations are under contract, including laboratory services, specimen collection, collection sites, and MRO.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTA

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Vision Zero Communications Development

Funding Source: City Safety Funds PSC Duration: 1 year 14 weeks
PSC Amount: \$2,000,000 PSC Est. Start Date: 09/22/2015 PSC Est. End Date: 12/30/2016

1. Description of Work

A. Scope of Work:

The Contractor will develop a campaign strategy and messaging for roadway safety campaigns. The contractor will research and develop strategies, creative work and social media campaigns based on best-practices for safety campaigns that have shown actual reductions in collision rates and changes in people's behavior.

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

This work will provide the necessary strategies, designs and communications campaigns for ensuring that the City's Vision Zero efforts attain a high level of buy-in and behavior change based on national and international best practices. If this service is denied, then the goal to reduce roadway fatalities and severe collisions by implementing needed safety campaigns will not be met.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
A similar type of service was provided via PSC approval was 4029-13/14.

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

2. Union Notification: On 07/21/2015, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45799 - 15/16

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 09/21/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The consultant must possess expert knowledge of communications strategy and messaging development, including the use of research and data collection to ensure a successful campaign design. Experience in developing multi-lingual behavior-change outreach programs. Demonstrated ability to create educational and communications campaigns that result in measurable changes in behavior.

B. Which, if any, civil service class(es) normally perform(s) this work?
5289,5290,5502,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

This service is necessary to develop a new communications strategy and messaging plan. It is very specialized and cannot be completed by a single person, but relies on multiple expert competencies. Due to the temporary nature of each task, it is more efficient and effective to use a contractor with the necessary expertise and experienced staffing to perform the required work

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

No. Civil service classes already exist. Once the study and report are developed, existing city staff will be able to ensure that its implementation occurs and that the strategy continues to provide safety benefits. The required safety campaign development and educational message development services are not... (See Attached.)

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

YES NO

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

B. Will the contractor train City and County employee?

This is a campaign strategy and messaging contract service that does not i

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

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

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 07/21/2015 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94103

Receipt of Union Notification(s)

Hamada, Cynthia

From: dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com
Sent: Tuesday, July 21, 2015 12:41 PM
To: Hamada, Cynthia; L21PSCReview@ifpte21.org; Hamada, Cynthia; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 45799 - 15/16

RECEIPT for Union Notification for PSC 45799, - 15/16 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 45799 - 15/16 for \$2,000,000 for Initial Request services for the period 09/22/2015 – 12/30/2016. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/5626> 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)

4B. Why Classified Civil Service Cannot Perform Work

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

No. Civil service classes already exist. Once the study and report are developed, existing city staff will be able to ensure that its implementation occurs and that the strategy continues to provide safety benefits. The required safety campaign development and educational message development services are not work that is normally performed by these classes and the work is temporal.

Training

5B. Will the contractor train employees? If so, please explain what that will entail; if not, explain why not: **no**

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

This is a campaign strategy and messaging contract service that does not include training.



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

EDWIN M. LEE
MAYOR

October 24, 2013

Sent via Electronic Mail

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4028-13/14
THROUGH 4032-13/14 AND 4113-08/09.**

At its meeting of **October 21, 2013** the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report and approved the request for proposed personal services contracts.

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
Micki Callahan, Department of Human Resources
Brent Lewis, Department of Human Resources
Greg Kato, Treasure & Tax Collector Office
Jacquie Hale, Department of Public Health
Joseph Valdez, San Francisco Police Department
Ben Rosenfield, Controller's Office
Jaci Fong, Office of Contract Administration
Commission File
Chron

POSTING FO.
10/21/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No. | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|----------|---------------------------------|---------------|-----------------|--|-----------------------|
| 4028-13/14 | 08 | Treasurer/Tax Collector | Regular | \$750,000 | The Office of the Treasurer & Tax Collector wishes to procure access to financial market data and software to analyze that data to enhance the County Pooled Fund Portfolio's earnings. | 10/1/2013 - 9/30/2018 |
| 4029-13/14 | 68 | Municipal Transportation Agency | Regular | \$275,000 | The Contractor will develop a campaign strategy and message for a pedestrian safety campaign. The contractor will research and develop a strategy based on best-practices for safety campaigns that have shown actual reductions in pedestrian accident rates. Based on this strategy, the consultant will develop campaign messaging for an 18-month pedestrian education campaign. | 1/1/2014 - 7/30/2016 |
| 4030-13/14 | 68 | Municipal Transportation Agency | Regular | \$499,000 | The consultant will conduct complex financial and statistical analysis in the areas of contracting and affirmative action to perform a Disadvantaged Business Enterprise (DBE) Availability and Utilization Study (the Project). The Project involves: (1) investigating the existence of discrimination and its effects in the public transportation contracting industry within the San Francisco Bay Area, and (2) satisfying the requirements for Disparity/Utilization studies established by the Ninth Circuit Court of Appeals in Western States Paving Co., Inc. v. Washington State Department of Transportation. | 1/1/2014 - 2/31/2014 |
| 4031-13/14 | 68 | Municipal Transportation Agency | Regular | \$12,000,000 | The contractor will provide a Parking Access and Revenue Control System (PARCS) to be installed at 19 off-street parking facilities that will be integrated and remotely monitored by a Central Monitoring System (CMS) for customer support and revenue security oversight. The installation will involve the utilization of proprietary software and hardware. | 3/1/2014 - 2/28/2017 |
| 4032-13/14 | 38 | Police | Regular | \$360,000 | Managed Services for HP Printers & Plotter fleet at all locations of SFPD. Attend Service Calls within 4 business hours. Monitor and provide 99% up-time of Printers. Carry Printer, Plotters Parts & supplies to replace onsite for break-fix issues. Supplies, such as Toner to be replaced within 4 business hours at HOJ and drop-shipped to all other remote locations. Waste toner should be sent over to recycling plants at service providers expense. | 10/4/2013 - 9/30/2015 |

Total Amount - Regular: \$13,884,000

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTA

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

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

Type of Service: Underground Storage Tank Testing Services and Maintenance

Funding Source: Operating Budget PSC Duration: 5 years 1 day
PSC Amount: \$1,500,000 PSC Est. Start Date: 09/22/2015 PSC Est. End Date: 09/21/2020

1. Description of Work

A. Scope of Work:

The contractor will provide Certified Designated Underground Storage Tank (UST) Operator and Licensed UST Technician services such as the required monthly, annual and tri-annual testing for forty-four (44) underground and above-ground storage tanks located at seven (7) Divisions/locations that comprise the San Francisco Municipal Transportation Agency (SFMTA) fuel storage tank system. This service includes troubleshooting, repairs, modifications, and replacement or updating of equipment. The contractor will ensure compliance with all applicable Federal, State and Local codes and regulations. The contractor will provide an annual educational session on the related regulations for the SFMTA maintenance staff.

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

These services are mandated to ensure compliance with UST system codes and regulations and to ensure the tank systems continue to provide fuel to the SFMTA Diesel Fleet. The consequence of denial will be that the Federal, State, and Local regulatory agencies will not allow the SFMTA to use the fuel tanks to fuel the agency vehicles and probable fines will be issued for noncompliance.

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. Only a portion of these services were previously provided by staff.

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

2. Union Notification: On 07/16/2015, the Department notified the following employee organizations of this PSC/RFP request: Transport Workers Union, L 200, TWU - Automotive Service Worker, Stationary Engineers, Local 39, Sheet Metal Workers

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48010 - 15/16

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 09/21/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The contractor must be a Certified Designated Underground Storage Tank Operator, Licensed Underground Storage Tank Technician, and Veeder Root Certified Technician.

B. Which, if any, civil service class(es) normally perform(s) this work?
7335,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes. The contractor will provide underground storage tank leak detection testing equipment, provide parts for repairs, and updated equipment as necessary.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classifications do not possess the necessary certifications and licenses to perform this specialized field of work in order to be in compliance with Federal, State and Local regulatory agencies.

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

No. This work must be provided by a third-party contractor who possesses all the required certifications and licenses and equipment to ensure full compliance with all the Federal, State, and Local UST system codes and regulations.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 07/16/2015 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, 6th floor San Francisco, CA 94103

Receipt of Union Notification(s)

Hamada, Cynthia

From: dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com
Sent: Thursday, July 16, 2015 4:06 PM
To: Hamada, Cynthia; local200twu@sbcglobal.net; grojo@local39.org; L21PSCReview@ifpte21.org; agonzalez@iam1414.org; speedy4864@aol.com; Hamada, Cynthia; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 48010 - 15/16

RECEIPT for Union Notification for PSC 48010 - 15/16 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 48010 - 15/16 for \$1,500,000 for Initial Request services for the period 09/22/2015 – 09/21/2020. 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/5615> 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)

48010-15/16 MTA

Underground Storage Tank Testing Services and Maintenance

Duration

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

The State of California Water Resources Control Board and the SFMTA agreed to a 5-year compliance.



SFMTA
Municipal
Transportation
Agency

Edwin M. Lee, *Mayor*

Tom Nolan, *Chairman*

Cheryl Brinkman, *Vice-Chairman*

Gwyneth Borden, *Director*

Edward D. Reiskin, *Director of Transportation*

Malcolm Heinicke, *Director*

Joél Ramos, *Director*

Cristina Rubke, *Director*

Attachment for PSC #48010-15/16

Item 5.B. Will the contractor train City and County employees? Yes.

The contractor will provide a Designated Underground Storage Tank (UST) Operator to provide an annual classroom training on the codes and regulations related to UST's.

- (21) 7381- Automotive Mechanic
- (6) 7334- Stationary Engineer
- (2) 7335- Senior Stationary Engineer
- (3) 7382- Automotive Mechanic Assistant Supervisor
- (2) 7249- Automotive Mechanic Supervisor I
- (13) 7410- Automotive Service Worker
- (2) 7412- Automotive Service Worker Assistant Supervisor
- (2) 7313- Automotive Machinists
- (1) 6235- Heating and Ventilating Inspector
- (1) 5207- Associate Mechanical Engineer

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: Temporary Security Guard Services for SF General Hospital Rebuild Project

Funding Source: General Fund PSC Duration: 26 weeks
PSC Amount: \$1,300,000 PSC Est. Start Date: 10/01/2015 PSC Est. End Date: 03/31/2016

1. Description of Work

A. Scope of Work:

As the San Francisco General Hospital Rebuild project reaches the substantial completion phase of construction, the responsibility for site security will transfer from the construction contractor to the City until the hospital opens, at which time the Sheriff's Office will assume responsibility. These services are temporary, for 6 months, to provide appropriate security 24 hours a day, 7 days a week to secure the construction zone and \$170 million of information technology, furniture, fixtures and equipment located at the site from the point of substantial completion until the hospital's opening and first delivery of clinical services, currently scheduled for Spring 2016.

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

Denial of this request will leave the building and \$170 million in information technology, furniture, fixtures and equipment susceptible to vandalism, damage, loss and theft.

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

These services are currently provided through a subcontract with the new building's prime contractor under a construction contract with the Department of Public Works.

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

2. Union Notification: On 07/27/2015, the Department notified the following employee organizations of this PSC/RFP request: Deputy Sheriff's Association,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48231 - 15/16

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 09/21/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The contractor must have experience in providing personal security services in a major health care setting and experience securing a large construction zone in an urban environment.

B. Which, if any, civil service class(es) normally perform(s) this work?
8302,8304,8306,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

There are existing classes. These services are needed only during the transition from the substantial completion of construction through the beginning of the provision of clinical services at the new San Francisco General Hospital building.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, the services are needed only for six months.

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 08/26/2015 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 jacque.hale@sfdph.org
To: [Hale, Jacquie \(DPH\); ecdemvoter@aol.com](mailto:Hale, Jacquie (DPH); ecdemvoter@aol.com); [Hale, Jacquie \(DPH\); Isen, Richard \(TIS\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Hale, Jacquie (DPH); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 48231 - 15/16
Date: Monday, July 27, 2015 4:34:59 PM

RECEIPT for Union Notification for PSC 48231 - 15/16 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 48231 - 15/16 for \$1,300,000 for Initial Request services for the period 10/01/2015 – 03/31/2016. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/5660> 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: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTA

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Public Survey, Opinion Research, and Analysis of Data

Funding Source: Operating Budget PSC Duration: 4 years 49 weeks

PSC Amount: \$500,000 PSC Est. Start Date: 09/22/2015 PSC Est. End Date: 08/31/2020

1. **Description of Work**

A. Scope of Work:

The contractor will develop research studies, analyze data and provide documented, valid and reliable reports on resulting data. Projects may include, but are not limited to, Muni rider surveys, customer perception surveys, focus groups, message testing, and other public and internal research as needed. The contractor will provide narrative analysis of the data and resulting recommendations to the San Francisco Municipal Transportation Agency's (SFMTA) staff and Board of Directors.

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

These contracted services are essential to provide the SFMTA with an independent measurement of customer needs, priorities, satisfaction levels, and responses. Denial of the services will impede the SFMTA's ability to obtain objective data to assess progress in meeting our Strategic Goals.

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 or similar ones have been provided via PSC #3027-13/14 and PSC #4047-13/14.

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

2. **Union Notification:** On 07/24/2015, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48662 - 15/16

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 09/21/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The contractor and each of the contractor's proposed partners or subcontractors must possess a minimum of five (5) years of experience in conducting public sector surveys or public opinion research projects in a similar population. Must possess expertise in publishing reports and making presentations to government entities and the public.

B. Which, if any, civil service class(es) normally perform(s) this work?
1803,1805,1804,1806,1823,1824,

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

Yes. The contractor will provide the infrastructure and resources to perform phone-based surveys or broad-reaching online surveys like those included here.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Independent client research firms have provided services such as these in the past to remove any perceived conflict of interest. Additionally, these services will be provided on an as-needed basis. It is anticipated that only a fraction of the contractor's assigned staff positions will be dedicated to this project any time for the duration of the project.

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

No. The Controller's Office has acknowledged the need for City departments to obtain these services on an as-needed basis and issued RFQ# Con2009-06 to identify and contract with pre-qualified consultants.

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

| | <u>YES</u> | <u>NO</u> |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee? No training is provided with this service contract. | <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 checked="" 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 09/01/2015 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 S. Van Ness Avenue, 6th Floor San Francisco, CA 94103

Receipt of Union Notification(s)

Hamada, Cynthia

From: dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com
Sent: Friday, July 24, 2015 5:38 PM
To: Hamada, Cynthia; L21PSCReview@ifpte21.org; Hamada, Cynthia; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 48662 - 15/16

RECEIPT for Union Notification for PSC 48662 - 15/16 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 48662 - 15/16 for \$500,000 for Initial Request services for the period 09/22/2015 -- 08/31/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/5657> 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

DATE: July 31, 2013

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: 68

TYPE OF APPROVAL: (X) EXPEDITED () REGULAR (OMIT POSTING)

() CONTINUING () ANNUAL

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

TYPE OF SERVICE: Muni Customer Service Survey and Analysis of Data

FUNDING SOURCE: General Funds

PSC AMOUNT: \$49,000.00 PSC DURATION: August 15, 2013 - September 30, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Conduct an independent, citywide survey of Muni customers in English, Spanish and Cantonese for 2013 and 2014 and obtain updated tracking data on questions and responses that have been benchmarked in previous surveys. Confer with San Francisco Municipal Transportation Agency (SFMTA) staff on previous surveys and identify areas for new or expanded survey questions. Ask new questions to gauge Muni customers' attitudes, awareness and sentiments. Perform cross-tabulations on data and illustrate them clearly in tables and charts. Provide narrative analysis of the data and resulting recommendations to the SFMTA's staff and Board of Directors.

B. Explain why this service is necessary and the consequences of denial: These services are essential to assist the SFMTA in measuring customer needs, priorities, and current service satisfaction levels. This is an important tool to assist the SFMTA's transit planners to design services to meet its customers' needs to the extent possible.

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

This service was provided through PSC No. 3006-10/11.

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

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

IFPTE Local 21 Union Name Signature of person mailing / faxing form Date 7/31/13

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3027-13/14

SFMTA approved 7-31-13

Approval Date: 8/8/2013

By: Micki Callahan, Human Resources Director

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor and each of contractor's proposed partners or subcontractors must have successfully completed a minimum of one public sector survey or public opinion research project within the last five years ("successful completion" means project outcomes have been assessed by client).

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

Data research and analysis may feasibly be performed by the following classes: 1803 Performance Analyst I, 1805 Performance Analyst II, 1804 Statistician, 1806 Sr. Statistician, 1823 Sr. Administrative Analyst, and 1824 Principal Administrative Analysts, provided that the classifications meet the required skills and expertise in 3.A above.

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:

These customer survey services have been provided in the past through an independent client research firm to remove any perceived conflict of interest. Additionally, these services will be provided on an as-needed basis. It is anticipated that only a fraction of the contractor's assigned staff positions will be dedicated to this project at any time for the duration of the project.

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

No. This service is limited to skills and expertise in 3.A. The Controller's Office has acknowledged the need for City departments to obtain these services on an as-needed basis and issued RFQ # CON2009-06 to identify and contract with pre-qualified consultants.

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

| | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| A. Will the contractor directly supervise City and County employees? | () | (X) |
| B. Will the contractor train City and County employees? - Describe training and indicate approximate number of hours. - Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | () | (X) |
| C. Are there legal mandates requiring the use of contractual services? | () | (X) |
| D. Are there federal or state grant requirements regarding the use of contractual services? | () | (X) |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | () | (X) |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | () | (X) |

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai

Print or Type Name

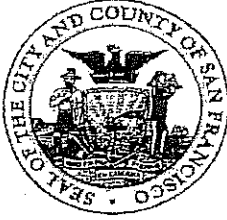
415-701-6377

Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

1 S. Van Ness Avenue, 6th Floor, San Francisco, CA 94103

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

November 22, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 4025-13/14; 4043-13/14 THROUGH 4052-13/14 AND 4078-09/10.

At its meeting of November 18, 2013 the Civil Service Commission had for its consideration the above matter.

PSC #4025-13/14 was postponed to the meeting of December 2, 2013 at the request of the Public Utilities Commission. The Department of the Environment withdrew its request for approval of PSC #4043-13/14.

As for the remainder of the requests for approval of personal services contracts, the Commission took the following actions:

- 1) Approved PSC #4049-13/14, but for a period of five years only, and with the following conditions: that the Municipal Transportation Agency report back to the Commission before the contract is signed; and that the Municipal Transportation Agency provide a follow-up status report in two years. (Vote of 5 to 0)
- 2) Adopted the report. Approved the request for all remaining proposed personal services contracts (PSC #4043-13/14, PSC numbers 4045-13/14 through 4048-13/14, PSC numbers 4050-13/14 through 4052-13/14, and PSC #4078-09/10). (Vote of 5 to 0)

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

Cc: Parveen Bopara, Municipal Transportation Agency
Rachel Buerkle, Department of Environment
Micki Callahan, Department of Human Resources
Kendall Gary, Department of Technology
Shamica Jackson, Public Utilities Commission
Joan Lubamersky, General Services Agency
Allison Magee, Office of the Assessor-Recorder
Sean McFadden, Recreation & Park Department
Ben Rosenfield, Controller's Office
Jaci Fong, Office of Contract Administration
Commission File
Chron

POSTING FO
11/18/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No. | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|----------|---------------------------------|---------------|-----------------|---|-------------------------|
| 4025-13/14 | 40 | Public Utilities Commission | Regular | \$3,000,000 | The proposed work includes inspection and observation of testing of equipment, machinery and products to be furnished for Water and Wastewater Treatment Plants, water distribution and wastewater collection projects. Services include inspection, surveillance, sampling and testing of structural steel, fabricated steel pipe, mechanical and electrical equipment and large-diameter valves conducted at various procurement facilities, both national and international. | 12/1/2013 - 12/1/2018 |
| 4043-13/14 | 02 | Assessor | Regular | \$3,000,000 | The Office of the Assessor Recorder (ASR) seeks a comprehensive commercial off the shelf recorder system that is a fully integrated, turnkey software solution. The system must be able to capture and streamline the recording business process that enables the Recorder Division to record an average of 260,000 documents per year. Functions will include document intake, examination, payment, scan and digitization, indexing, publication, and management of documents for the public, file companies, and government agencies on a walk-in, mail-in, and electronic basis. Services will include software solution licenses, hardware and peripherals procurement, system design, configuration, testing, installation, and implementation, along with data migration and conversion, change management assistance and staff training, and system documentation, maintenance, support, and troubleshooting. | 4/1/2014 - 3/31/2019 |
| 4044-13/14 | 22 | Environment | Regular | \$35,000,000 | Provide implementation support for major elements of an on-going energy efficiency partnership program with PG&E and for other grant funded projects. Provide the Department of the Environment with as-needed professional support for energy efficiency, renewables, and climate change activities, to include engineering, technical analysis, research, testing, certification, and policy development. | 7/1/2014 - 6/30/2020 |
| 4045-13/14 | 40 | Public Utilities Commission | Regular | \$175,000 | SFPUC's three (3) new local water treatment facilities were installed under construction contracts ending last quarter of fiscal year 2012-2013. Due to number of changes of plant configuration during construction the controls for these facilities require modifications to meet the California Department of Public Health (CalDPH) treatment and reporting requirements. The work will consist of modifying, upgrading, and reconfiguration of control, instrumentation, and reporting elements of Programmable Logic Controllers (PLC) programs and Human Machine Interfaces (HMI) displays. | 12/1/2013 - 03/31/2015 |
| 4046-13/14 | 42 | Recreation & Park Commission | Regular | \$1,200,000 | Provide full Architectural and Engineering services for the Balboa Pool Renovation. This includes all services necessary for schematic design phase, design development, participation in presentations to members of the public, Parks and Recreation Open Space Committee, and Recreation and Parks Department Commission. In addition, complete construction documents for permitting, all services required for the construction administration phase and project closeout. Architectural and Engineering firm shall also provide cost estimating services during the course of the project. | 10/31/2013 - 02/20/2018 |
| 4047-13/14 | 68 | Municipal Transportation Agency | Regular | \$200,000 | The consultant will provide strategic communications advice, and develop and produce an umbrella campaign that conveys a comprehensive story about the San Francisco Municipal Transportation Agency (SFMTA), its services and the value it provides to San Francisco's transportation systems. The consultant will produce a comprehensive marketing campaign that includes dynamic and creative digital, print and video ads within a short timeframe. | 11/18/2013 - 1/30/2015 |

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: Consulting for Assessment, Evaluation, Planning, Training, Grants, Media, and Tech. Assistance

Funding Source: Genl Fund; Federal & State Grants PSC Duration: 5 years 1 day
PSC Amount: \$2,000,000 PSC Est. Start Date: 07/01/2015 PSC Est. End Date: 06/30/2020

1. Description of Work

A. Scope of Work:

Contractor(s) will be professional consultants who may provide services requiring broad and deep expertise in specialized areas, providing assistance to the Department as needed in areas such as assessment, evaluation, planning, grant writing, media development, and/or technical assistance services to support the planning, evaluation, promotion, and grant development needs of Department Primary Care and Prevention programs, including assistance in compliance with federal, State and local requirements. Contractor(s) will evaluate findings, assess and evaluate findings, provide technical reports, develop media promotion projects, develop grants, and provide expert technical assistance as required. Training services may include providing specialized courses or modules related to racial and cultural humility.

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

When the Department is audited by local, State and federal agencies, the use of an independent contractor and/or professional consultation firm to provide program development and evaluation services are beneficial and in some cases may be a requirement. Denial may result in failure to provide optimum patient care and failure to meet funding and regulatory requires.

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

D. Will the contract(s) be renewed? If there is a need and funding is available.

2. Union Notification: On 07/27/2015, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49607 - 15/16

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 09/21/2015

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
Contractor(s) must be independent, professional consultants or consulting firms with appropriate level and type of experience and expertise needed to provide specialized services in one or more areas such as public health planning, operational and programmatic assessment and evaluation related implementation of and compliance with the Affordable Care Act, (please see attachment)
- B. Which, if any, civil service class(es) normally perform(s) this work?
0955,
- 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:
Existing civil service classes provide ongoing services with high levels of responsibility and authority. The services of consultants contracted under this PSC will assist civil service staff in executing their duties and help the Department to ensure maximum levels of service delivery and accountability.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
Consultants retained under this PSC will work closely with executive and mid-level managers to assist them in executing their duties and functions in assigned areas. As the services augment existing staff and are as-needed and generally project-based, the Department is seeking to complement rather than replace existing staff.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 08/26/2015 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-psscordinator@sfgov.org on behalf of jacque.hale@sfdph.org
To: [Hale, Jacquie \(DPH\); camaguey@sfmea.com; staff@sfmea.com; Hale, Jacquie \(DPH\); Isen, Richard \(TIS\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Hale, Jacquie (DPH); camaguey@sfmea.com; staff@sfmea.com; Hale, Jacquie (DPH); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 49607 - 15/16
Date: Monday, July 27, 2015 6:03:38 PM

RECEIPT for Union Notification for PSC 49607-- 15/16 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49607 - 15/16 for \$2,000,000 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/5663> 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)

49607-15/16

Consulting for Assessment, Evaluation, Planning, Training, Grants, Media, and Tech. Assistance

Duration

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

The Department expects that the need for consultants in these areas will be intermittent, but continuing.

Attachment to:

PSC 49607-14/15

Consulting for Assessment, Evaluation, Planning, Training, Grants, Media, and Tech. Assistance

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

(cont.)

development of specific public health media efforts and materials; planning expertise must be related to behavioral health, substance abuse, HIV, primary care, MediCal, and/or other major, critical public health programs, including experience in diversity related organizational consultation.

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:

(cont.)

Training under this PSC will be provided in two areas:

- (1) Consultants retained under this PSC will work closely with executive and mid-level managers to assist them in executing their duties and functions in assigned areas. As the services augment existing staff and are as-needed and generally project-based, the Department is seeking to complement rather than replace existing staff.
- (2) Consultants will train approximately 7,000 Department of Public Health employees on racial and cultural humility through small and large group discussions over 4 days. Trainings will be given to physicians, nurses, social workers, marriage family and child therapists and licensed psychologists and to all staff within San Francisco General Hospital Inpatient Units, Laguna Honda Hospital Inpatient Units, and the Department of Public Health's affiliated Outpatient Programs and Medical Clinics.

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: Claims management services

Funding Source: Patient revenue PSC Duration: 5 years 25 weeks

PSC Amount: \$424,908 PSC Est. Start Date: 07/06/2015 PSC Est. End Date: 12/31/2020

1. Description of Work

A. Scope of Work:

Contractor will be responsible for claims management to be used by Community Behavioral Health Services (CBHS) Patient Billing, the Adult Immunization and Travel Clinic and other Public Health clinics. Vendor will provide patient insurance eligibility verification, claims scrubbing and editing to reduce the number of denied claims, claim management and tracking, and analytical tools and reports to manage claims. Vendor provides access to third party insurance eligibility in a single application. In addition, DPH needs access to clearinghouse services to submit electronic claims to Medicare and third party payers and to receive payment information in a HIPAA approved electronic format. The vendor is the largest submitter to Medicare and their proprietary application allows claims to be submitting using one submitter ID number. DPH current submits claims individually.

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

The Department only has access to patient eligibility information for Medi-Cal clients. Commercial insurance payers typically operate their own system to access insurance eligibility information, requiring the Department to have access to hundreds of payer systems. This service provides access to third party insurance eligibility in a single application. In addition, DPH needs access to clearinghouse services in order to submit electronic claims to Medicare and third party payers and to receive payment status in a Health Insurance Portability and Accountability (HIPAA)approved electronic format.

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

D. Will the contract(s) be renewed? Only if there is a continued need.

2. Union Notification: On 04/25/2015, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021, SEIU 1021 Miscellaneous,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45417 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 09/21/2015

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
Access to third party payer information, claims clearinghouse services, electronic claims submission and payment processing in a HIPAA approved electronic format.

- B. Which, if any, civil service class(es) normally perform(s) this work?
1636,

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Contractor will have access to comprehensive third party payor information and clearinghouse services to submit electronic claims and payment information.

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
Civil services classes are not applicable because they do not have access to the service provided by the contractor such as access to third party payor information and clearinghouse services to submit electronic claims and payment information.

- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. It is not feasible to create a new civil service class because this work needs tools not available to DPH to perform the functions.

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 required to provide information to contractor for the provision of se | <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 08/26/2015 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)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Saturday, April 25, 2015 3:31 PM
To: Hale, Jacquie (DPH); Sandeep.lal@seiu1021.me; Wendy.Frigillana@seiu1021.org; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; tiya.thlang@seiu1021.org; Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; ted.zarzecki@seiu1021.net; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, SinYee (HSA) (DSS); david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; Rossi, Ron (DPH); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45417 - 14/15

RECEIPT for Union Notification for PSC 45417 - 14/15 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 45417 - 14/15 for \$424,908 for Initial Request services for the period 07/06/2015 – 12/31/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/4887> For union notification, please see the

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

From: [Hale, Jacquie \(DPH\)](#)
To: [Emma Gerould](#); [Joe Brenner](#)
Cc: [Okubo, Anne \(DPH\)](#)
Bcc: [Ruggels, Michelle \(DPH\)](#)
Subject: Fw: Meeting on DPH PSCs: PSC 45417-14-15 - Claims Management Services
Date: Monday, August 24, 2015 3:04:07 PM
Attachments: [PSC 45417 Claims mgmt services follow to SEIU.pdf](#)

Emma and Joe,

Please find attached information to follow up on our meeting of August 10, 2015.

Thank you,

Jacquie Hale

Director, DPH Office of Contracts Management and Compliance
101 Grove Street, Room 307 / San Francisco, CA 94102
(415) 554-2609 / Jacquie.Hale@SFDPH.org / fax: (415) 554-2555

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From: Hale, Jacquie (DPH)
Sent: Friday, August 7, 2015 4:52 PM
To: Emma Gerould
Cc: Joe Brenner; David Canham; Terry Meadows
Subject: Re: Meeting on DPH PSCs: PSC 45417-14-15 - Claims Management Services

Emma,

Hi. This is to confirm our meeting regarding the above PSC this Monday, August 10, at 10:00 a.m. in the office of Anne Okubo, DPH Deputy Finance Officer, at 101 Grove Street, Room 114.

Thank you,

Jacquie Hale

Director, DPH Office of Contracts Management and Compliance
101 Grove Street, Room 307 / San Francisco, CA 94102
(415) 554-2609 / Jacquie.Hale@SFDPH.org / fax: (415) 554-2555

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Healthcare Portability and Accountability Act (HIPAA), and it is the responsibility of all parties involved to take all reasonable actions to protect this message from non-authorized disclosure. This e-mail is intended for the recipient only. If you receive this e-mail in error, you should notify the sender and destroy the e-mail immediately. Disclosure of the information contained herein could subject to discloser to civil or criminal penalties under state and federal privacy laws.

From: Emma Gerould <Emma.Gerould@seiu1021.org>
Sent: Thursday, August 6, 2015 1:58 PM
To: Hale, Jacquie (DPH)
Cc: Joe Brenner; David Canham; Terry Meadows
Subject: Re: Meeting on DPH PSCs: PSC 45417-14-15 - Claims Management Services

Hi Jacquie,
We are available Monday, August 10th at 10am. Where will we be meeting?

Thanks, Emma
Sent from my iPhone

On Aug 6, 2015, at 12:41 PM, "Hale, Jacquie (DPH)" <jacquie.hale@sfdph.org> wrote:

Emma,

Hi. Regarding PSC 45417-14-15 - Claims Management Services, here is another group of times we are available to meet.

Monday, August 10, 9:00 a.m.-12:00 p.m.
Tuesday, August 11, 3:30 p.m.-5:00 p.m.
Wednesday, August 12, 10:00 a.m.-12:00 p.m.
Wednesday, August 12, 1:30 p.m.-2:30 p.m.
Wednesday, August 12, 4:00 p.m.-5:00 p.m.
Thursday, August 13, 1:00 p.m.-3:00 p.m.
Friday, August 14, 1:00 p.m.-5:00 p.m.

Please let me know at your earliest convenience if any of these times are good for you, for a meeting of about one hour?

Thank you,

Jacquie Hale
Director, Office of Contracts Management and Compliance, Business Office, San Francisco Department of Public Health

101 Grove Street, Room 307/San Francisco, CA 94102 - Phone: (415) 554-2609
- Fax: (415) 554-2555 - Jacquie.Hale@SFDPH.org

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From: Emma Gerould [<mailto:Emma.Gerould@seiu1021.org>]
Sent: Friday, July 10, 2015 11:32 AM
To: Hale, Jacquie (DPH)
Cc: Joe Brenner; David Canham
Subject: Meeting on DPH PSCs
Importance: High

Hello Jacquie,
SEIU Local 1021 would like to set up meetings with DPH on the following PSCs on which we have questions and concerns regarding SEIU Local 1021 positions and work. Where possible, for efficiency and scheduling purposes, we propose to batch 3-4 PSCs per meeting. Below are the PSCs:

**1. PSC 46237-14/15 - Community Health Equity and Promotion,
Community-based Primary Prevention Services**

Term: 7/1/15 – 6/30/20 **Amount:** \$25,352,000

This is a follow-up meeting from the Civil Service Commission meeting and conditional approval of this PSC. For this PSC, a meeting between SEIU Local 1021 and DPH has already been set for Monday, August 3, 2015 at 11:00 am - 1:00 pm on this PSC at 101 Grove, Conference Room 302.

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

Term: 7/1/15 - 6/30/20 **Amount:** \$7,560,000

**3. PSC 43305 - 14/15 - Transitional Aged Youth (TAY) Service
Coordination in Supportive Housing**

Term: 7/1/2015-6/30/2020 **Amount:** \$550,000

For this PSC, we are interested in ascertaining if these are HSA services, and if so, why they are funded out of DPH.

**4. PSC 41837 - 14/15 - Fiscal Intermediary for the Black Infant Health
(BIH) Program**

Term: 7/1/15 - 6/30/2020 **Amount:** \$5,500,000

**5. PSC 43887-14-15 - As-Needed American Sign Language Interpretation
Services**

Term: 7/1/15 - 6/30/20 **Amount:** \$1,500,000

Status: Coming soon before Civil Service Commission

*** 6. PSC 45417-14-15 - Claims Management Services**

Term: 7/06/15-12/31/2020 **Amount:** \$424,908

SEIU Local 1021 was not available on the dates you proposed to meet.

7. PSC # 41467 - 14/15 - Neuromonitoring Services for patients at San Francisco General Hospital

Term: 07/01/2015-12/31/2016 **Amount:** \$900,000

8. PSC 40113-14/15 - Medical Record Copy and Support Services

Term: 5 years 1 day **Amount:** \$85,000

While this PSC was expedited, we request discussion regarding the potential impact of this PSC on SEIU Local 1021 positions and work going forward.

Please let us know what dates you and your colleagues are available.

Thanks in advance,

Emma Gerould
SF Field Supervisor
SEIU 1021

PSC 45417-14/15

Claims Management Services

Below is follow up information to SEIU on PSC 45417-14/15 Claims management services.

1. Medicare – Approximately 35% of clients of Community Behavioral Health Services (CBHS) have Medicare, either Medicare/Medi-Cal or Medicare only. Medicare requires providers to use an approved vendor to transmit their HIPAA 837 claim files and to receive 835 Remittance Advice/EOB files.
2. Process for Medicare claims vs. process under PSC 45417-14/15 Claims management services:

Currently, CBHS uses a vendor to transmit Medicare claim files. The new vendor will also transmit Medicare claim files.

Billing Staff will continue to perform the same functions for Medicare claims with the new vendor. These functions are to prepare and submit 837 files to the vendor; and process Medicare payments. In addition, the new vendor will provide claims data to contractor agencies about their Medicare claims and remittance advice (e.g. approved, denied, resubmitted services, etc.). Currently, we don't have this capability.

Additional Attachment(s)




City and County of San Francisco

San Francisco Department of Public Health

Barbara A. Garcia, MPA
Director of Health

DATE: September 1, 2015

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

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

RE: PSC 45417-14/15 Claims Management Services

This is to request that the above-referenced PSC be considered for approval at the September 21, 2015 meeting of the Civil Service Commission, as the Department of Public Health needs to move forward with the contract certification process for these services.

In response to requests for information, DPH met with SEIU Local 1021 on August 10, 2015. At that meeting, we agreed to provide further information. A meeting summary has been uploaded to the PSC database.

DPH has a continuing need for these services, as claims management services are needed to efficiently process Medicare claims for the clients of Community Behavioral Health Services (CBHS), in order to provide efficient patient care and meet regulatory and funding requirements, and we do not anticipate that Civil Service staff alone can meet every requirement.

This is a new contract. The new vendor, in addition to satisfying State and federal requirements, will provide the Department with needed claims data to providers regarding their Medicare claims and remittance advice.

We appreciate your consideration of our request and will be happy to provide more information as requested.

cc: DPH Human Resources

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

Attachment to 45417 – 14/15

Explanation of 5 plus years

These services are core medical or health care services for which we expect a continuing need.

Attachment to 45417 – 14/15

Complete answer to Question 5B.

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

Training required to provide information to contractor for the provision of services will be provided to civil service staff as needed.

PERSONAL SERVICES-CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR -- TTX Dept. Code: TTX

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Real Estate Research

Funding Source: General Fund PSC Duration: 4 years 51 weeks

PSC Amount: \$200,000 PSC Est. Start Date: 09/01/2015 PSC Est. End Date: 08/28/2020

1. **Description of Work**

A. Scope of Work:

Perform title searches and to prepare tax sale reports on identified parcels of real property within the City and County of San Francisco for the purposes of determining the identity of "parties of interest," in order to provide legally required notice of tax sales and the termination of the right to redemption of tax defaulted property.

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

A full title search and parties of interest report must be done for each parcel before it is sold as mandates by the California Revenue and Taxation Code sections 3701 and 4675. The work must be completed four months before the auction in order to meet Code required noticing. Delays in contracting or completion of the work would jeopardize the City's ability to complete an auction and meet its State mandated ministerial duties.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
This service was previously approved: 35031 13/14

D. Will the contract(s) be renewed? TTX would seek to renew this contract if the quality of work remains high

2. **Union Notification:** On 07/17/2015, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 34581 - 15/16

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 09/21/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Completion of this work "in-house" is not feasible given the cyclical nature of the task (once per year for 1-2 months) and the level of manpower required (several hours per parcel for 300 parcels).

B. Which, if any, civil service class(es) normally perform(s) this work?
1824,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Completion of this work in house is not feasible given the cyclical nature of the task and the level of manpower required.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, contractor insures reports against errors and omissions, protecting city interests.

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

YES NO

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 08/28/2015 BY:

Name: Amanda Fried Phone: 4155540889 Email: amanda.fried@sfgov.org

Address: 1 Dr Carlton B Goodlett Pl, Room 110 San Francisco, CA, 94102

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: DHR-PSCCoordinator, DHR (HRD)
Sent: Thursday, September 03, 2015 8:47 AM
To: Fried, Amanda (TTX); Fried, Amanda (TTX); richardisen@gmail.com; L21PSCReview@ifpte21.org; Fried, Amanda (TTX); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 35031 13/14
Importance: High

For your information, PSC 35031 13/14 has been changed to PSC 34581-15/16. The PSC number was the only change to the document.

The original union notification was sent on 7/17/2015.

Thank you,
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

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

From: dhr-psccordinator@sfgov.org [<mailto:dhr-psccordinator@sfgov.org>] On Behalf Of amanda.fried@sfgov.org
Sent: Friday, July 17, 2015 1:44 PM
To: Fried, Amanda (TTX); richardisen@gmail.com; L21PSCReview@ifpte21.org; Fried, Amanda (TTX); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 35031 13/14

RECEIPT for Union Notification for PSC 35031 13/14 more than \$100k

The TREASURER/TAX COLLECTOR -- TTX has submitted a request for a Personal Services Contract (PSC) 35031 13/14 for \$200,000 for Initial Request services for the period 09/01/2015 -- 08/31/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/5620> For union notification, please see the

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

From: dhr-psccordinator@sfgov.org on behalf of amanda.fried@sfgov.org
Sent: Friday, July 17, 2015 1:44 PM
To: Fried, Amanda (TTX); richardisen@gmail.com; L21PSCReview@ifpte21.org;
Fried, Amanda (TTX); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 35031 13/14

RECEIPT for Union Notification for PSC 35031 13/14 more than \$100k

The TREASURER/TAX COLLECTOR -- TTX has submitted a request for a Personal Services Contract (PSC) 35031 13/14 for \$200,000 for Initial Request services for the period 09/01/2015 □ 08/31/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/5620> 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)

REVENUE AND TAXATION CODE - RTC**DIVISION 1. PROPERTY TAXATION [50 - 5911]** (*Division 1 enacted by Stats. 1939, Ch. 154.*)**PART 6. TAX SALES [3351 - 3972]** (*Part 6 enacted by Stats. 1939, Ch. 154.*)**CHAPTER 7. Sale to Private Parties After Deed to State [3691 - 3731.1]** (*Chapter 7 enacted by Stats. 1939, Ch. 154.*)

Not less than 45 days nor more than 120 days before the proposed sale, the tax collector shall send notice
3701. of the proposed sale by certified mail with return receipt requested to the last known mailing address, if available, of parties of interest, as defined in Section 4675. The notice shall state the date, time, and place of the proposed sale, the amount required to redeem the property, and the fact that the property may be redeemed up to the close of business on the last business day prior to the date of the sale, and information regarding the rights of parties of interest to claim excess proceeds, as defined in Section 4674, if the property is sold and excess proceeds result from that sale.

The tax collector shall make a reasonable effort to obtain the name and last known mailing address of parties of interest.

The validity of any sale under this chapter shall not be affected if the tax collector's reasonable effort fails to disclose the name and last known mailing address of parties of interest or if a party of interest does not receive the mailed notice.

(Amended by Stats. 2004, Ch. 194, Sec. 19. Effective January 1, 2005.)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR Dept. Code: TTX

Type of Request: Initial Modification of an existing PSC (PSC # 35031 - 13/14)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Real Estate Research

Funding Source: General Fund

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 03/03/14 - 06/30/14 (16 weeks 6 c
PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 07/01/14-06/30/15 (1 year)
PSC Mod#2 Amount: _____ PSC Mod#2 Duration: _____
PSC Cumulative Amount Proposed: \$100,000 PSC Cumulative Duration Proposed: 1 year 16 weeks

1. **Description of Work**

A. Scope of Work:

Research the title on parcels of real property subject to sale at tax auction due to defaulted property taxes. The research would locate all lien holders and/or parties of interest for each parcel subject to the Tax Collector's power to sell.

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

This service is required under Section 3701 of the California Revenue and Taxation Code. Without this service, the tax sale mandated by California law could not proceed.

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 35031 - 13/14

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

2. **Union Notification:** On 06/20/14, the Department notified the following employee organizations of this PSC/RFP request: Management & Superv Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35031 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 06/27/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Ability to research title of parcels of real estate and provide a report compliant with Section 3701 of the California Revenue and Taxation Code. Contractor must provide insurance to cover error or omissions in title reports.

B. Which, if any, civil service class(es) normally perform(s) this work?
1824,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Service is used on an intermittent basis. Contractor insures reports against errors or omissions, protecting City interests.

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

No. Service is used on an intermittent basis. Contractor insures reports against errors or omissions, protecting City interests.

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

YES NO

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 06/20/14 BY:

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

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

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

Type of Request: Initial Modification of an existing PSC (PSC # 4105-11/12)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Integrated Pest Management (IPM) Services

Funding Source: General Fund and Enterprise Fund

| | |
|--|---|
| PSC Original Approved Amount: <u>\$5,000,000</u> | PSC Original Approved Duration: <u>04/01/12 - 03/31/15 (2 years 52 weeks)</u> |
| PSC Mod#1 Amount: <u>\$2,500,000</u> | PSC Mod#1 Duration: <u>no duration added</u> |
| PSC Mod#2 Amount: <u>no amount added</u> | PSC Mod#2 Duration: <u>04/01/15-07/31/16 (1 year 17 weeks)</u> |
| PSC Mod#3 Amount: <u>\$2,490,000</u> | PSC Mod#3 Duration: <u>08/01/16-07/31/17 (1 year)</u> |
| PSC Mod#4 Amount: _____ | PSC Mod#4 Duration: _____ |
| PSC Cumulative Amount Proposed: <u>\$9,990,000</u> | PSC Cumulative Duration Proposed: <u>5 years 17 weeks</u> |

1. Description of Work

A. Scope of Work:

Contractor will provide structural pest control work for City facilities. This includes inspection of buildings, recommendations for pest prevention, use of mechanical, physical and chemical controls (including pesticides, monitoring of pest populations, record keeping of infestations, and compliance with the Integrated Pest Management Ordinance. Duties also include the control of mosquitoes in a wide variety of situations such as storm sewer catchment basins and the control of rats in sewers and other structures. Contractor will perform work on an as needed basis dependent on actual levels of infestation and mosquito populations. Contractor will work with Integrated Pest Management (IPM) managers at the Department of the Environment and individual City facility managers to identify IPM needs and review work completed and potential changes to IPM plans at monthly IPM meetings conducted by the Department of the Environment.

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

Pests must be managed for both public health/safety and aesthetic reasons. Lack of structural/public health pest control could result in widespread health hazards such as West Nile virus, various rat-borne diseases, and contamination of food by cockroaches. The City does not employ people who provide structural pest control 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.

Yes, via contract PSC

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

2. Union Notification: On 08/19/15, the Department notified the following employee organizations of this PSC/RFP request: Laborers, Local 261;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4105-11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/21/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Specific licensing from the California Structural Pest control /Board (Branch 1) and Department of pesticide Regulations. Demonstrated track record in applying integrated pest management approach in urban settings. For some situations, confined space entry and hazardous materials training is required in addition to pesticide handling and respirator fit testing.

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

3424,3425,

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

Yes. Contractor will provide a variety of specialized sprayers, vacuums, dust injection equipment, inspection and identification equipment.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

No civil services do structural pest control work and are not licensed to do this work.

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

No. Work is as needed, cyclical in nature and varies with the weather. During the mosquito season, for example, the number of staff needed is greatly increased. An outbreak at a health facility must be addressed immediately by multiple workers, some of whom are specialists in abating specific infestations

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? This is to add funds to an existing contract. YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 08/19/15 BY:

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

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

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Wednesday, August 19, 2015 12:25 PM
To: Lubamersky, Joan (ADM); LIUNA.local261@gmail.com; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4105-11/12 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$2,490,000 for services for the period August 1, 2016 – July 31, 2017. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/3782>

Email sent to the following addresses: LIUNA.local261@gmail.com

Additional Attachment(s)



OFFICE OF THE
CITY ADMINISTRATOR



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

August 19, 2015

MEMORANDUM

TO: Civil Service Commission
FROM: *Joan Lubamersky*
Joan Lubamersky, Contract Coordinator
SUBJ: PSC 4105-11/12 Modification Pest Control

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

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

Please let me know if you have any questions.

Thank you for your consideration.

Copy to: David Bui, Office of Contract Administration

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 4132 09/10)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Federal Legislative and Regulatory Analysis and Advocacy

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$900,000

PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)

PSC Mod#1 Amount: \$450,000

PSC Mod#1 Duration: 03/24/14-12/31/17 (2 years 26 weeks)

PSC Mod#2 Amount: \$500,000

PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$1,850,000

PSC Cumulative Duration Proposed: 7 years 26 weeks

1. Description of Work

A. Scope of Work:

Ongoing representation of the Airport in Washington, DC, for federal issues involving aviation legislation, security mandates and funding opportunities.

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

The Airport requires a regulatory advocate to analyze the impact of new legislation and regulations that could impact the Airport's operations, implementation of new requirements and reimbursements for security measures. Denial will adversely affect the Airport's ability to secure revenues and ensure that regulations reflect the Airport's unique situation.

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

Yes

D. Will the contract(s) be renewed? Yes, depending on performance and need.

2. Union Notification: On 08/13/15, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4132 09/10

Civil Service Commission Action:

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 09/21/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The Airport's government relations advocate in Washington must have a specific expertise and working knowledge of a variety of regulatory bodies including the US Department of Transportation, the Federal Aviation Administration and the US Department of Homeland Security, as well as an understanding of Congressional funding and regulatory committees.

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

1823,1824,

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

No

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable as this function involves short-term projects requiring diverse knowledge and expertise on a temporary, as-needed basis.

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

No, this service covers varied issues, each taking priority at different times depending on legislation. Outside firms have a pool of experts available for use as the need arises. Because firms represent many clients, they are best able to use those sources to organize similar interests to effect change.

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? Yes, Smith, Dawson & Andrews | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 08/13/15 BY:

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

Address: PO Box 8097 San Francisco, CA 94128

Receipt of Union Notification(s)

Christina Chiong (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Thursday, August 13, 2015 3:53 PM
To: Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; Christina Chiong (AIR); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4132 09/10 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$500,000 for services for the period September 22, 2015 – December 31, 2017. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/1581>

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

Additional Attachment(s)

This term mirrors the contract's original five (5) year term and includes the Airport's option to extend the agreement by 2 (two) years to continue Federal Legislative Advocacy Services planning under this approval, for a total of seven (7) years.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER Dept. Code: CON

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 40778 - 14/15)

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

Type of Service: Sales and Use Tax Audit, Analysis & System Services

Funding Source: Percentage of sales tax income
PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)
PSC Mod#1 Amount: \$1,000,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$2,500,000 PSC Cumulative Duration Proposed: 5 years 1 day

1. Description of Work

A. Scope of Work:

Identify and correct sales and use tax allocation errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of the State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits; develop and maintain a database of sales tax information for use by City employees, provide as-needed tax revenue enhancement services, develop a website for sales and use tax data.

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

Misallocations of sales and use tax occur due to a variety of categorization and reporting errors. Without the expert sales and use tax audit, analysis and system services sought, the City/County would lose potential tax revenue to which it is entitled. The total number of undiscovered errors regarding sales and use tax allocations and improperly registered permits would increase each year, compounding the problem. Ultimately, it could cost the City millions of dollars in unrealized revenue.

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

Yes PSC 40778-14/15

D. Will the contract(s) be renewed? Maybe there will be a new solicitation in 2020.

2. Union Notification: On 06/22/15, 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; Municip

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40778 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/21/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Selected contractor is required to have experience conducting sales tax audit services for counties in California, including knowledge of State Board of Equalization regulations and requirements, as well as proof of successfully providing revenue to local governments as a direct outcome of its services. The Contractor must work closely with various City departments, businesses, taxpayers, as well as the State Board of Equalization, and to monitor changes in sales and use tax distribution practices and sales and use tax law. (See attached file.)

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

1684,4306,4308,4366,1824,1052,1053,1054,1062,1063,1064,1012,1021,1022,1023,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

City employees do not have the specialized expertise to audit sales tax distribution errors such as 'points of sale,' 'use tax,' allocation, or other errors successfully. Such expertise includes providing and maintaining a specialized database, keeping current on the latest State Board of Equalization sales and use tax distribution instructions, providing quarterly legislative impact analyses, and understanding and monitoring claims processes to maximize success in obtaining approval for increased revenue collection. (See attached file).

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

No. Independent appraisals and audits are required for this work, otherwise there would be a conflict of interest.

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

YES NO

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

B. Will the contractor train City and County employee?

None

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

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

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

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? MuniServices LLC

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/22/15 BY:

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

Address: 1 Dr. Carlton B. Goodlett Place, Room 306 San Francisco, CA 94102

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of joyce.kimotsuki@sfgov.org
Sent: Monday, June 22, 2015 9:47 PM
To: Kimotsuki, Joyce (CON); camaguey@sfmea.com; staff@sfmea.com;
L21PSCReview@ifpte21.org; Kimotsuki, Joyce (CON); DHR-PSCCoordinator, DHR (HRD);
Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 40778 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The CONTROLLER -- CON has submitted a modification request for a Personal Services Contract (PSC) for \$1,000,000 for services for the period June 22,

2015

– June 30, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/5351>

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> on behalf of joyce.kimotsuki@sfgov.org <joyce.kimotsuki@sfgov.org>

Sent: Friday, June 19, 2015 3:58 PM

To: joyce.kimotsuki@sfgov.org; Sandeep.lal@seiu1021.me; Wendy Frigillana; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; Tiya Thlang; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgov.org; pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; PSCreview; Joe Brenner; ted.zarzecki@seiu1021.net; ablood@cirseiu.org; XiuMin Li; Sin.Yee.Poon@sfgov.org; David Canham; joe.tanner@seiu1021.net; Larry Bradshaw; L21PSCReview@ifpte21.org; joyce.kimotsuki@sfgov.org; dhr-psccordinator@sfgov.org; richard.isen@sfgov.org
Subject: Receipt of Modification Request to PSC # 40778 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The CONTROLLER -- CON has submitted a modification request for a Personal Services Contract (PSC) for \$1,000,000 for services for the period July 1, 2015

– June 30, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/5319>

Email sent to the following addresses: L21PSCReview@ifpte21.org
Larry.Bradshaw@seiu1021.org joe.tanner@seiu1021.net david.canham@seiu1021.org
Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org
ted.zarzecki@seiu1021.net joe.brenner@seiu1021.org pscreview@seiu1021.org
Carey.dall@seiu1021.org pcamarillo_seiu@sbcglobal.net
Kbasconcillo@sfgov.org
Ricardo.lopez@sfgov.org tiva.thlang@seiu1021.org davidmkersten@gmail.com
leah.berlanga@seiu1021.org Wendy.Frigillana@seiu1021.org
Sandeep.lal@seiu1021.me

Choi, Suzanne (HRD)

From: Kimotsuki, Joyce (CON)
Sent: Tuesday, June 23, 2015 4:25 PM
To: Joe Brenner; Sandeep.lal@seiu1021.me; Wendy Frigillana; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; Tiya Thlang; Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; PSCreview; ted.zarzecki@seiu1021.net; ablood@cirseiu.org; XiuMin Li; Poon, SinYee (HSA) (DSS); David Canham; joe.tanner@seiu1021.net; Larry Bradshaw; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Cc: DHR-PSCCoordinator, DHR (HRD)
Subject: RE: Receipt of Modification Request to PSC # 40778 - 14/15 - MODIFICATIONS

Hello Joe,

Per your request, I am sending you the link:
<http://apps.sfgov.org/dhrdrupal/node/5351>

If you can't access the link and files, please let me know and I'll be happy to send the attached files. Thank you.

Sincerely,

Joyce Kimotsuki

Contracts Manager
Office of the Controller
1 Dr. Carlton B. Goodlett Place
City Hall, Room 306
San Francisco, CA 94102
(415) 554-6562

From: Joe Brenner [mailto:Joe.Brenner@seiu1021.org]
Sent: Tuesday, June 23, 2015 11:56 AM
To: Kimotsuki, Joyce (CON); Sandeep.lal@seiu1021.me; Wendy Frigillana; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; Tiya Thlang; Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; PSCreview; ted.zarzecki@seiu1021.net; ablood@cirseiu.org; XiuMin Li; Poon, SinYee (HSA) (DSS); David Canham; joe.tanner@seiu1021.net; Larry Bradshaw; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Re: Receipt of Modification Request to PSC # 40778 - 14/15 - MODIFICATIONS

Please resent the link to this PSC, as when clicked says "no record found." Thank you.

Joe Brenner
joe.brenner@seiu1021.org
415-385-5148

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> on behalf of joyce.kimotsuki@sfgov.org
<joyce.kimotsuki@sfgov.org>

Sent: Friday, June 19, 2015 3:58 PM

To: joyce.kimotsuki@sfgov.org; Sandeep.lal@seiu1021.me; Wendy Frigillana; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; Tiya Thlang; Ricardo.lopez@sfgov.org; Kbasconciillo@sfgwater.org; pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; PSCreview; Joe Brenner; ted.zarzecki@seiu1021.net; ablood@cirseiu.org; XiuMin Li; Sin.Yee.Poon@sfgov.org; David Canham; joe.tanner@seiu1021.net; Larry Bradshaw; L21PSCReview@ifpte21.org; joyce.kimotsuki@sfgov.org; dhr-psccordinator@sfgov.org; richard.isen@sfgov.org

Subject: Receipt of Modification Request to PSC # 40778 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The CONTROLLER – CON has submitted a modification request for a Personal Services Contract (PSC) for \$1,000,000 for services for the period July 1, 2015

– June 30, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/5319>

Email sent to the following addresses: L21PSCReview@ifpte21.org
Larry.Bradshaw@seiu1021.org joe.tanner@seiu1021.net david.canham@seiu1021.org
Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org
ted.zarzecki@seiu1021.net joe.brenner@seiu1021.org pscreview@seiu1021.org
Carey.dall@seiu1021.org pcamarillo_seiu@sbcglobal.net
Kbasconciillo@sfgwater.org
Ricardo.lopez@sfgov.org tiya.thlang@seiu1021.org davidmkersten@gmail.com
leah.berlanga@seiu1021.org Wendy.Frigillana@seiu1021.org
Sandeep.lal@seiu1021.me

Additional Attachment(s)

**MEMORANDUM**

TO: DHR

FROM: Joyce Kimotsuki, Controller's Office, Contracts Manager (415) 554-6562

DATE: 06/20/2015

SUBJECT: PSC 40778 14/15 5 years Plus Explanation &
Proposed work completed by a contractor with current PSC

5 years Plus Explanation: PSC 40778 14/15 for 7/1/2015-6/30/2020.

The Controller's Office respectfully requests that PSC 40778 14/15 cover at least 5 years so that the City's revenue can be maximized through having uninterrupted contractor services which generate revenue for the City. The scope of work covered by PSC 40778 14/15 is the provision of Sales Tax and Use Audit Services which can only be conducted by firms with highly specialized skills in this field. The PSC covers at least 5 years so that the scope of work being conducted across one or more firms can remain uninterrupted in order to maximize the City's revenue raised from these contracted services. The contractor's compensation is a percent contingency fee of new sales and use tax income actually received by the City as a result of Contractor's services.

Proposed work completed by a contractor with current PSC explanation:

PSC 40778 14/15 covers the scope of work conducted by the existing contractor, MuniServices LLC which has an existing PSC. The MuniServices LLC contract is a close-out contract from the Sales Tax & Use Audit Services RFP issued in 2011. PSC 40778 14/15 also covers the scope of work conducted by the new contractor, HdL Companies which is the firm awarded the contract resulting from the Sales Tax & Use Audit Services RFP issued in 2015.

PSC 40778-14.15 1. D Explanation

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

After contractor selection in the next few months through an open, competitive solicitation and selection process, the services will be put out for an open, competitive solicitation and selection process again in 2020.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Selected contractor is required to have experience conducting sales tax audit services for counties in California, including knowledge of State Board of Equalization regulations and requirements, as well as proof of successfully providing revenue to local governments as a direct outcome of its services. The Contractor must work closely with various City departments, businesses, taxpayers, as well as the State Board of Equalization, and to monitor changes in sales and use tax distribution practices and sales and use tax law. In order to develop the website for Sales and Use Tax Data, the contractor must have expert knowledge in of confidential State Board of Equalization restrictions and requirements in designing the public interface to data through the website.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

City employees do not have the specialized expertise to audit sales tax distribution errors such as 'points of sale,' 'use tax,' allocation, or other errors successfully. Such expertise includes providing and maintaining a specialized database, keeping current on the latest State Board of Equalization sales and use tax distribution instructions, providing quarterly legislative impact analyses, and understanding and monitoring claims processes to maximize success in obtaining approval for increased revenue collection. In order to develop the website for Sales and Use Tax Data, the contractor must have expert knowledge in of confidential State Board of Equalization restrictions and requirements in designing the public interface to data through the website.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

Type of Request: Initial Modification of an existing PSC (PSC # 4047-07/08)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: As-Needed Sediment Characterization and Coastal Engineering Consultation Services

Funding Source: Interdepartmental Work Orders

| | |
|---|--|
| PSC Original Approved Amount: <u>\$1,800,000</u> | PSC Original Approved Duration: <u>01/01/08 - 12/30/12 (5 years)</u> |
| PSC Mod#1 Amount: <u>\$898,000</u> | PSC Mod#1 Duration: <u>01/01/08-08/30/14 (1 year 34 weeks)</u> |
| PSC Mod#2 Amount: <u>\$3,600,000</u> | PSC Mod#2 Duration: <u>01/01/08-01/30/18 (3 years 22 weeks)</u> |
| PSC Mod#3 Amount: <u>\$1,800,000</u> | PSC Mod#3 Duration: <u>no duration added</u> |
| PSC Mod#4 Amount: <u>\$3,600,000</u> | PSC Mod#4 Duration: <u>01/31/18-01/30/23 (5 years 1 day)</u> |
| PSC Cumulative Amount Proposed: <u>\$11,698,000</u> | PSC Cumulative Duration Proposed: <u>15 years 4 weeks</u> |

1. Description of Work

A. Scope of Work:

Consultants will provide as-needed environmental, scientific and laboratory consultation services to provide rapid resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey, and regulatory negotiations. Consultants will review project plans, perform field surveys and sampling activities, perform specialized laboratory analyses, develop reports and assist in regulatory negotiations. Individual contract service orders will define job/task specific scopes of work.

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

These specialized services are necessary for DPW and other City Departments to comply with Federal, State, and Local regulatory environmental regulations. Denial of these services may result in delays to dredging and construction projects for which dredging project planning and dredge spoil disposal services are required.

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

Yes, PSC 4047-07/08 mod 3 was approved 9/11/14

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

2. Union Notification: On 07/27/15, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4047-07/08

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/21/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Consultants must have expertise and experience in preparing Sampling and Analysis Plans (SAPs); knowledge of Federal State and Local dredging regulations, sediment regulation and analyses, wetland regulations, and dredge spoil disposal guidelines. Consultants must also have experience in regulatory agency negotiations, and permitting, hydrographic survey methods, benthic studies and reports.

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. They would provide specialized equipment, trained personnel, and monitoring equipment which is not cost effective for the City to purchase and maintain.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Because there are none.

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

No. It would not be practical to hire full time Civil Service Employees when any work is on an as-needed basis and based on unknown future construction projects.

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 07/27/15 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: Lim, Michelle (DPW)
Sent: Monday, August 03, 2015 4:02 PM
To: Tsang, Tiffany (DPW)
Subject: FW: Receipt of Modification Request to PSC # 4047-07/08 - MODIFICATIONS

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of sung.kim@sfdpw.org
Sent: Monday, July 27, 2015 5:06 PM
To: Kim, Sung (DPW) <Sung.Kim@sfdpw.org>; jb@local16.org; Lopez, Ricardo (PDR) <ricardo.lopez@sfgov.org>; Basconcello, Katherine (PUC) <kbasconcello@sfgwater.org>; 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@opcmlialocal300.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) <sin.yee.poon@sfgov.org>; smcgarry@nccrc.org; rmittchell@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; Lim, Michelle (DPW) <Michelle.Lim@sfdpw.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Isen, Richard (TIS) <richard.isen@sfgov.org>
Subject: Receipt of Modification Request to PSC # 4047-07/08 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$3,600,000 for services for the period January 31, 2018 – January 30, 2023. 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/3876>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present.

Either you selected none or there is no email entered in the system by that particular union

Additional Attachment(s)

August 28, 2015

PSC 4047-07/08

Justification for exceeding 5 year duration on PSC Mod

Public Works issues new RFQs to establish pools of eligible as-needed consultants. Each consultant signs a contract for a term of 3-5 years, and once the contract term expires that pool also expires, and a new RFQ is issued to establish a new pool of consultants.

DHR/CSC has provided the option to submit individual PSCs each time a department establishes a pool, or to use a single PSC to cover multiple pools, and for tracking purposes Public Works has chosen the latter.

PSC 4047-07/08 was last modified to cover a pool of contracts that were awarded in 2012. Those contracts are set to expire and Public Works intends to advertise a new RFQ to award consultant contracts, as a result this PSC modification is being requested.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT Dept. Code: FIR

Type of Request: Initial Modification of an existing PSC (PSC # 42142 - 12/13)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Occupational Health Physical Fitness Examinations

Funding Source: General Fund Annual Budget and G

PSC Original Approved Amount: \$1,200,000 PSC Original Approved Duration: 07/01/13 - 06/30/15 (1 year 52 weeks)
PSC Mod#1 Amount: \$800,000 PSC Mod#1 Duration: 07/01/15-12/31/17 (2 years 26 weeks)
PSC Mod#2 Amount: _____ PSC Mod#2 Duration: _____
PSC Cumulative Amount Proposed: \$2,000,000 PSC Cumulative Duration Proposed: 4 years 26 weeks

1. Description of Work

A. Scope of Work:

Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.

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

This service is necessary to ensure that all uniformed employees are healthy and fit, so that they can safely perform the duties and responsibilities of their positions.

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, through California Pacific Medical Center

D. Will the contract(s) be renewed? Yes, for an additional two years.

2. Union Notification: On 05/28/15, the Department notified the following employee organizations of this PSC/RFP request: SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); Physicians and Dentists - 8CC;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42142 - 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/21/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The practitioner must be certified and trained in cardiology and occupational health.

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

2230,2232,2233,2320,2328;

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

Contractor will provide pulmonary function machines, 12-lead EKGs, treadmills and full clinical laboratory capabilities.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Although there are Civil Service classes in the medical field, the City does not require that eligibles be dually trained and certified in cardiology and occupational health, which are required for this service.

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

Classes already exist in the medical field, but this service requires a dedicated practitioner with the right expertise and unrestricted access to testing equipment and laboratory facilities.

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 will be provided. | <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? California Pacific Medical Center will continue to provide this. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 05/28/15 BY:

Name: Jesusa Bushong Phone: 4155583615 Email: jesusa.bushong@sfgov.org

Address: 698 2nd Street, Room 209 San Francisco, CA 94107

Receipt of Union Notification(s)

Bushong, Jesusa (FIR)

From: Bushong, Jesusa (FIR)
Sent: Thursday, May 28, 2015 12:35 PM
To: 'al@uapd.com'; 'jduritz@uapd.com'
Cc: DHR-PSCCoordinator, DHR (HRD); Corso, Mark
Subject: PSC Modification Request
Attachments: 20150528123347940.pdf

Importance: High

| Tracking: | Recipient | Delivery | Read |
|-----------|-------------------------------|-------------------------------|-------------------------|
| | 'al@uapd.com' | | |
| | 'jduritz@uapd.com' | | |
| | DHR-PSCCoordinator, DHR (HRD) | Delivered: 5/28/2015 12:36 PM | |
| | Corso, Mark | Delivered: 5/28/2015 12:36 PM | Read: 5/28/2015 1:39 PM |

To whom it may concern:

I submitted an online modification request updating the status to union notification, but did not get a confirmation email. To ensure that you are able to review the Department's modification, below is the link to the online PSC submission. I have also attached the hard copies of the documents.

<http://apps.sfgov.org/dhrdrupal/node/4768>

The PSC was previously approved in 2013 through June 30, 2015. The Department has secured the services via PSC because SFGH does not have the staffing, equipment and facility to handle the extra workload that these medical and laboratory examinations for entry-level, promotive and fitness/return to work purposes would involve.

I appreciate your favorable consideration of our modification. Thank you for your assistance.

Jesusa Bushong
Departmental Personnel Officer
San Francisco Fire Department
Human Resources Division
(415) 558-3615

Bushong, Jesusa (FIR)

From: Bushong, Jesusa (FIR)
Sent: Thursday, May 28, 2015 12:33 PM
To: 'Dennis McLaughlin'; 'Jonathan Robles'
Cc: 'David Canham'; DHR-PSCCoordinator, DHR (HRD); Corso, Mark
Subject: PSC Modification Request
Attachments: 20150528123347940.pdf

Importance: High

| Tracking: | Recipient | Delivery | Read |
|-----------|-------------------------------|-------------------------------|-------------------------|
| | 'Dennis McLaughlin' | | |
| | 'Jonathan Robles' | | |
| | 'David Canham' | | |
| | DHR-PSCCoordinator, DHR (HRD) | Delivered: 5/28/2015 12:34 PM | |
| | Corso, Mark | Delivered: 5/28/2015 12:35 PM | Read: 5/28/2015 1:39 PM |

Dear Dennis and Jonathan:

I submitted an online modification request updating the status to union notification, but did not get a confirmation email. To ensure that you are able to review the Department's modification, below is the link to the online PSC submission. I have also attached the hard copies of the documents.

<http://apps.sfgov.org/dhrdrupal/node/4768>

I realize that SEIU has 60 days to review modifications over \$100K, but would greatly appreciate accommodation to 30 days so that we could be scheduled ASAP with the Civil Service Commission. The PSC was previously approved in 2013 through June 30, 2015. The Department has secured the services via PSC because SFGH does not have the staffing, equipment and facility to handle the extra workload that these medical and laboratory examinations for entry-level, promotive and fitness/return to work purposes would involve.

I appreciate your favorable consideration of our modification and the request of a 30-day review. Thank you for your assistance.

Jesusa Bushong
Departmental Personnel Officer
San Francisco Fire Department
Human Resources Division
(415) 558-3615

Bushong, Jesusa (FIR)

From: Dennis McLaughlin <Dennis.McLaughlin@seiu1021.org>
To: Bushong, Jesusa (FIR)
Sent: Friday, May 29, 2015 12:10 PM
Subject: Read: PSC Modification Request

Your message

To:
Subject: PSC Modification Request
Sent: Friday, May 29, 2015 7:10:13 PM (UTC) Monrovia, Reykjavik

was read on Friday, May 29, 2015 7:10:09 PM (UTC) Monrovia, Reykjavik.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT Dept. Code: PRT

Type of Request: Initial Modification of an existing PSC (PSC # 4046 12/13)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Youth Employment Program

Funding Source: Port Harbor Fund
PSC Original Approved Amount: \$1,060,000 PSC Original Approved Duration: 09/01/12 - 08/31/16 (4 years)
PSC Mod#1 Amount: \$285,000 PSC Mod#1 Duration: 09/01/16-08/31/19 (3 years)
PSC Mod#2 Amount: _____ PSC Mod#2 Duration: _____
PSC Cumulative Amount Proposed: \$1,345,000 PSC Cumulative Duration Proposed: 7 years

1. **Description of Work**

A. Scope of Work:

Organize, implement, and administer a program to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience to help maintain the Port's property including weed abatement, hand watering and manual fertilization of Port plants, graffiti removal, and litter removal.

The grantee will hire, provide work readiness training and supervision for up to ten youth employees, during the summer and school breaks. During the school year, the grantee will also provide work readiness training and supervision for up to ten youth employees but for fewer hours per week than during the summer and school breaks. The grantee will need to provide two first-line supervisors. In order to adequately perform program overview, the grantee will also need to employ at least one (1) Program Coordinator.

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

Beginning in FY 2004-05, the Mayor and Board of Supervisors added funds to the Port's budget to fund a youth employment program. The Port does not have the expertise to develop and manage a youth employment program. Since FY 2004-05, the Port has contracted through a grant agreement with the San Francisco Conservation Corps to provide a youth employment program for the Port that is the same scope of work as that currently proposed.

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.

Port currently has a grant agreement with San Francisco Conservation Corps to provide this service.

D. Will the contract(s) be renewed? No. The Port will issue another RFP after the four years.

2. **Union Notification:** On 05/28/15, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous; Laborers, Local 261;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4046 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/21/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Environmental Maintenance Services; Training, including Work-Readiness Training; Project Management and Administration, including Public Outreach; Basic Supervision; Record-Keeping and Reporting.

B. Which, if any, civil service class(es) normally perform(s) this work?
3417,7501,7514,9910,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
The contractor will not provide facilities however, they will provide their own tools, equipment, and vehicles.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

This work is to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience; Civil Service classifications in and of themselves do not accomplish this primary goal.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. (See 4.A. response above.)

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 05/28/15 BY:

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfpport.com

Address: Pier 1, The Embarcadero San Francisco, CA 94111

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of lavena.holmes@sfort.com
Sent: Thursday, May 28, 2015 10:08 AM
To: Holmes, Lavena (PRT); Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC);
pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; pscreview@seiu1021.org;
joe.brenner@seiu1021.org; ted.zarzecki@seiu1021.net; ablood@cirseiu.org;
xiumin.li@seiu1021.org; Poon, SinYee (HSA) (DSS); david.canham@seiu1021.org;
joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; LiUNA.local261@gmail.com;
Braganza, Lorceli (PRT); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4046 12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PORT -- PRT has submitted a modification request for a Personal Services Contract (PSC) for \$285,000 for services for the period September 1, 2016 – August 31, 2019. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/4964>

Email sent to the following addresses: LiUNA.local261@gmail.com Larry.Bradshaw@seiu1021.org
joe.tanner@seiu1021.net david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org
ablood@cirseiu.org ted.zarzecki@seiu1021.net joe.brenner@seiu1021.org pscreview@seiu1021.org
Carey.dall@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org

Additional Attachment(s)

PSC 4046-12/13 Mod

Youth Employment Program

Duration

Port staffs are respectfully requesting a three year extension and a \$265,000 amount increase of PSC #4046-12/13. The original PSC request issued in FY 12/13 was approved for 4 years and \$1,060,000. In June 2013, after approval of PSC #4046 12/13, the Port Commission directed Port staff to issue a one year contract for \$285,000 and to re-issue a four year RFP for \$1,060,000 after the conclusion of 2013 contract. Port staff originally advertised the RFP on September 24, 2014, however, the two proposals received were deemed non-responsive for failure to meet the RFP's minimum qualifications. The RFP was subsequently re-issued in November 2014 and a notice of intent to award was granted in late December. After two hearings at the Port Commission the contract was approved for award on April 24, 2015. Port staff are requesting modification of PSC 4046 12/13, given the numerous delays and changes in schedule to the contract term and award amount. The selected contractors will provide economically disadvantaged and at-risk San Francisco youth ages 16 through 24 with paid work experience to help maintain the Port's property. The Port has administered this contract for the past 9 years.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4065-10/11)

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

Type of Service: Intermittent, as-needed professional radiologist technologists Registry

Funding Source: CHN/SFGH funds

PSC Original Approved Amount: \$11,272,800 PSC Original Approved Duration: 01/01/11 - 06/30/16 (5 years 25 w
PSC Mod#1 Amount: \$2,525,107 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: \$4,370,000 PSC Mod#2 Duration: no duration added
PSC Cumulative Amount Proposed: \$18,167,907 PSC Cumulative Duration Proposed: 5 years 25 weeks

1. Description of Work

A. Scope of Work:

Contractor will provide intermittent, as needed temporary, on-call professional radiology technologists with on-call availability, 7 days per week. Registry personnel will be available on 24-hour notice to back-up civil service employees during scheduled and unscheduled staff absences.

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

These registry services are necessary to provide adequate levels of staffing at San Francisco General Hospital Medical Center during periods of unanticipated staff absences and staff shortages. Denial of these registry services will result in delays to patient treatment, possibly endangering the health and safety of patients, the hospitals' accreditation status, and ability to generate revenues.

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

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

2. Union Notification: On 06/26/15, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4065-10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/21/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

As applicable to the type of registry services required, contracts must have personnel with valid, current American Register of Radiologic Technologist, California Radiologic Technologist and Mammography certifications.

B. Which, if any, civil service class(es) normally perform(s) this work?
2467,2468,2469,2470,

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 exist, however, these services are for intermittent, temporary, on-call and as-needed services to provide back-up coverage during scheduled and unscheduled Civil Service staff absences.

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

No, because the City currently has Civil Service classifications used to provide these services on a regular basis.
(Continued on attachment).

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? The Registry Network and Medical Contracting Services | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 06/26/15 BY:

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

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

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, June 26, 2015 1:32 PM
To: Hale, Jacquie (DPH); Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; Poon, SinYee (HSA) (DSS); david.canham@seiu1021.org; joe.tanner@seiu1021.net; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; brenda_mendieta@sfdph.org; DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4065-10/11 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$4,370,000 for services for the period June 26, 2015

– June 30, 2016. 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/4242>

Email sent to the following addresses: L21PSCReview@ifpte21.org Larry.Bradshaw@seiu1021.org tiya.thlang@seiu1021.org joe.tanner@seiu1021.net david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org ablood@cirseiu.org davidmkersten@gmail.com leah.berlanga@seiu1021.org joe.brenner@seiu1021.org pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org Carey.dall@seiu1021.org pcamarillo_seiu@sbcglobal.net Sandeep.lal@seiu1021.me Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org

Additional Attachment(s)

Attachment 2 to 4065-10/11

Explanation of 5 plus years

These services are core medical or health care services for which we expect a continued need.

Attachment to 4065-10/11

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

These registry services are needed to meet intermittent staffing needs during periods of unusually high patient activity or low staffing of Civil Service employees due to unanticipated sick leaves and/or temporarily unfilled position vacancies.