




Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: September 18, 2015

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director 

From: Karen Henderson, MYR  
Jacquie Hale, DPH  
Cynthia Avakian, AIR  
Cynthia Hamada, MTA

Subject: **Personal Services Contracts Approval Request**

This report contains five (5) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on 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
\$1,230,700,000	\$47,168,115	\$1,507,063,956

Karen Henderson  
Mayor's Office of Housing &  
Community Development  
1 South Van Ness Ave., 5<sup>th</sup> Flr.  
San Francisco, CA 94103  
415-701-5557

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

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

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

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

[Home >](#)

## POSTING FOR

October 05, 2015

### PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

2015-10-05

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
40634 - 15/16	MAYOR	\$1,500,000.00	The Mayor's Office of Housing and Community Development (MOHCD) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will; provide advisory services to competitive sales, negotiated sales, private placements, and management of housing assets and/or bond types (tax bond, revenue bonds, etc.), provide financial advisory services to structuring the City's affordable housing programs; and provide advisory services for structuring of particularly complex development proposals.	June 1, 2015	May 25, 2020
42505 - 15/16	PUBLIC HEALTH	\$1,000,000.00	Contractor(s) will provide clinical (operating room and e-referral), business (managed care), and operational (health, safety, security) support for software system implementation and related consulting or training needed to implement the Affordable Care Act and make the new San Francisco General Hospital building operational. Contractor(s) may provide as-needed technical support and systems training and support for DPH Information Technology staff, or ongoing support to facilitate utilization of these systems. The amount of the PSC is the Department's best estimate of the value of the professional services portion, excluding license and maintenance fees. This was formerly a subset of the previous PSC listed below.	November 1, 2015	June 30, 2020

**TOTAL AMOUNT \$2,500,000**



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Home &gt;

**Posting For October 05, 2015**

## Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2015-10-05

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
40119 - 14/15 - MODIFICATIONS	October 5, 2015	AIRPORT COMMISSION -- AIR	\$1,220,000,000	\$1,300,000,000	Design-Build services teams with specialty design experience at airports to provide design and construction of the Terminal 1 Redevelopment Program (T1 Program) for the: Terminal 1 Center Renovation Project, New Boarding Area B Reconstruction, and Terminal 1 Baggage Handling System Projects. Work will include a full range of planning, programming, architectural design, engineering, and construction management services necessary to develop and construct the functional and conceptual aspects for the following elements: 1) new interior spaces; 2) construction of a program-wide common use Baggage Handling System; 3) relocation and/or installation of new Passenger Loading Bridges; 4) site work to include pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, and Ground Services Equipment (GSE) charging stations; 5) installation of a new hydrant fueling facility, fueling pits, and ancillary systems and equipment; 6) modifications and/or relocations of utility, technology, and other systems; 7) passenger amenities; and 8) construction of temporary barricades, walls, and pedestrian corridors.	04/30/2020	12/31/2021	REGULAR
36476 - 15/16 - MODIFICATIONS	October 5, 2015	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$200,000	\$300,000	The contractor will develop a Zero Waste communications campaign for the San Francisco Municipal Transportation Agency (SFMTA) that will increase awareness of the Mandatory Recycling and Composting Ordinance (see attached) that affects all the SFMTA facilities, offices, divisions, yards, and properties. The contractor will assist the SFMTA Zero Waste Coordinator in providing a results-orientated program in order to increase participation compliance in the Zero Waste program to SFMTA employees located throughout the city in agency with work shifts spanning	09/01/2015	08/31/2018	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					twenty-four (24) hours each day. The contractor will demonstrate and aid in sorting of all material into three categories: recycle; compost; and landfill.			
4149-09/10 - MODIFICATIONS	October 5, 2015	PUBLIC HEALTH -- DPH	\$8,000,000	\$9,250,000	Assistance to and training of Department Information Technology staff in the installation and building of an ambulatory Electronic Medical Record (EMR) system for San Francisco General Hospital and DPH community-based primary care and specialty clinics. Technical support to the Department's IT staff upon live activation of the new system. Please note that the amount shown above is a current best estimate of the value of only the professional services required, not software.	07/01/2015	06/30/2019	REGULAR

**TOTAL AMOUNT \$1,228,200,000**

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

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

Department: MAYOR -- MYRDept. Code: MYRType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Financial Advising ServicesFunding Source: General Fund, Grants, BondsPSC Amount: \$1,500,000PSC Est. Start Date: 06/01/2015PSC Est. End Date: 05/25/2020**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Mayor's Office of Housing and Community Development (MOHCD) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will; provide advisory services to competitive sales, negotiated sales, private placements, and management of housing assets and/or bond types (tax bond, revenue bonds, etc.), provide financial advisory services to structuring the City's affordable housing programs; and provide advisory services for structuring of particularly complex development proposals.

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

These services are necessary in order to structure complex financial transactions and prepare the City to issue debt to finance acquisition, construction and/or rehabilitation of housing sites. Without proper guidance from an experienced consultant, the City would not be able to complete this task.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**

Approved PSC - 4087/10/11

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

Not yet determined

**E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.**

not applicable

**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

**B. Explain the qualifying circumstances:**

These services are very specialized and transactional as such it will not be practical to build internal capacity. The tasks are intermittent and subject to funding fluctuations, because of the intermittent nature of the tasks and the likelihood that there will be time periods when services from financial advisor are not needed.



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

- A. Specify required skills and/or expertise: A qualified consultant must have, complex housing financing and/or management experience including the ability to evaluate the economic feasibility of proposed debt issuances, refunding, or restructuring; experience with housing assistance programs including the ability to assist the City in utilizing available City programs; development of new programs and to provide analytical services to particular financings; and the ability to structure complex multiple funding transactions.
- 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 so, explain: No

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

The department reached out to the Controller's Office to see if they could provide services, however, the Controller's Office also uses professional services firms for their financial advising needs.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
The tasks are intermittent and subject to funding fluctuations. Additionally, some of the financial advisors would be a project expense and as such would be paid through the budgets of individual projects.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because of the intermittent nature of the task and the likelihood that there will be time periods when services from financial advisor are not needed.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No, the tasks are transactional and does not need further work after services are provided.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 07/07/2015, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Karen Henderson Phone: 701-5557 Email: karen.henderson@sfgov.org

Address: 1 South Van Ness Avenue, 5th Floor San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40634 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/05/2015

# Receipt of Union Notification(s)

## Henderson, Karen (MYR)

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**From:** dhr-psccordinator@sfgov.org on behalf of karen.henderson@sfgov.org  
**Sent:** Tuesday, July 07, 2015 12:47 PM  
**To:** Henderson, Karen (MYR); jb@local16.org; Lopez, Ricardo (PDR); Basconillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; Carey.dall@seiu1021.org; richardisen@gmail.com; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, SinYee (HSA) (DSS); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Henderson, Karen (MYR); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40634 - 15/16

RECEIPT for Union Notification for PSC 40634 - 15/16 more than \$100k

The MAYOR -- MYR has submitted a request for a Personal Services Contract (PSC) 40634 - 15/16 for \$1,500,000 for Initial Request services for the period 06/01/2015 - 06/01/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/5555> 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)**



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

RECEIVED

MAR 11 2011

Mayor's Office of Housing  
City & County of San Francisco

4087-10/11  
Original

March 9, 2011

NOTICE OF CIVIL SERVICE COMMISSION MEETING

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

The above matter will be considered by the Civil Service Commission at a meeting to be held on March 21, 2011 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the ratification agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

*All nonprivileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.*

CIVIL SERVICE COMMISSION

*Anita Sanchez*  
ANITA SANCHEZ  
Executive Officer

Attachment

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

POSTING FOR  
3/21/2011

PROPOSED PERSONAL SERVICES CONTRACTS  
Regular, Continuing, Annual

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4086-10/11	28	Art Commission	Regular	\$300,000	Fine Art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing of fine art, de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installations of monumental work at S.F. International Airport and de-installation and transport of 13 ton Zhang Huan Sculpture from Civic Center Plaza for return to China.	1/6/2011 - 1/1/2013
4087-10/11	25	Mayor	Regular	\$300,000	The Mayor's Office of Housing (MOH) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will provide advisory services for competitive bids, negotiated sales and private placements of various bond types; provide financial advisory services for structuring the City's affordable housing program; and, provide advisory services for structuring of particularly complex development proposals.	4/1/2011 - 3/31/2014
4088-10/11	25	Mayor	Regular	\$300,000	Vendor will provide comprehensive laboratory testing and analysis of potential in-home lead hazards from dust swipes, paint chips, and soil samples. Analysis and results of samplings will be reported to MOH. Laboratories must be recognized by the U.S. Environmental Protection Agency as participating in the National Lead Laboratory Accreditation Program (NLLAP).	12/1/2011 - 11/30/2015
4089-10/11	35	Municipal Transportation Agency	Regular	\$100,000	The consultant will assist the agency during upcoming labor negotiations and will communicate with the media on the agency's behalf. Participate in the negotiations as an observer and inform the media and other regulatory entities on the progress of labor negotiations.	2/1/2011 - 7/31/2011
4090-10/11	35	Municipal Transportation Agency	Regular	\$250,000	The real estate advisors or consultants will provide commercial real estate services and any other related services to produce a financially sound and cost-effective real estate analysis, study, plan, and other work product as requested by the SFMTA. The real estate advisor or consultant will provide qualified personnel for services which may include, but are not limited to, the following: 1) Commercial Retail Space Leasing Market Analysis; 2) Portfolio Analysis, Planning, and Strategy Recommendations; and 3) Other Requested Advisory Services.	7/1/2011 - 6/30/2013
4091-10/11	38	Police	Regular	\$750,000	Contractor will provide outpatient mental health services to Police Department members and their families. These services will entail 8 visits per family member per fiscal year and be available throughout the United States. The professional panel provided by the Contractor will include individuals that have been recruited, selected and trained by the Behavioral Science Unit of the San Francisco Police Department.	7/1/2011 - 6/30/2015
4092-10/11	40	Public Utilities Commission	Regular	\$1,500,000	Licensing fees, software upgrade and technical support services for Distributed Control System (DCS) system for Wastewater Enterprise (WWE).	7/1/2011 - 6/30/2016

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

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Intermittent, As-needed Integrated Program Systems SupportFunding Source: General FundPSC Duration: 4 years 34 weeksPSC Amount: \$1,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor(s) will provide clinical (operating room and e-referral), business (managed care), and operational (health, safety, security) support for software system implementation and related consulting or training needed to implement the Affordable Care Act and make the new San Francisco General Hospital building operational. Contractor(s) may provide as-needed technical support and systems training and support for DPH Information Technology staff, or ongoing support to facilitate utilization of these systems. The amount of the PSC is the Department's best estimate of the value of the professional services portion, excluding license and maintenance fees. This was formerly a subset of the previous PSC listed below.

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

Services are needed in order to implement the Affordable Care Act and to make the new hospital building operational. Both needs are highly dependent on technological solutions, which in turn require proprietary software in order to implement extremely complex and integrated programmatic systems and applications, which will require intermittent and as-needed support. Denial will result in adverse patient care, reduced ability to fulfill public health missions, and negative financial/revenue impacts related to managed-care operations, as a result of the Affordable Care Act.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**

4062-04/05

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

Yes, if there is a need or if funding is available.

**E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.**

not applicable

**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):** Short-term or capital projects requiring diverse skills, expertise and/or knowledge. Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).



Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

Services required on a short-term and/or as-needed and intermittent basis to implement proprietary software. The need for these services will be dependent on the evolving needs of the Department for specific software related to implementation of the Affordable Care Act, as well as the temporary needs to open the new hospital building. The City does not have adequate staff with the necessary expertise to provide such services within the time and scope parameters involved.

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

A. Specify required skills and/or expertise: Knowledge of relevant clinical, business, and operations software applications. Proven project management and software implementation, integration, and training experience in a similar environment.

B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1064, IS Prg Analyst-Principal; 1070, IS Project Director; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 5502, Project Manager 1; 5506, Project Manager 3;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, off-site application and data hosting/warehousing services will be provided for internet based (remote) applications. In addition, contractor(s) will also provide access to software licenses for specific applications.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

Civil Service classes are not applicable because the software used are proprietary products with services which contain technical components beyond the reasonable scope of expertise of in-house staff to develop within practical time and quality parameters.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. These are proprietary systems. The City does not have access to the underlying code in order to develop the application.

**6. Additional Information**

A.. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Contractor may train Civil Service employees in the use of proprietary software applications or organizational "best practices." Approximately 40-50 hours of training will be provided to employees in the information service; administrative and program support classes.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 08/10/2015, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21,

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

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

Address: 101 Grove St., Room 307 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42505 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/05/2015

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

**From:** [dhr-psscordinator@sfgov.org](mailto:dhr-psscordinator@sfgov.org) on behalf of [jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)  
**To:** [Hale, Jacquie \(DPH\); L21PSCReview@ifpte21.org; Kyaun, Florence \(DPH\); Isen, Richard \(TIS\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Hale, Jacquie (DPH); L21PSCReview@ifpte21.org; Kyaun, Florence (DPH); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42505 - 15/16  
**Date:** Monday, August 10, 2015 5:48:58 PM

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RECEIPT for Union Notification for PSC 42505 - 15/16 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 42505 - 15/16 for \$1,000,000 for Initial Request services for the period 11/01/2015 – 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/5719> 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)**



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

March 1, 2005

GAVIN NEWSOM  
MAYOR

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4061-04/05  
THROUGH 4068-04/05.

LINDA RICHARDSON  
PRESIDENT

At its meeting of February 25, 2005 the Civil Service Commission had for its consideration the above matter.

THOMAS T. NG  
VICE PRESIDENT

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

ALICIA D. BECERRIL  
COMMISSIONER

If this matter is subject to the 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.

DONALD A. CASPER  
COMMISSIONER

MORGAN R. GORRANO  
COMMISSIONER

CIVIL SERVICE COMMISSION

KATE FAVETTI  
Executive Officer

KATE FAVETTI  
EXECUTIVE OFFICER

### Attachment

- c: Gordon Choy, Department of Public Works
- Philip Ginsburg, Human Resources Director
- Ed Harrington, Controller
- Elizabeth Jacobi, Department of Human Resources
- Galen Leung, Department of Public Health
- Naomi Little, Office of Contract Administration
- Lee Okumoto, Public Utilities Commission
- Tina Tang, Department of Human Resources
- Ted Yamasaki, Department of Human Resources
- Commission File
- Chron

POSTING FOR  
February 4, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

POSTING	DEPARTMENT	AMOUNT	DESCRIPTION/DUTIES	TYPE OF EMPLOYMENT	EXPIRATION
4061-04/05	Public Health	\$6,000,000	Will provide health insurance to children ineligible for other publicly funded health insurance programs and enroll them in the San Francisco Healthy Kids Program.	Regular	6/30/2006
4062-04/05	Public Health	\$2,000,000	Will provide clinical, business, operational and managed care, support for programs, software applications, system implementations, and related consulting/training. Will also provide as-needed support services for Web-based applications for DPH.	Regular	6/30/2009
4063-04/05	Public Works	\$565,000	Will provide additional engineering services to the seismic upgrade buildings; changes to construction documents; reviews with Office of Statewide Health Planning & Development (OSHPPD); and construction administration.	Regular	2/28/2011
4064-04/05	Human Resources	\$7,000,000	Will provide workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	Regular	1/31/2008



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



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

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request:  Initial  Modification of an existing PSC (PSC # 40119 - 14/15)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Design-Build Services for Terminal 1 Redevelopment ProgramFunding Source: Airport Capital FundsPSC Original Approved Amount: \$80,000,000PSC Original Approved Duration: 12/01/14 - 04/30/20 (5 years 21 weeks)PSC Mod#1 Amount: \$1,220,000,000PSC Mod#1 Duration: 04/30/20-12/31/21 (1 year 35 weeks)PSC Cumulative Amount Proposed: \$1,300,000,000PSC Cumulative Duration Proposed: 7 years 4 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Design-Build services teams with specialty design experience at airports to provide design and construction of the Terminal 1 Redevelopment Program (T1 Program) for the: Terminal 1 Center Renovation Project, New Boarding Area B Reconstruction, and Terminal 1 Baggage Handling System Projects. Work will include a full range of planning, programming, architectural design, engineering, and construction management services necessary to develop and construct the functional and conceptual aspects for the following elements: 1) new interior spaces; 2) construction of a program-wide common use Baggage Handling System; 3) relocation and/or installation of new Passenger Loading Bridges; 4) site work to include pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, and Ground Services Equipment (GSE) charging stations; 5) installation of a new hydrant fueling facility, fueling pits, and ancillary systems and equipment; 6) modifications and/or relocations of utility, technology, and other systems; 7) passenger amenities; and 8) construction of temporary barricades, walls, and pedestrian corridors.

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

The Airport must redevelop existing Terminal 1 and replace Boarding Area B due to significant infrastructure and gate capacity deficiencies. The construction of the Terminal 1 Center Project, New Boarding Area B Reconstruction, and the T1 Baggage Handling System will begin after the completion of the enabling projects. If the Design-Build services for these projects are denied, the T1 Program cannot proceed and existing facilities may need to close due to unsafe facilities and airlines may cease operations at SFO.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.  
40119-14/15

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The Design Build Services have to be coordinated with the Project Management Support Services (PMSS) for Boarding Area B & Terminal 1 which has a time frame of six years from 6/1/14 to 12/31/20. The related PSC # 47898 13-14 Project Management Support Services Terminal 1 Redevelopment Program is attached to this PSC request.

**2. Reason(s) for the Request**

A. Display all that apply

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

This is a capital project that will redevelop Terminal 1 and replace Boarding Area B. Once the construction has been completed there will no longer be a need for design build service for this project.

B. Reason for the request for modification:

Need to add money since the original request did not include the full cost of the T1 program.

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

A. Specify required skills and/or expertise: Project architectural, engineering, planning, programming, and construction administration skills with direct and current experience related to airport terminals and associated facilities; demolition and hazardous material abatement; utility infrastructure upgrades; security and special systems; redevelopment of interior spaces; airfield and landside site work; relocation and/or installation of new passenger loading bridges, baggage handling systems and passenger amenities; and project control skills.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5209, Industrial Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5214, Building Plans Engineer; 5215, Fire Protection Engineer; 5216, Chief Surveyor; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;

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

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

The existing architectural and engineering classifications do not have the required expertise and specialized skills for the proposed design-build services. The Airport will use experienced project and construction management staff integrated with the consultant staff to provide the required services. Depending on the projects, current Airport staff will perform the following duties: project management, construction management, construction inspection and surveying, and IT/engineering/architectural design and oversight.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Classifications exist but not with the specialized knowledge of airport requirements. Major construction and terminal projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

**6. Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
There is no training provided for in this personal services contract

C. Are there legal mandates requiring the use of contractual services?  
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 08/28/15, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Prof & Tech Eng, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40119 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/05/2015

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

## Cynthia Avakian (AIR)

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flyso.com  
**Sent:** Friday, August 28, 2015 9:12 AM  
**To:** Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** Receipt of Modification Request to PSC # 40119 - 14/15 - 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 \$1,220,000,000 for services for the period April 30, 2020 – December 31, 2021. 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/5780>

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

# **Additional Attachment(s)**

AIRPORT COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO  
RESOLUTION NO. 14-0112

**AUTHORIZATION TO ISSUE A REQUEST FOR QUALIFICATIONS/PROPOSAL (RFQ/RFP) FOR TWO CONTRACTS: CONTRACT NO. 10010.66, DESIGN-BUILD SERVICES FOR THE NEW BOARDING AREA B RECONSTRUCTION AND CONTRACT NO. 10011.66 DESIGN-BUILD SERVICES FOR TERMINAL 1 CENTER RENOVATION**

- WHEREAS, by Resolution 14-0026 dated February 18, 2014, this Commission authorized the implementation of the Terminal 1/Boarding Area B Redevelopment Program (T1 Program); and
- WHEREAS, two of the major projects of T1 Program are the New Boarding Area B (BAB) Reconstruction and the Terminal 1 Center Renovation (T1 Center) with a combined rough order of magnitude of \$1 billion; and
- WHEREAS, the Airport seeks to hire two different design-build contractors – one for the BAB and one for the T1 Center – both with proven ability and expertise to work well in a highly collaborative environment and with key personnel experienced in the design-build of major terminal renovation/reconstruction programs; and
- WHEREAS, Staff proposes to select the design-build teams through a three step RFQ/RFP procurement process utilizing two selection panels; and
- WHEREAS, Staff's proposed selection process requires approval of the Board of Supervisors as it varies from the design-builder selection process permitted under Administrative Code Section 6.61; now, therefore be it
- RESOLVED, that the Commission authorizes the Director to issue a Request for Qualifications/Proposal for two contracts: Contract No. 10010.66, Design-Build Services for New Boarding Area B Reconstruction and Contract No. 10011.66, Design-Build Services for Terminal 1 Center Renovation; and be it further
- RESOLVED, that the Commission authorizes the Director to negotiate with the highest ranked proposers in successive order until negotiations are successful with two of the qualified proposers; and be it further
- RESOLVED, that the Commission directs the Commission Secretary to submit a proposed ordinance to the Board of Supervisors modifying certain design-build selection and contracting requirements for the Terminal 1 Center Renovation and New Boarding Area B Reconstruction Projects.

*I hereby certify that the foregoing resolution was adopted by the Airport Commission  
at its meeting of* JUN 03 2014

PSC 40119-14/15 MOD

Design-Build Services for Terminal 1 Redevelopment Program

PSC 47898-13/14 cited in question 1E.



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Project Management Support Services for Boarding Area B & Terminal 1 Redevelopment

Funding Source: Airport Capital Funds PSC Duration: 6 years 30 weeks

PSC Amount: \$48,000,000 PSC Est. Start Date: 06/01/2014 PSC Est. End Date: 12/31/2020

1. Description of Work

A. Scope of Work:

Project Management Support Services (PMSS) teams with design, design-build, construction manager/general contractor (CM/GC), and design-bid-build experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program Boarding Area B and Terminal 1 Redevelopment Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following elements: 1) new interior spaces; 2) construction of a program-wide common use baggage handling system; 3) relocation and/or installation of new passenger loading areas and new foundations and fixed walkways; 4) site work for pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, ground service equipment charging stations; 5) installation of utilities and ancillary systems and equipment; 6) modifications and/or relocations of utility, technology, and mechanical/electrical/plumbing systems; and 7) passenger amenities.

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

The Airport must replace existing Terminal 1 and Boarding Area B due to significant infrastructure and gate capacity deficiencies. After the completion of the enabling projects, the Boarding Area B Redevelopment and Terminal 1 Central Area will begin the construction of the new facilities. If the PMSS for these projects are denied, the T1 Program cannot proceed and existing facilities may need to close due to unsafe facilities and airlines may cease operations at SFO.

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

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

2. Union Notification: On 03/24/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47898 - 13/14

DHR Analysis/Recommendation:

05/19/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 05/19/2014

05/19/2014

July 2013

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

- A. Specify required skills and/or expertise:  
Project design and construction management skills with direct and current experience related to: airport terminals and associated facilities; demolition and hazardous material abatement; utility infrastructure upgrades; security and special systems; redevelopment of interior spaces; and airfield and landside site work. Project schedule development and analysis, project controls, regulatory compliance, analysis of claims and delays to support this project through programming, design, and construction.
- B. Which, if any, civil service class(es) normally perform(s) this work?  
1044,1070,5201,5211,5216,5310,5312,5502,5508,6318,6319,5203,5207,5209,5504,5506,
- 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 staff does not have the required expertise and specialized skills related to the proposed services. The Airport will use experienced project and construction management staff integrated with the consultant staff to provide the required services. Depending on the projects, current Airport staff will perform the following duties: project management, construction management, construction inspection and surveying, and information technology/engineering/architectural design and oversight.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
Classifications exist but not with the specialized knowledge of airport requirements. Major construction and terminal projects do not occur frequently enough to justify permanent staffing, with the exception of project management 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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 04/21/2014 BY:

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

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

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

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request:  Initial  Modification of an existing PSC (PSC # 36476 - 15/16)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Zero Waste Awareness ServicesFunding Source: Operating FundPSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 09/01/15 - 08/31/16 (1 year)PSC Mod#1 Amount: \$200,000 PSC Mod#1 Duration: 09/01/15-08/31/18 (2 years)PSC Cumulative Amount Proposed: \$300,000 PSC Cumulative Duration Proposed: 3 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will develop a Zero Waste communications campaign for the San Francisco Municipal Transportation Agency (SFMTA) that will increase awareness of the Mandatory Recycling and Composting Ordinance (see attached) that affects all the SFMTA facilities, offices, divisions, yards, and properties. The contractor will assist the SFMTA Zero Waste Coordinator in providing a results-orientated program in order to increase participation compliance in the Zero Waste program to SFMTA employees located throughout the city in agency with work shifts spanning twenty-four (24) hours each day. The contractor will demonstrate and aid in sorting of all material into three categories: recycle; compost; and landfill.

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

This service is necessary to pass audits conducted by the waste hauler, Recology, and attain the targeted Zero Waste goals outlined by the Mayor's office and governed by San Francisco Department of the Environment by year 2020. If this service is denied and additional resources are not provided to improve participation compliance, the SFMTA will fail audits to comply with the Mandatory Recycling and Composting Ordinance.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**

No.

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

No.

**E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:****2. Reason(s) for the Request**

A. Display all that apply

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

This project will require multiple specializations to perform various aspects in program development and will coordinate the implementation of the awareness campaign with the SFMTA Zero Waste Coordinator in order to enhance efforts. Must have demonstrated ability to socialize source separating of waste to a large population of individuals in 24 hour/7 days per week agency. This project is short-term and requires multiple specializations.

B. Reason for the request for modification:  
Additional cost and duration.

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

- A. Specify required skills and/or expertise: The contractor must possess knowledge and expertise implementing programs addressing the San Francisco Zero Waste compliance requirements and integrated environmental waste management. Must possess the knowledge and ability to create an employee awareness campaign. Must have demonstrated ability to socialize source separating of waste to a large population of individuals in 24-hour/7-day per week agency.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5638, Environmental Assistant; 7514, General Laborer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

### **4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

### **5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
Civil service classifications can perform some of these services. This project will require multiple specializations to perform various aspects in program development and will coordinate the implementation of the awareness campaign with the SFMTA Zero Waste Coordinator in order to enhance efforts.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Civil service classes already exist. This project is short-term and requires multiple specializations.

### **6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.

There is no training provided for in this personal services contract.

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

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

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

No.

7. **Union Notification:** On 09/03/15, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Laborers, Local 261; Professional & Tech Engrs, Local 21; Laborers, Local 261;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 36476 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/05/2015

# Receipt of Union Notification(s)

## Choi, Suzanne (HRD)

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**From:** Hamada, Cynthia <Cynthia.Hamada@sfmta.com>  
**Sent:** Thursday, September 03, 2015 2:55 PM  
**To:** DHR-PSCCoordinator, DHR (HRD); 'L21PSCReview@ifpte21.org'; 'Feel The Power'  
**Cc:** Henderson, Violet (MTA); Tsui, Benjamin; Patel, Ashish (MTA); Helms, Mike (MTA)  
**Subject:** FW: Receipt of Modification Request to PSC # 36476 - 15/16 - MODIFICATIONS  
**Attachments:** MOD PSC \$100K + \$200K Zero Waste Awareness Services.pdf; PSC \$100K Zero Waste Awareness Services.pdf

DHR-PSC Coordinator: For your review and processing.

Unions: For your information.

Cynthia Hamada  
Senior Personnel Analyst  
Employee and Labor Relations  
San Francisco Municipal Transportation Agency  
415.701.5381

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

From: [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) [mailto:[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)] On Behalf Of [cynthia.hamada@sfmta.com](mailto:cynthia.hamada@sfmta.com)  
Sent: Thursday, September 03, 2015 2:51 PM  
To: Hamada, Cynthia; [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [LiUNA.local261@gmail.com](mailto:LiUNA.local261@gmail.com); Hamada, Cynthia; DHR-PSCCoordinator, DHR; Isen, Richard  
Subject: Receipt of Modification Request to PSC # 36476 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$200,000 for services for the period September 1, 2015 -- August 31, 2018. 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/5820>

Email sent to the following addresses: [LiUNA.local261@gmail.com](mailto:LiUNA.local261@gmail.com) [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)

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

Department: PUBLIC HEALTHDept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 4149-09/10)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Implementation services for the Public Health Ambulatory Electronic Medical Record (EMR) Proje

Funding Source: General Funds

PSC Original Approved Amount: \$1,250,000

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

PSC Mod#1 Amount: \$8,000,000

PSC Mod#1 Duration: 07/01/15-06/30/19 (4 years 1 day)

PSC Cumulative Amount Proposed: \$9,250,000

PSC Cumulative Duration Proposed: 9 years 1 day

**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Assistance to and training of Department Information Technology staff in the installation and building of an ambulatory Electronic Medical Record (EMR) system for San Francisco General Hospital and DPH community-based primary care and specialty clinics. Technical support to the Department's IT staff upon live activation of the new system. Please note that the amount shown above is a current best estimate of the value of only the professional services required, not software.

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

The contract under this PSC provides the Department's current EMR/EHR system, which enables electronically integrated clinical patient care services and more ability to comply with regulatory requirements, providing a seamless method to gather and share patient care data. Originally developed for the Healthy San Francisco program, under the Affordable Care Act and the managed health care business environment, this system now serves as the Department's primary ambulatory EMR/EHR, and is needed to continue while the Department works to develop and transition to a new EMR/EHR, currently scheduled for 2019. Without these services, the Department would be subject to costly penalties and severely hampered patient care, likely resulting in many adverse treatment outcomes and potential legal actions against the City. (Please also see attachment.)

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**

Services have been provided in the past through earlier PSC request. See 4149-09/10

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

Only maintenance services (not subject to CSC approval)(see attachment)

**E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**

This PSC is for the Department's current Electronic Health Record (EHR)/Electronic Medical



Record (EMR) software, support and maintenance, eClinicalWorks, which is needed until a new EHR/EMR is developed and patient records and operations are successfully transitioned, currently anticipated to be in 2019.

## 2. Reason(s) for the Request

A. Display all that apply

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The contractor will provide licensed software available only from the contractor. In order to establish and maintain contractual warranties, implementation and support services must be obtained under contract from the provider of the application. The contractor also will provide the specialized knowledge relating to the propriety software required to install the system on an Application Services Provider (ASP) networked environment; complete system design and building activities; and will work closely with Departmental Information Technology staff to bring the system to full production station. Implementation of Electronic Health Records in DPH clinics and at SFGH enables the City to qualify for major incentive payments funded by ARRA HITECH funds, and to avoid effective financial penalties which would result from lack of implementation of such systems which constitute "meaningful use" by the Center for Medicare and Medicaid Services, a primary DPH funding source.

B. Reason for the request for modification:

For support services for the Ambulatory EMR, as it transitions to maintenance and support from the implementation phase.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor will provide the specialized knowledge relating to the propriety software required to install the system on an Application Services Provider (ASP) networked environment; complete system design and building activities; and will work closely with Departmental Information Technology staff to bring the system to full production station. In all phases of the project, the contractor will work collaboratively with Departmental staff to train them in the new technology and insure that sufficient knowledge transfer is achieved to (see attachment)

B. Which, if any, civil service class(es) normally perform(s) this work? 1022, IS Administrator 2; 1023, IS Administrator 3; 1024, IS Administrator-Supervisor; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1070, IS Project Director;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide the Department with licensed software available only from the contractor. In order to establish and maintain contractual warranties, implementation and support services must be obtained under contract from the provider of the application. In addition, the contractor will deploy their application to the Department in a network-based

Application Services provider (ASP) technical environment,(see attachment)

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

Civil Service classes are not applicable because this is a proprietary product and services containing technical components beyond the current scope of expertise of in-house staff to develop within practical time and quality parameters.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It is not practical to adopt a new Civil Service class because the services are as-needed and deal with a proprietary product that is already developed and available for commercial use. Civil Service staff will work with the contractor in order to obtain the necessary knowledge for the day-to-day maintenance of the application.

**6. Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.

(see attachment)

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

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

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

EClinical Works

7. Union Notification: On 07/27/15, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Professional & Tech Engrs, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

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

Address: 101 Grove St., Rm 307, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4149-09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/05/2015

# Receipt of Union Notification(s)

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [jacque.hale@sfdph.org](mailto:jacque.hale@sfdph.org)  
**To:** [Hale, Jacquie \(DPH\); L21PSCReview@ifpte21.org](mailto:Hale, Jacquie (DPH); L21PSCReview@ifpte21.org); [Lee, Arlene \(DPH\); DHR-PSCCoordinator, DHR \(HRD\); Isen, Richard \(TIS\)](mailto:Lee, Arlene (DPH); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS))  
**Subject:** Receipt of Modification Request to PSC # 4149-09/10 - MODIFICATIONS  
**Date:** Monday, July 27, 2015 3:25:27 PM

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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 \$8,000,000 for services for the period July 1, 2015

– June 30, 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/5649>

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

# **Additional Attachment(s)**

### **1. DESCRIPTION OF WORK**

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

...\* The ability to access a cohesive medical record in different locations will augment the core planning activities of the clinical treatment team, and enhance patient care services at the point of treatment.

\* The ability to check and order medications on-line (e.g., prescribing) is anticipated to reduce medication order and administration errors, and to provide a comprehensive listing of medications for both hospital and community based services.

\* Integration with key departmental registration, eligibility and billing systems will provide clinical data and reporting capabilities to support reimbursement activities and patient care planning and decision support.

\* Finally and importantly, implementation of electronic health records in the clinics and at SFGH is a "meaningful use" as defined by the Center for Medicare and Medicaid Services, thus qualifying DPH to receive \$6-7 million in incentive payments funded by ARRA HITECH funds, enabling much of the cost of implementation to be recovered.

The project has been approved by the Committee On Information Technology (COIT).

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

...will continue for the life of the application.

### **3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

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

...enable Departmental staff to assume full responsibility for all on-going operations upon successful implementation.

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

... and providing all elements relating to remote testing industry computing, network data circuit hardware and security functions.

### **6. ADDITIONAL INFORMATION (if "yes," attach explanation)**

#### **B. Will the contractor train City and County employee?**

... The contractor will provide a comprehensive set of trainings for both technical support staff and all clinical, fiscal and administrative staff users of the new system. Training will be conducted locally and will involve modules associated with Patient Registration and Scheduling; Charge Capture; Clinician use of the Electronic Medical Record; Central Billing Office integration; system data reporting and

customization tools; and all aspects of technical implementation for the server, network and desktop computing infrastructure. It is anticipated that over 300 operational support staff will train 15 primary care treatment sites, as well as approximately 50 physicians and nurse practitioners. Each training module will provide approximately 8 hours of training in each functional area. In addition, a "Super-User" approach will be utilized to identify those DPH staff who will function in an ad hoc training capacity once the system is certified to be in full production status.