

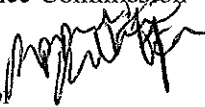


Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: November 20, 2015

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director 

From: Joan Lubamersky, ADM
Simone Jacques, ASR
Cynthia Hamada, MTA
Erica Finkle, TTX
Genie Wong, POL
Jacquie Hale, DPH
Cynthia Avakian, AIR
Bella La, CPC
Jolie Gines, TIS
John Tsutakawa, DSS

Subject: **Personal Services Contracts Approval Request**

This report contains twelve (12) 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
\$147,214,000	\$71,673,337	\$2,254,274,178

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

Simone Jacques
Assessor / Recorder
1 Dr. Carlton B Goodlett Pl., Rm. 190
San Francisco, CA 94102
415-554-5279

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

Erica Finkle
Treasurer / Tax Collector
1 Dr. Carlton B. Goodlett Place, Room 140
San Francisco, CA 94102
(415) 554-4513

Genie Wong
Police
1245-3rd Street, 6th Floor
San Francisco, CA 94158
(415)837-7208

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

Belle La
City Planning
1650 Mission St., Suite 400
San Francisco, CA 94103
(415)575-6833

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

John Tsutakawa
Human Services
1650 Mission St, Suite 300
San Francisco, CA 94103
415-557-6299

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POSTING FOR

December 07, 2015

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

2015-12-07

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
49414 - 15/16	GENERAL SERVICES AGENCY - CITY ADMIN	\$800,000.00	This is a request to contract for after-hours, weekend and holiday emergency veterinary services on an as-needed basis. Department will pay only for work actually performed. The department is initiating a Request for Proposal (RFP) process for a one-year contract with four possible one-year extensions.	January 1, 2016	December 29, 2020
40571 - 15/16	ASSESSOR / RECORDER	\$1,800,000.00	The City and County of San Francisco collects more than \$1.6 billion annually in business and real property tax revenue to fund critical public services, public schools and other San Francisco agencies. It takes three separate City Departments to assess and collect for business and property taxes. To conduct its core business, the Office of the Assessor-Recorder (ASR) uses a functionally obsolete IT system. The system tracks \$180 billion in assessed real and business personal property value and manages ownership and property data on more than 200,000 parcels. The Office of the Treasurer and Tax Collector (TTX) and the Office to the Controller (CON) use a separate mainframe IT system for tax billing, tax collection, revenue certification and auditing. Both legacy systems are at the end of their useful life, are not integrated with other systems, and are not adaptable to meet new business needs and changes in the California Revenue and Taxation Code. The City's 5-year Information Communication and Technology Plan for FY2016-2020 prioritizes the development and implementation of a new Property Assessment and Tax System(s). The City needs a clear understanding of its business, operational and functional requirements for a replacement system. In addition, the three departments need a roadmap for developing more efficient business processes and implementing a new system.	December 21, 2015	November 30, 2020
40135 - 15/16	MUNICIPAL TRANSPORTATION AGENCY	\$200,000.00	The contractor will perform an economic feasibility analysis for the San Francisco Municipal Transportation Agency (SFMTA) Sustainable Streets Division (SSD), Long-Term Bicycle Parking Program. This study will provide forecasting and comprehensive analysis of details such as supply and demand, personnel planning and operating expenses, pricing and break-even analysis, and a capital and operating funded cash flow schedule associated with secure bicycle parking facilities at high demand transit stations. Demand for long-term bike parking continues to increase, however, the SFMTA is unable to provide sufficient bike parking opportunities to meet that demand.	January 1, 2016	December 31, 2018
43147 - 15/16	MUNICIPAL TRANSPORTATION AGENCY	\$1,837,000.00	The consultant will implement a Digitization, Archiving, and Digital Documents Management System (DDMS) software for the San Francisco Municipal Transportation Agency (SFMTA). This project has four phases: Phase 1) The SFMTA, with contractor assistance, will determine naming conventions, filing protocol and security access levels for system use prior to installation; Phase 2) SFMTA will designate a unit to test DDMS functionality using criteria established in Phase 1; contractor will provide system access and operation training for designated SFMTA management and administrative staff within the test unit; Phase 3) Phases 1 and 2 will be expanded to a division within the SFMTA; Phase 4) Phases 1 and 2 will be expanded to the entire agency, resulting in a centralized electronic library of agency documents and information that can be accessed by existing agency staff as needed. In addition, the contractor will, in accordance with the agency's document retention program, convert, shred or store the document backlog to the DDMS. The SFMTA estimates there are currently more than eight (8) million documents to be added to the DDMS.	February 1, 2016	January 31, 2020
41074 - 15/16		\$1,500,000.00			

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
	TREASURER/TAX COLLECTOR		The proposed work includes hosting and supporting payment application IVR (Interactive Voice Response), Internet, and in person payment applications, as well as ensuring the security and privacy of all transaction-related data. The selected respondent(s) will also ensure 24 hours a day 7 days per week availability to the public through many City and County of San Francisco (CCSF) websites, physical locations, and IVR that will allow payments for property taxes, fees, licenses, reservations, and other goods or services using credit/debit cards or by E-Check. Complex programs and applications that address each department's specific needs will be developed as part of this project.	January 1, 2016	December 31, 2020
41559 - 15/16	POLICE	\$170,000.00	The San Francisco Police Department (SFPD) Crime Laboratory's Forensic Biology Unit analyzes deoxyribonucleic acid (DNA) data generated from hundreds of crimes committed in the City and County of San Francisco per year. When the results of these analyses yield single, clear DNA profiles, interpretation is simple and straightforward. However, given the nature of the evidence the SFPD crime laboratory processes, the results of the DNA analyses frequently indicate that the DNA present is a mixture of more than one individual. To aid in the interpretation of mixed DNA profiles, the SFPD needs to purchase an expert system for complex DNA mixture analyses. The SFPD is seeking a qualified contractor to provide a software package, which includes installation and training, that allows for and standardizes the analyses of complex mixed profiles across analysts within the Forensic Biology Unit and to provide statistical support for the resulting interpretations. Training will include background information on mathematics/statistics on which software relies, equations used for analyses, operation of software, and interpretation of software results. The SFPD anticipates the grant funded contractual package will be fully implemented by December 30, 2017 and will likely purchase minimal additional software maintenance and industry upgrades using funding sources that will be determined in the next budget cycle.	January 1, 2016	December 31, 2019
46372 - 15/16	PUBLIC HEALTH	\$4,607,000.00	This contract provides a web-based application for Laguna Honda Hospital (LHH), which enables several database-related tools used by both the Department of Public Health (DPH) and Department of Aging and Adult Services (DAAS). For LHH, this enables a streamlined discharge planning and access to community-based services through a housing placement system, a Social Worker progress notes tool, Administrator-On-Duty reports, a Direct Access to Housing client database, a SF Homeless Outreach Team placement tool, and a tool called Community Options and Resource Engagement (CORE) to enable the Department on Adult and Aging Services to pull data from LHH, DPH and Community Living Fund data sets to create an integrated client management data system, as well as local data collection for DAAS to meet State and federal reporting requirements, a single point-of-entry intake system used by Hospital Discharge Planners, LHH Social Workers, Adult Protective Services Social Workers, Office of Aging Meal Providers, Home Health Providers and other community providers, a DAAS Wait List Tool, a Transitional Care Program intake tool, and DAAS Quality Management tools.	November 1, 2015	December 31, 2019
TOTAL AMOUNT \$10,914,000					



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

Home >

Posting For December 07, 2015

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2015-12-07

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
46926 - 14/15 - MODIFICATIONS	December 7, 2015	AIRPORT COMMISSION -- AIR	\$120,000,000	\$126,000,000	Project Management Support Services (PMSS) and Design-Build (D/B) services are requested for the Airport's Security Infrastructure Program (ASIP) at San Francisco International Airport (SFO). PMSS includes program planning, controls, reporting, scheduling, budgeting, document control and coordination and design management. D/B services include specialty engineering design, architecture, and construction services. The ASIP program will be implemented over five (5) years and includes replacement of access control system, addition of perimeter intrusion detection system, increase security camera coverage and upgrades to telecommunication fiber duct. This modification adds design-build services for design and construction of the (ASIP), including the access control systems, perimeter security systems, existing camera (CCTV) system upgrades, and airport-wide power/data infrastructure upgrades. The anticipated contract value for design-build services is \$120,000,000, of which, \$5,840,000 will be for design work and \$114,160,000 will be for construction.	01/04/2016	03/31/2021	REGULAR
4024 12/13 - MODIFICATIONS	December 7, 2015	CITY PLANNING -- CPC	\$700,000	\$2,500,000	The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management and successful completion of environmental analysis, including an environmental impact report (EIR) and transportation impact study (TIS) and possibly other technical documentation for the Central Corridor Plan. This EIR will analyze proposed land use controls, changes to existing height districts, and area plan policies at the programmatic level. Primary environmental issues are expected to be land use and planning, aesthetics, cultural resources, transportation and circulation, air quality, wind, shadow, and open space/recreation.	09/18/2012	12/31/2016	REGULAR
4070 09/10 - MODIFICATIONS	December 7, 2015	GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS	\$0	\$41,000,000	As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will include system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice	12/22/2015	06/30/2020	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment.			
2003-08/09 - MODIFICATIONS	December 7, 2015	HUMAN SERVICES -- DSS	\$6,400,000	\$166,400,000	Multiple contractors provide services listed above to low-income and homeless California Work Opportunity and Responsibility to Kids (CalWORKs) families, or families of children involved in the child welfare system through partnerships with other state licensed providers, in-home providers in or outside of San Francisco county	07/01/2014	continuing	CONTINUED
2004 08/09 - MODIFICATIONS	December 7, 2015	HUMAN SERVICES -- DSS	\$9,200,000	\$239,200,000	Services under this PSC include but are not limited to the following: supportive housing services including case management, money management, property management including pre-move in housing inspections and survey of conditions, rental subsidies and other support services to help individuals and families maintain their housing, eviction prevention services, tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing. Clients include recipients of Clients include recipients of Social Security Administration, Supplemental Security Income, Personal Assisted Employment Services, California Work Opportunity and Responsibility to Kids (CalWORKs) and/or low-incomes. seniors, younger adults with disabilities, and/or low-incomes.	07/01/2015	continuing	CONTINUED

TOTAL AMOUNT \$136,300,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADMDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Emergency 24/7/365 Veterinary ServicesFunding Source: General FundPSC Amount: \$800,000PSC Est. Start Date: 01/01/2016PSC Est. End Date 12/29/2020**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This is a request to contract for after-hours, weekend and holiday emergency veterinary services on an as-needed basis. Department will pay only for work actually performed. The department is initiating a Request for Proposal (RFP) process for a one-year contract with four possible one-year extensions.

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

The staff veterinarians are not available 24 hours per day, 7 days per week, 365 days per year. Medical emergencies occur while the staff veterinarians are out of town or otherwise unable to perform the services needed. California State Penal Code 597 requires prompt veterinary care for injured and sick animals. Denial of this request might result in the death or unnecessary suffering of animals in our care.

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.

By contract, approved by the Civil Service Commission.

D. Will the contract(s) be renewed?

Unknown, but likely yes.

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):**

Other (be specific and attach any relevant supporting documents):

REASON FOR CHECKING OTHER:

As needed, emergency services, when City employees are not available to perform them.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Licensed Doctor of Veterinary Medicine and fully equipped animal hospital that is available to receive and treat animals 24 hours per day, seven days per week, 365 day per year.

B. Which, if any, civil service class(es) normally perform(s) this work? 2292, Shelter Veterinarian; 3375, Animal Health Technician;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes. Contractor provides a fully equipped animal hospital.

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

Other departments to not employ employees in the classifications that perform this work.

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 perform this work when they are available to do so. Services to be provided under this contract are as-needed, emergency, when City employees are not available to perform them.

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. Classes exist to perform this work. This is as needed, emergency work.

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.
Explanation of training has not been provided by the department

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 09/01/2015, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous,Physicians and Dentists - 8CC,SEIU 1021 Miscellaneous,Physicians and Dentists - 8CC,

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49414 - 15/16

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 12/07/2015

Civil Service Commission Action:

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Tuesday, September 01, 2015 3:49 PM
To: Lubamersky, Joan (ADM); Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC);
pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org;
Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org;
ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org;
xiumin.li@seiu1021.org; Poon, SinYee (HSA) (DSS); david.canham@seiu1021.org;
jtanner940@aol.com; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org;
jduritz@uapd.com; Lubamersky, Joan (ADM); Isen, Richard (TIS); DHR-PSCCoordinator,
DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49414 - 15/16

RECEIPT for Union Notification for PSC 49414 - 15/16 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 49414 - 15/16 for \$800,000 for Initial Request services for the period 01/01/2016 – 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/5795> 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

June 10, 2011

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CARTER
VICE PRESIDENT

MORGAN R. GORROND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SMITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4107-10/11 THROUGH 4115-10/11; 4066-08/09; 4092-09/10; 3154-07/08 AND 4149-05/06.

At its meeting of June 6, 2011 the Civil Service Commission had for its consideration the above matter.

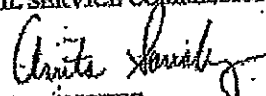
PLEASE NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.

It was the decision of the Commission to:

- (1) Sever PSC #4099-09/10 and move to Regular agenda as an appeal by IEPTE Local 21.
- (2) Continue PSC #4115-10/11 to the meeting of June 20, 2011, with the presence of a DFW representative.
- (3) Adopt the report; Approve request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

at
Shella Arredona, District Attorney's Office
Cynthia Avakian, Airport Commission
Mildred Callahan, Human Resources Director
Carina Carter, Department of Public Works
Gordon Clay, Department of Public Works
Maria de Vera, Department of Human Resources
Kathala Drain, Children and Families Commission
Kendall Gary, Department of Technology
Lavera Holmes-Williams, Port
Shamion Jackson, Public Utilities Commission
Natalie Kelly, Office of Contract Administration
Florence Kyan, Public Utilities Commission
Diana Lim, Adult Probation Department
Joan Lubanensky, General Services Agency
Merrick Pascual, Mayor's Office of Economic Workforce Development
Esther Reyes, Controller's Office
Ben Rosenfield, Controller
Marilyn Ryan, Department of Human Resources
Commission File
Chron

POSTING FOR

6/6/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

FSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4107-10/11	15	Adult Probation	Regular	\$80,000	The Court ordered conditions of probation require all probationers to not use any illegal drugs. Drug Testing will enable the Adult Probation Department in better protect public safety by monitoring and enforcing probationer compliance with Court orders.	7/1/2011 - 6/30/2012
4108-10/11	27	Airport Commission	Regular	\$800,000	Stationing / consulting services to the airport's noise reduction community forum. Survey as the Airport Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable provides stationing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.	6/6/2011 - 6/30/2014
4109-10/11	27	Airport Commission	Regular	\$600,000	The proposed work includes using Enclosed Assessing Systems Corporation's (ESCO) proprietary, FAA-validated computer modeling to conduct performance modeling evaluations for four ERMAS bed configurations at both ends of runways 1E-19L and 1L-19R, providing detailed product installation requirements and guidance to support Airport Engineers in preparation of detailed construction drawings; reviewing construction drawings specific to aircraft bed design and providing comments and recommendations to ensure ERMAS product specifications and requirements have been met.	6/6/2011 - 12/31/2015
4110-10/11	09	Controller	Regular	\$500,000	Identify and contract sales and use tax alternative cross, identity businesses from which the City has not been receiving sales tax revenues, conduct local sales and use tax audits of State Board of Equalization records and provide legislative impact analysis, identify and correct improperly tax-exempt permits, develop and maintain a database of sales tax information for use by City employees, and provide as-needed tax revenue administration services.	6/1/2011 - 6/30/2016
4111-10/11	04	District Attorney	Regular	\$72,500	This contract will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services concerning monthly FOPP classes as a diversion model for men arrested for their first prostitution offense. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration.	7/1/2011 - 6/30/2012
4112-10/11	70	General Services Agency	Regular	\$375,000	This is a request to contract for after-hours, weekend and holiday emergency veterinary services on an as-needed basis. Department will pay only for work actually performed. The department is initiating a RFP process for a 1-year contract with 4 possible 1-year extensions.	7/1/2011 - 6/30/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ASSESSOR / RECORDER -- ASRDept. Code: ASRType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Business Use Cases, Requirements, Assessment Roadmap for new Property Assessment & Tax SystemFunding Source: General FundPSC Duration: 4 years 49 weeksPSC Amount: \$1,800,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The City and County of San Francisco collects more than \$1.6 billion annually in business and real property tax revenue to fund critical public services, public schools and other San Francisco agencies. It takes three separate City Departments to assess and collect for business and property taxes. To conduct its core business, the Office of the Assessor-Recorder (ASR) uses a functionally obsolete IT system. The system tracks \$180 billion in assessed real and business personal property value and manages ownership and property data on more than 200,000 parcels. The Office of the Treasurer and Tax Collector (TTX) and the Office to the Controller (CON) use a separate mainframe IT system for tax billing, tax collection, revenue certification and auditing. Both legacy systems are at the end of their useful life, are not integrated with other systems, and are not adaptable to meet new business needs and changes in the California Revenue and Taxation Code. The City's 5-year Information Communication and Technology Plan for FY2016-2020 prioritizes the development and implementation of a new Property Assessment and Tax System(s). The City needs a clear understanding of its business, operational and functional requirements for a replacement system. In addition, the three departments need a roadmap for developing more efficient business processes and implementing a new system.

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

This service is necessary because none of the three departments have the available technical knowledge and expertise to provide the service. The Office of the Assessor-Recorder and its partner departments are committed to improving operational efficiency, and better integrating property assessment and tax functions with the goal to provide more efficient customer service and avoid foregone revenue. The requirements and assessment readiness project for a property tax system implementation is intended to realize this vision by focusing on improved business processes for the City property tax agencies as a whole. If the request is denied, the City will not be able to implement in the near-term a new property assessment and tax system(s). Moreover, it will not be able to move forward with the initiative to better integrate and improve business processes with other property tax functions. The consulting services are critical to the successful implementation of a system that the City will rely on for the next generation to provide more than \$1.6 billion in annual revenue to San Francisco government, school district and transportation authorities.

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.

The service has not been provided in the past.

D. Will the contract(s) be renewed?

If additional professional services are required, the contract may be renewed.

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.

B. Explain the qualifying circumstances:

This work is to conduct a time-limited, one-time deliverable. It requires specialized knowledge and experience in developing business requirements and an implementation roadmap specific to the State of California Proposition 13 laws and regulations across the three agencies' functional areas. Also, it requires extensive knowledge and experience outside the City and County of San Francisco to inform the City on best practices statewide in regards to creating more efficient and effective business processes for the City's statutory property tax functions.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The foundation of property tax law is found in the California Constitution. Article XIII of the Constitution authorizes the assessment of property, while Article IIIA (Proposition 13 adopted in 1978) authorized certain limitations on property tax assessments. The majority of legislative enactments related to property tax assessment are found in the Revenue and Taxation code. The California State Board of Equalization has also adopted Property Tax Rules (Title 18 of the California Code of Regulations) for the purposes of prescribing rules and regulations of equalization and assessment. Together, these laws govern the work of the Assessor's Office. The selected consultant must have proven experience within California to develop property tax system requirements and strategy/roadmap for the county for the three departments and their executive stakeholders: the Assessor-Recorder, Treasurer/Tax Collector, and Controller. Requires expertise in California Property Tax Assessment laws and statutes in accordance with Article XIII of the California Constitutions, the California Revenue Taxation (R&T) Code, the California Code of Regulation (Property Tax Rules) and regulations promulgated by the California State Board of Equalization. Knowledge of property tax and assessment systems available within the marketplace and applicable to California's Proposition 13.

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal;

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 has sought its partner departments—the Office of the Controller and the Office of the Treasurer/Tax Collector—as well as other City departments with experience implementing large scale IT systems to determine if they have available staff with the expertise to conduct and facilitate a readiness assessment and functional/non-functional requirements for a California-compliant property tax system within

an eight-month period. The department learned that the City does not have resources and expertise required to provide assistance to this project.

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

A. Explain why civil service classes are not applicable.

This work is to conduct a time-limited, one-time deliverable. It requires specialized knowledge and experience in developing business requirements and an implementation roadmap specific to the State of California Proposition 13 laws and regulations across the three agencies' functional areas. Also, it requires extensive knowledge and experience outside the City and County of San Francisco to inform the City on best practices statewide in regards to creating more efficient and effective business processes for the City's statutory property tax functions.

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. For a one-time service, it would not be practical to adopt a new civil service class for the following reasons: 1) it would require recruiting experienced professionals from the limited industry experts in California property assessment and tax systems; 2) it would require sending them to several years of training on developing system requirements, business process development processes and documentation; and 3) it would not be practical to send City employees to research best practices and implementation approaches of other California county assessor, tax collector and auditor offices.

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.

The consultant services are one-time in nature. The skillset provided by the consultant will not be needed beyond the term of the 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 10/09/2015, 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: Simone Jacques Phone: 415-554-5279 Email: simone.jacques@sfgov.org

Address: 1 Carlton B. Goodlett Place, Room 190 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40571 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/07/2015

Receipt of Union Notification(s)

Jacques, Simone (ASR)

From: dhr-psccordinator@sfgov.org on behalf of simone.jacques@sfgov.org
Sent: Friday, October 09, 2015 2:15 PM
To: Jacques, Simone (ASR); L21PSCReview@ifpte21.org; Jacques, Simone (ASR); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40571 - 15/16

RECEIPT for Union Notification for PSC 40571 - 15/16 more than \$100k

The ASSESSOR / RECORDER -- ASR has submitted a request for a Personal Services Contract (PSC) 40571 - 15/16 for \$1,800,000 for Initial Request services for the period 12/21/2015 -- 11/30/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/5929> 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 -- MTADept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Economic Feasibility Study for Long-Term Bicycle ParkingFunding Source: Grant FundsPSC Duration: 3 yearsPSC Amount: \$200,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will perform an economic feasibility analysis for the San Francisco Municipal Transportation Agency (SFMTA) Sustainable Streets Division (SSD), Long-Term Bicycle Parking Program. This study will provide forecasting and comprehensive analysis of details such as supply and demand, personnel planning and operating expenses, pricing and break-even analysis, and a capital and operating funded cash flow schedule associated with secure bicycle parking facilities at high demand transit stations. Demand for long-term bike parking continues to increase, however, the SFMTA is unable to provide sufficient bike parking opportunities to meet that demand.

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

This work is crucial for the conceptual, strategic and financial planning phases of the Long-Term Bicycle Parking Program. If this service is denied, the SFMTA will be unable to successfully plan and meet demand for long-term bicycle parking, as well as miss an opportunity to implement the grant funds awarded for this work.

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.

This service has not been provided in the past.

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.

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.

B. Explain the qualifying circumstances:

This is a one-time project. The consultant must possess expertise in financial analysis, business and strategic plan development, economic/feasibility analysis, and understanding of transportation demand management. The consultant must possess expert teams that are highly specialized with financial planning and economic analysis skills that combine with a strong understanding of transportation demand management in order to successfully research and analyze market, financial, physical, regulatory and political feasible options for a long-term bike station that would be self-sustaining.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The consultant must possess expertise in financial analysis, business and strategic plan development, economic/feasibility analysis, and understanding of transportation demand management. The consultant must possess expert teams that are highly specialized with financial planning and economic analysis skills that combine with a strong understanding of transportation demand management in order to successfully research and analyze market, financial, physical, regulatory and political feasible options for a long-term bike station that would be self-sustaining.

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prncpl Admin Analyst II; 5241, Engineer; 5277, Planner 1; 5288, Transportation Planner II;

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?

Civil Service classes 5277 Planner I, 5241 Engineer, and, 5288 Transportation Planner II normally perform the transportation demand management portion of the work only. Civil Service classes 1824 Principal Administrative Analyst, 1825 Principal Administrative Analyst II could perform only a portion of the financial and economic analysis.

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

A. Explain why civil service classes are not applicable.

The specialized combination of skills in item 3.A. are not available within the Civil Service positions noted in item 3.B. Civil Service classifications would only be able to perform a small portion of the required service.

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. This is a one-time project. The consultant's team will work closely with the 5277 Planner I and 5241 Engineer that are responsible for the management and delivery of bicycle parking projects.

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 training is included. This is a short-term, one-time project.

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 10/09/2015, 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: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40135 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/07/2015

Receipt of Union Notification(s)

Hamada, Cynthia

From: Hamada, Cynthia
Sent: Tuesday, October 13, 2015 2:12 PM
To: DHR-PSCCoordinator, DHR; L21PSCReview@ifpte21.org
Cc: Vasche, Amber; Tuvel, Eric; Lasky, Matt; Patel, Ashish; Diggs, Geoffrey H; Helms, Mike
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 40135 - 15/16
Attachments: PSC \$200K Long-Term Bike Parking Econ Feasibility.Amended.pdf

Follow Up Flag: Follow up
Flag Status: Completed

DHR-PSC Coordinator and IFPTE, Local 21 - Please note this PSC was submitted on October 9, 2015 and since that date if was determined that duration of the PSC was insufficient. Therefore, only the contract duration has changed and was amended. Everything else remains the same.

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] On Behalf Of cynthia.hamada@sfmta.com
Sent: Friday, October 09, 2015 4:41 PM
To: Hamada, Cynthia; L21PSCReview@ifpte21.org; Hamada, Cynthia; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 40135 - 15/16

RECEIPT for Union Notification for PSC 40135 - 15/16 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 40135 - 15/16 for \$200,000 for Initial Request services for the period no date entered, contact dept coordinator -- no date entered, contact dept coordinator. 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/5932> 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 -- MTADept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Digitization, Archiving, and Digital Documents Management SystemFunding Source: Operating BudgetPSC Amount: \$1,837,000PSC Est. Start Date: 02/01/2016 PSC Est. End Date 01/31/2020**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The consultant will implement a Digitization, Archiving, and Digital Documents Management System (DDMS) software for the San Francisco Municipal Transportation Agency (SFMTA). This project has four phases: Phase 1) The SFMTA, with contractor assistance, will determine naming conventions, filing protocol and security access levels for system use prior to installation; Phase 2) SFMTA will designate a unit to test DDMS functionality using criteria established in Phase 1; contractor will provide system access and operation training for designated SFMTA management and administrative staff within the test unit; Phase 3) Phases 1 and 2 will be expanded to a division within the SFMTA; Phase 4) Phases 1 and 2 will be expanded to the entire agency, resulting in a centralized electronic library of agency documents and information that can be accessed by existing agency staff as needed. In addition, the contractor will, in accordance with the agency's document retention program, convert, shred or store the document backlog to the DDMS. The SFMTA estimates there are currently more than eight (8) million documents to be added to the DDMS.

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

The SFMTA seeks to reduce paper documentation backlog and provide staff with an electronically-accessible library of the agency's historic and current documents. The DDMS software product will also increase productivity by minimizing the time needed to search and retrieve documents, add security protocols, and safeguard documents from fire, flood, and other disasters. The consequence of denial would be that the SFMTA would continue to print and store large volumes of paper documentation, which would be contrary to the City's conservation efforts and continue challenges in security and document retrieval.

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.

This service has not been provided in the past.

D. Will the contract(s) be renewed?

Yes. The SFMTA will have the option to extend the agreement for up to 24 months.

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

B. Explain the qualifying circumstances:

There is no current process in place and this service has not been provided in the past. As part of this contract, the contractor will be using the DDMS to establish an electronically-accessible document library for the SFMTA. This is a temporary need as it is not reasonable to expect that SFMTA staff would be able to eliminate the massive backlog of stored documents without specialized scanning equipment.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor must have three (3) or more continuous years in business implementing the DDMS using proprietary software and systems for a large city, county agency, or business. The number and magnitude of prior completed projects and experience should meet the quality, standards, and specifications set forth by the SFMTA.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1404, Clerk; 1406, Senior Clerk; 1408, Principal Clerk; 1444, Secretary 1; 1446, Secretary 2; 1450, Executive Secretary 1; 1452, Executive Secretary 2; 1454, Executive Secretary 3; 1820, Junior Administrative Analyst; 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1840, Junior Management Assistant; 1842, Management Assistant; 1844, Senior Management Assistant;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will complete the scanning services at their facilities, utilizing production-level and other specialized scanning machinery capable of high-volume scanning to obtain images that meet the SFMTA high-quality standards.

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

These civil service classes can do a portion of the work required. They are: Classes 1820 Junior Administrative Analyst; 1822 Administrative Analyst; 1823 Senior Administrative Analyst; 1824 Principal Administrative Analyst; 1840 Junior Management Assistant; 1842 Management Assistant; 1844 Senior Management Assistant; 1404 Clerk; 1406 Senior Clerk; 1408 Principal Clerk; 1444 Secretary 1; 1446 Secretary 2, 1450 Executive Secretary 1; 1452 Executive Secretary 2; and, 1454 Executive Secretary 3.

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

- A. Explain why civil service classes are not applicable.
There is no current process in place and this service has not been provided in the past. As part of this contract, the contractor will be using the DDMS to establish an electronically-accessible document library for the SFMTA. This is a temporary need as it is not reasonable to expect that SFMTA staff would be able to eliminate the massive backlog of stored documents without specialized scanning equipment. This project does not reduce any current positions. This project will establish a software system for existing civil service positions to use, enabling them to perform their job functions in an easier, expedited, and streamlined manner. Once the backlog of documents has been scanned, staff will conduct all future scanning, uploading, and maintenance of the system.
- 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. This is a temporary service. The contractor will provide the proprietary software system and eliminate the backlog. The SFMTA staff will be responsible for ongoing scanning and electronic filing of documents into the DDMS.

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. 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.
No.

7. **Union Notification:** On 09/11/2015, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021, SEIU 1021 Miscellaneous, Professional & Tech Engrs, Local 21, SEIU Local 1021, SEIU 1021 Miscellaneous, 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: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94013

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43147 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/07/2015

Receipt of Union Notification(s)

Hamada, Cynthia

From: dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com
Sent: Friday, September 11, 2015 2:50 PM
To: Hamada, Cynthia; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Lopez, Ricardo; Basconcillo, Katherine A; pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; Hamada, Cynthia; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 43147 - 15/16
Follow Up Flag: Follow up
Flag Status: Completed

RECEIPT for Union Notification for PSC 43147 - 15/16 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 43147 - 15/16 for \$1,837,000 for Initial Request services for the period 02/01/2016 -- 01/31/2020. 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/5837> 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

Choi, Suzanne (HRD)

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Friday, November 13, 2015 3:36 PM
To: DHR-PSCCoordinator, DHR (HRD)
Subject: RE: PSC# 43147-15/ Digitization. Archiving, and Digital Documents Management System

Hi Suzanne,

Please schedule this PSC for the CSC Meeting on December 7, 2015. We have met with the Union. Thank you.

Cynthia Hamada

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

From: DHR-PSCCoordinator, DHR (HRD) [<mailto:dhr-psccordinator@sfgov.org>]
Sent: Thursday, November 12, 2015 10:23 AM
To: Hamada, Cynthia
Subject: RE: PSC# 43147-15/ Digitization. Archiving, and Digital Documents Management System

Hi Cynthia,

Did you get a chance to converse with SEIU? Has all the questions from SEIU been answered? Is PSC 43147-15/16 ready to be scheduled for CSC Meeting.

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

From: Hamada, Cynthia [<mailto:Cynthia.Hamada@sfmta.com>]
Sent: Wednesday, September 23, 2015 5:26 PM
To: David Mulvey
Cc: XiuMin Li; Emma Gerould; Feliciano, Lulu (MTA); Desedas, Deanna (MTA); DHR-PSCCoordinator, DHR (HRD)
Subject: RE: PSC# 43147-15/ Digitization. Archiving, and Digital Documents Management System

Hello David,

The SFMTA has received your request for information and a meeting and will forward an invitation to meet soon.

Cynthia Hamada

Senior Personnel Analyst
Employee and Labor Relations

San Francisco Municipal Transportation Agency
415.701.5381

From: David Mulvey [<mailto:David.Mulvey@seiu1021.org>]
Sent: Wednesday, September 23, 2015 4:53 PM
To: Hamada, Cynthia
Cc: XiuMin Li; Emma Gerould; DHR-PSCCoordinator, DHR
Subject: PSC# 43147-15/ Digitization. Archiving, and Digital Documents Management System

RE: PSC# 43147-15/ Digitization. Archiving, and Digital Documents Management System

Union Questions

From: David Mulvey

David.Mulvey@seiu1021.org

510-710-0194

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

Cc:

Emma Gerould; Xiu Min Li

dhr-psccordinator@sfgov.org;

Dear Cynthia,

SEIU Local 1021 has questions regarding **RE:** PSC# 43147-15/ Digitization. Archiving, and Digital Documents Management System. Please confirm the name and contact information (phone and email) of the primary contact person(s) in the Department to whom we may address our questions, and to schedule an informational meeting, which we are requesting.

SEIU Classifications listed in the PSC that normally perform this work include:

1202 /1204 Personnel Clerk

1404 / 1406 Clerk

1444 / 1446 Secretary

9914 /9916 /9920 Public Service Aide

Accordingly, we request that this matter not proceed to Civil Service Approval until these questions are answered and our concerns addressed.

Thank you.

Additional Attachment(s)



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 Henricke, *Director*

Joél Ramos, *Director*

Crisuna Rubke, *Director*

ATTACHMENT

PSC # 43147-15/16

Type of Service: Digitization, Archiving, and Digital Documents Management System

6.B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours.

- Contractor will conduct 2-hours of end-user training per designated user on the use of the DDMS system.

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

- The project management team anticipates that three people per unit per division will be trained to use the DDMS system. Of these three positions, the project management team expects the following individuals to receive training: one administrative/management support and one analyst. There are twelve (12) unique divisions in the SFMTA. Therefore, based on the current SFMTA-organizational structure, up to one-hundred (100) civil service employees may be trained. For example, two people will be trained in each of the nine (9) units of Finance and Information Technology. The current organizational structure of the SFMTA can be accessed here:

<http://inside.sfmta.com:8088/aboutUs/SitePages/organization.aspx>.

- Civil service classes for the staff to be trained are as follows:
 - (50) Administrative/Management Support: 1404 Clerk, 1406 Senior Clerk, 1408 Principal Clerk, 1444 Secretary 1, 1446 Secretary 2, 1450 Executive Secretary 1, 1452 Executive Secretary 2, 1454 Executive Secretary 3, 1840 Junior Management Assistant, 1842 Management Assistant, 1844 Senior Management Assistant;
 - (50) Analysts: 1820 Junior Administrative Analyst, 1822 Administrative Analyst, 1823 Senior Administrative Analyst, 1824 Principal Administrative Analyst.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR -- TTXDept. Code: TTXType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Financial Administration - Payment GatewayFunding Source: Revenue FundPSC Amount: \$1,500,000PSC Est. Start Date: 01/01/2016 PSC Est. End Date 12/31/2020**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The proposed work includes hosting and supporting payment application IVR (Interactive Voice Response), Internet, and in person payment applications, as well as ensuring the security and privacy of all transaction-related data. The selected respondent(s) will also ensure 24 hours a day 7 days per week availability to the public through many City and County of San Francisco (CCSF) websites, physical locations, and IVR that will allow payments for property taxes, fees, licenses, reservations, and other goods or services using credit/debit cards or by E-Check. Complex programs and applications that address each department's specific needs will be developed as part of this project.

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

Payment gateway is necessary to process credit card transactions remotely and over the phone, while protecting cardholder data. Credit Card details are sent encrypted from the City's website to the designated payment gateway. Existing contract has an expiration date and there needs to be an overlap in order to transition between vendors. If contracting is delayed, the City will not be able to take payments over the internet or IVR.

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.

Under PSC 4043 08/09 and PSC 4043 08/09 Modification.

D. Will the contract(s) be renewed?

If CCSF is satisfied with service and rates remain competitive.

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):**

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:

Gateway software is a product that has been developed by a vendor to be used by multiple customers. Contract is a combination of product plus professional services to utilize the product. Contractor needs hands-on highly technical and experienced staff who are exposed to the industry and are equipped with the electronic banking skills that pertain to the development, integration and security of the different methods of electronic payments. In addition the work is intermittent.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Minimum qualifications include ability to accept payment instructions 24/7/365, minimum of 3 years experience providing payment gateway services to municipalities or other governments, meeting statutory and regulatory standards for data security. See attachment - Skills and Expertise Requirements - for additional skills/expertise required.

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: Yes, this is not a function that City Government can reasonably provide given the complexity of banking relationships and data security. All Gateway services will be hosted by the vendor at their location.

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

The City does not have these resources.

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

A. Explain why civil service classes are not applicable.

Gateway software is a product that has been developed by a vendor to be used by multiple customers. The contract is a combination of product plus professional services to utilize the product. The contractor needs hands-on highly technical and experienced staff who are exposed to the industry and are equipped with the electronic banking skills that pertain to the development, integration and security of the different methods of electronic payments. In addition, the work is intermittent.

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. Contractor must have demonstrated successful experience providing both payor-present and payor-not-present payment gateway services in other jurisdictions. The industry is highly technical and quickly evolving. The work is intermittent.

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.
Please 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.
No.

7. **Union Notification:** On 08/26/2015, 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: Erica Finkle Phone: (415) 554-4513 Email: erica.finkle@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 140 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41074 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/07/2015

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of erica.finkle@sfgov.org
Sent: Wednesday, August 26, 2015 5:16 PM
To: Finkle, Erica (TTX); jb@local16.org; Lopez, Ricardo (PDR); Basconcillo, 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@sfflocal1798.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; jtanner940@aol.com; 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; Finkle, Erica (TTX); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41074 - 15/16

RECEIPT for Union Notification for PSC 41074 - 15/16 more than \$100k

The TREASURER/TAX COLLECTOR -- TTX has submitted a request for a Personal Services Contract (PSC) 41074 - 15/16 for \$1,500,000 for Initial Request services for the period 01/01/2016 □ 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/5768> 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)

41074 - 15/16

3A. Description of Required Skills/Expertise

Minimum qualifications include ability to accept payment instructions 24/7/365, minimum of 3 years experience providing payment gateway services to municipalities or other governments, meeting statutory and regulatory standards for data security. In addition, contractors must have demonstrated expertise in at least one service area: Debit/Credit Card and E-Check payment acceptance at an online customer interface; Debit/Credit Card and E-Check payment acceptance at an interactive voice recognition customer interface; Debit/Credit Card and E-Check payment acceptance at a customer service representative customer interface; Debit/Credit Card payment acceptance at physical machines; for example, kiosks and parking meters.

6B. Training

Contractor will not provide training intended to allow City staff to take over the services due to the nature and complexity of the work (see responses to questions below). However, the contractor will provide training for staff to use the payment gateway system prior to implementation. The training will either be online or in a classroom environment. The amount of training is unknown at this time.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR Dept. Code: TTX

Type of Request: Initial Modification of an existing PSC (PSC # 4043 08/09)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Development and Processing of Credit Card Payment Applications

Funding Source: Revenue Fund

PSC Original Approved Amount: \$250,000

PSC Original Approved Duration: 09/15/08 - 09/12/12 (3 years 51 w

PSC Mod#1 Amount: \$250,000

PSC Mod#1 Duration: 10/16/12-10/15/14 (2 years 4 weeks)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 10/16/14-10/15/16 (2 years 1 day)

PSC Cumulative Amount Proposed: \$500,000

PSC Cumulative Duration Proposed: 8 years 4 weeks

1. Description of Work

A. Scope of Work:

Vendor will develop a comprehensive phone and web payment application for the City to accept payment of property taxes, parking tickets, water utility bills, and other kinds of taxes and license fees using credit cards, debits cards and e-checks. This service will be NO COST to the City as convenience fees that will be charged to the Taxpayer for payment of taxes, licenses and utility bills will be remitted to the vendor to cover the cost of providing the service and processing the payments.

*The \$62,500 estimated annual cost applies to the transaction service cost of processing credit card payments for parking tickets since MTA's policy is not to charge convenience fees to its customers.

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

This payment service will allow the City and County to continue to receive \$94 million dollars in annual payments for property taxes, water bills and parking citations. The service provides a convenient and efficient payment method for customers thereby encouraging prompt payment of City and County obligations during the term of the contract.

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 Prior PSC. Note: The reason why 790 (now known as Local 1021) is not notified is that the classifications are currently represented by Local 21. Local 21 is the sole union representing classes.

D. Will the contract(s) be renewed? Yes. City option two additional 2 year terms.

2. Union Notification: On 06/18/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous; Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4043 08/09

DHR Analysis/Recommendation:

08/04/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 08/04/2014

~~-38~~ 08/04/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Experience in the development of payment application in the web and IVR (Interactive Voice Response) system.

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

1063,1064,.

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

Yes. All payment services will be hosted by the vendor at their location.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Contractor needs hands-on highly technical and experienced staff who are exposed in the industry and are equipped with the electronic banking skills that pertain to the development and integration of the different methods of electronic payments, (Interactive Voice Recognition and web).

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

No. The standard payment application development is no cost to the City. All hardware and software will be hosted by the contractor. In addition, the contractor will needed to be fully audited for Level I Compliance with the Payment Card Industry Data Security Standards (PCI DSS)

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? FIS Link2Gov

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/18/14 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 94102



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

November 9, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4040-12/13 THROUGH 4047-12/13; 4043-08/09; 4016-08/09; 4087-09/10; 4102-08/09; AND 4175-07/08.

At its meeting of November 5, 2012 the Civil Service Commission had for its consideration the above matter.

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

The Commission:

1. Adopted the report; Approved the request for approval of PSC #4045-12/13 on the condition that the Art Commission work with the Executive Officer to expand on the scope of work described in the PSC Summary. Notified the Office of the Controller and the Office of Contract Administration.
2. Adopted the report; Approved the request for approval of PSC #4046-12/13 on the condition that the Port Commission clarify there were previous PSCs approved by the Civil Service Commission for this scope of work. Notified the Office of the Controller and the Office of Contract Administration.
3. Adopted the report; Approved the request for approval of all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport Commission
 - Micki Callahan, Human Resources Director
 - Leorah Dang, Department of Human Resources
 - Aleric Degrafinried, Public Utilities Commission
 - Jaci Fong, Office of Contract Administration
 - Jacque Hale, Department of Public Health
 - Lavena Holmes, Port Commission
 - Deedra Jackson, Department of Children, Youth & Their Families
 - Shamica Jackson, Public Utilities Commission
 - LaWan Jones, Public Utilities Commission
 - Greg Kato, Treasurer-Tax Collector
 - Kimberlee Kimura, Assessor's Office
 - Rebekah Krell, Arts Commission
 - Ben Rosenfield, Controller
 - Commission File
 - Chron

POSTING FOR

11/5/2012

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4043-08/09	08	Treasurer/Tax Collector	Continuing	\$250,000	\$500,000	Development & processing of credit card payment applications for both online & IVR property taxes, water utility bills & parking citations.	10/6/2008 - 10/15/2014
4016-08/09	40	Public Utilities Commission	Regular	\$0	\$10,000,000	Prime Contractor will lead total turnkey project consisting of procurement and implementation of Water Advanced Meter Infrastructure (AMI) System in San Francisco. The SFPUC, at request from Commission, researched and evaluated the merits of an AMI System to replace its manual meter reading practices, and a business case completed in late 2006, proved the forecasted expenditure. The professional service contract will cover the system installation, including replacement or retrofit of existing SF City and County water meters with AMI End Points, as well as installation of AMI regional data collectors and associated network equipment. The AMI End Points consist of water meters ported to an AMI Module which transmits consumption data from the meters to AMI regional collector units (RCUs). The installation of the System is expected to be around \$10,000,000 in services (CS-936).	1/1/2009 - 12/31/2013
4087-09/10	40	Public Utilities Commission	Regular	\$0	\$5,000,000	Coordination and workplan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.	4/1/2010 - 1/30/2018
4102-08/09	40	Public Utilities Commission	Regular	\$1,500,000	\$2,900,000	Contract work consists of financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises - including, but not limited to, debt financing, financial forecasting, rate setting and administration, asset management and risk management. This modification will extend the services through purchase of 2011 Services FG Bonds. Funds from the bond sale will be used to provide Water Enterprise capital improvement program financing.	8/1/2009 - 1/1/2016
4175-07/08	40	Public Utilities Commission	Regular	\$150,000	\$350,000	Will provide bait, trap, dispatch and removal of feral pigs from watershed lands to control the pig population on the Alameda and Peninsula Watersheds. Provide detail predation reports to State Agencies; maintain required licensing & training with California Department of Fish and Game.	8/1/2008 - 9/30/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POLDept. Code: POLType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: DNA Mixture Analysis Package with Installation and TrainingFunding Source: National Institute of JusticePSC Duration: 4 yearsPSC Amount: \$170,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Police Department (SFPD) Crime Laboratory's Forensic Biology Unit analyzes deoxyribonucleic acid (DNA) data generated from hundreds of crimes committed in the City and County of San Francisco per year. When the results of these analyses yield single, clear DNA profiles, interpretation is simple and straightforward. However, given the nature of the evidence the SFPD crime laboratory processes, the results of the DNA analyses frequently indicate that the DNA present is a mixture of more than one individual. To aid in the interpretation of mixed DNA profiles, the SFPD needs to purchase an expert system for complex DNA mixture analyses. The SFPD is seeking a qualified contractor to provide a software package, which includes installation and training, that allows for and standardizes the analyses of complex mixed profiles across analysts within the Forensic Biology Unit and to provide statistical support for the resulting interpretations. Training will include background information on mathematics/statistics on which software relies, equations used for analyses, operation of software, and interpretation of software results. The SFPD anticipates the grant funded contractual package will be fully implemented by December 30, 2017 and will likely purchase minimal additional software maintenance and industry upgrades using funding sources that will be determined in the next budget cycle.

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

This service is necessary to allow for interpretation of complex DNA mixtures, such as those commonly encountered on firearms, and to standardize analyses of these mixtures in the laboratory. Denial of this service would continue the laboratory's inability to interpret complex mixtures. Cases with complex mixtures are an ever growing share of DNA casework due to the increased sensitivity of testing and increased demand by the criminal justice system for DNA testing. Current in-house interpretation only allows for interpretation of simple mixtures with known contributors or mixtures with suitable amounts of DNA. As a result, many samples are inconclusive and not interpretable.

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. This is a new service.

D. Will the contract(s) be renewed?

Renewal will likely be for software maintenance and upgrades.

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):

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

B. Explain the qualifying circumstances:

City does not have software package available. Software mixture analysis is becoming a standard in the forensic biology field.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: A unique high level of combined computer programming specializing in criminology. Program must be developmentally validated and have supporting publication in peer reviewed scientific journal to explain the models and mathematics used by the software.

B. Which, if any, civil service class(es) normally perform(s) this work? 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 8260, Criminalist II; 8262, Criminalist III;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor may need to provide hardware as part of proposal.

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

None. The City does not employ staff who can create, install and provide training and maintenance on specialized software package for complex DNA analysis and statistical support.

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

A. Explain why civil service classes are not applicable.

The City does not employ staff who can create, install and provide training and maintenance on specialized software package for a Forensic Biology lab.

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. The software is very specific requiring a unique skillset that needs to be immediately available.

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.

32-40 hours for all SFPD Forensic Biology staff.

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 10/06/2015, 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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41559 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/07/2015

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
Sent: Tuesday, October 06, 2015 2:19 PM
To: Wong, Genie (POL); L21PSCReview@ifpte21.org; Wong, Genie (POL); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41559 - 15/16

RECEIPT for Union Notification for PSC 41559 - 15/16 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 41559 - 15/16 for \$170,000 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/dhrdrupal/node/5883> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Web-based Information Systems for Laguna Honda Hospital and Dept. of Aging and AdultFunding Source: General Fund, federal and StatePSC Duration: 4 years 8 weeksPSC Amount: \$4,607,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This contract provides a web-based application for Laguna Honda Hospital (LHH), which enables several database-related tools used by both the Department of Public Health (DPH) and Department of Aging and Adult Services (DAAS). For LHH, this enables a streamlined discharge planning and access to community-based services through a housing placement system, a Social Worker progress notes tool, Administrator-On-Duty reports, a Direct Access to Housing client database, a SF Homeless Outreach Team placement tool, and a tool called Community Options and Resource Engagement (CORE) to enable the Department on Adult and Aging Services to pull data from LHH, DPH and Community Living Fund data sets to create an integrated client management data system, as well as local data collection for DAAS to meet State and federal reporting requirements, a single point-of-entry intake system used by Hospital Discharge Planners, LHH Social Workers, Adult Protective Services Social Workers, Office of Aging Meal Providers, Home Health Providers and other community providers, a DAAS Wait List Tool, a Transitional Care Program intake tool, and DAAS Quality Management tools.

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

The services under this PSC were formerly part of PSC 4062-04/05 for Programmatic and Information Systems Support. The need for these services was originally recognized as DPH began to discharge many LHH residents in LHH, and has developed to provide the essential web-based software which enables several programs serving DPH's and DAAS's overlapping client populations. Denial of this request would severely limit both departments' ability to serve poor, elderly and homeless clients, and would likely result in noncompliance findings and resulting funding reductions due to lack of ability to place clients in appropriate residences in the community and inability to generate required data and reports.

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.

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):**

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

B. Explain the qualifying circumstances:

Contractor will provide proprietary software which is its intellectual property and for which it is the exclusive distributor for the product and product support. City IT staff do not have the needed capacity to develop and maintain this critical, complex web-based software at present.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Provider must have the necessary knowledge, skills, experience and web-based software product(s)--and the ability to maintain and enhance those products as required--to enable the integration of several different database systems tailored to the specific needs of DPH and DAAS.
- 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;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide proprietary software which is its intellectual property and for which it is the exclusive distributor for the product and product support.

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.
City IT staff do not have the needed capacity to develop and maintain this critical, complex web-based software at present.
- 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. While there are civil service classifications which might be able to do this work, there is not the present capacity to perform it. However, this software provides efficient tools used by many civil service staff to enable them to perform effectively in providing client services.

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.
Contractor will provide training for software users as needed.
- 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 08/24/2015, 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 Street, Room 307 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46372 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/07/2015

Receipt of Union Notification(s)

From: dhr-psscordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
To: [Hale, Jacquie \(DPH\); L21PSCReview@ifpte21.org](mailto:Hale, Jacquie (DPH); L21PSCReview@ifpte21.org); [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 # 46372 - 15/16
Date: Monday, August 24, 2015 6:27:55 PM

RECEIPT for Union Notification for PSC 46372 - 15/16 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 46372 - 15/16 for \$4,607,000 for Initial Request services for the period 11/01/2015 – 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/dhrdrupal/node/5762> 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

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

July 22, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4012-09/10 THROUGH 4019-09/10; 4110-06/07; 4002-07/08; 4046-04/05; 4062-04/05; 4020-06/07 AND 4031-08/09.

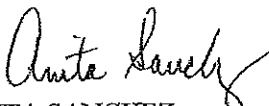
At its meeting of July 20, 2009 the Civil Service Commission had for its consideration the above matter.

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

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

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

c: Cynthia Avakian, Airport Commission
Parveen Boparai, Municipal Transportation Agency
Rachel Buerkle, Department of Environment
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Jacquie Hale, Department of Public Health
Jessica Huey, Department of Human Resources
Shamica Jackson, Public Utilities Commission
Florence Kyaun, Public Utilities Commission
William Lee, Department of Emergency Management
Artina Lim, Department of Children, Youth and Their Families
Joan Lubamersky, GSA/Office of Labor Standards Enforcement
Brigitte Rockett, Department of Human Resources
Commission File
Chron

POSTING FOR
July 20, 2009

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

PSC No.	Dept/ID	Dept/Name	Approval Type	Increase Amount	New Amount	Description of work	Duration
4110-08/07	27	Airport Commission	Modification	\$295,000.00	\$595,000.00	Will provide design, build, install, and maintain a smart-card based automatic fare collection system for taxicab Airport trip fees. Services will also include a transaction processing and customer assistance call center to resolve problems.	30-Jun-11
4002-07/08	35	San Francisco Municipal Transportation Agency	Modification	\$5,000,000.00	\$8,500,000.00	Will perform a central control operational study, analyze the MTA's requirements for a new radio communications system, make recommendations based on analysis, design a system to meet those requirements and needs.	31-Mar-14
4046-04/05	82	Department of Public Health	Modification	\$3,000,000.00	\$8,400,000.00	Will provide labor, materials, and equipment necessary to package and remove hazardous wastes on an intermittent and as-needed basis from City work sites, and to transport those wastes to permitted disposal facilities.	31-Dec-18
4082-04/05	82	Department of Public Health	Modification	\$1,948,212.00	\$7,848,212.00	Will provide programmatic and information systems support to various programs and related consulting/training.	30-Jun-15
4020-06/07	68	GSA-Office of Labor Standards Enforcement	Modification	\$0.00	\$100,000.00	Will monitor and report contractors and subcontractors located outside of the San Francisco Bay Area and in countries other than the United States who provide goods to the City in compliance with the City's Sweatfree Contracting Ordinance.	28-Sep-10
4031-08/09	23	Department of Children, Youth and Their Families	Modification	\$0.00	\$75,000.00	Will evaluate \$7.7 million dollars in grants to 41 community based organizations funded to provide violence prevention and intervention.	30-Jun-10



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/2/2009 (rev. 6/23/09)

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER 81 & 82

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# PSC 4062-04/05)

TYPE OF SERVICE: Programmatic and Information Systems Support

FUNDING SOURCE: General Fund, Private and Public Grant funds

Table with 4 columns: Amount, PSC Duration, and Total PSC Duration. Rows include Original Amount (\$2,000,000), Modification Amount #1 (\$2,100,000), #2 (\$1,000,000), #3 (\$800,000), #4 (\$1,948,212), and Total Amount (\$7,848,212).

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractors will provide support for clinical (records, patient care, clinical support), business (financial), operational (health, safety, security), managed care (revenue collection and optimization strategies) and eligibility application (Healthcare Access Program) programs, software applications, system implementations, and related consulting/training. Contractor may also provide as-needed support services for Web-based (inter/intranet) applications for the Department of Public Health.

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

This modification adds funds to continue to provide ongoing custom services, implementation, training, maintenance, and consulting for proprietary (legacy) clinical, business, operational applications already in use by the Department of Public Health or that are scheduled to be upgraded during the term of this approval. There are no new services in the requested amount. Proposed services are for current applications or services that are already in use by the Department (please see attached). Also included is a small contingency amount of \$150,000 to cover unanticipated, urgent needs for increases to existing services with new or current vendors. Many of the proposed services (please see attached) are for software provided under an Application Service Provider (ASP) model, which by definition combines maintenance and support services. It is because these services includes support and are not only for maintenance services that we are requesting CSC approval. Denial of this modification will result in noncompliance with many rules and regulations, including those related to hospital accreditation and would negatively impact the ability of the Department to fulfill its mission.

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

These services were previously approved and are currently accessed through PSC 4062-04/05.

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

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

Table for Union Notification with columns: Union Name, Signature of person mailing/faxing form, Date. Includes IFPTE Local 21 and a signature line for Jacquie Hale dated APR 03 2009.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge of clinical, business and operations (including health, safety, finance, managed care) software applications. Proven project management and software implementation, integration, and training experience. Analysis and programming skills as well as Local Area (LAN) and Wide Area (WAN) network technical support including the ability to maintain and establish secure communication through a multitude of firewall applications.

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

IS Administrators (1022, 1023, 1024); IS Business Analysts (1052, 1053, 1054), IS Engineers (1042, 1043, 1044); IS Programmers (1062, 1063, 1064); IS Project Manager (1070); IS Manager (1071).

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

Yes, off-site application and data hosting/warehousing services will be provided for internet-based (remote) applications. Contractors will also provide access to software licenses for specific applications. Support services for the applications, or hardware covered under this request must be performed by contract staff or vendor-certified contractors. If support is provided by customers (i.e., civil service employees), warranties and guaranties included in the software or hardware license will be invalidated.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes which are applicable are utilized as much as practically feasible. There typically is a partnership between the contractor and DPH IT teams to implement and support IT systems successfully. The contracts listed represent proprietary products and services which meet specific business and functional needs for the Department, and which contain technical components which are beyond the scope of expertise of existing Civil Service classes to develop within practical time and quality parameters. DPH must continue support agreements in order to maintain licensing for current versions of the required systems, as well as to enable staff support for the implementation of new functions, regulatory changes, customization and emergency response to system problems. To enable knowledge transfers, contractors routinely provide training to in-house staff as new technologies are introduced. Also, DPH has added in-house staff to address emerging IT needs in new program areas where funding is available, so that work may be completed in-house. New services included in this modification include enhancements to the Shared Youth Database to include the ability to track the use of evidence-based practices, and instituting a case management system to integrate performance and outcome tracking report protocols, with the ability to customize protocols and forms in-house. New services are also included for Computer Based Training (expected to be RFP'd in 09/10), which greatly improves DPH's capability to maintain compliance with many federal, State, and accreditation requirements, while enable DPH staff with the expertise needed to provide direct services and the daily training needed for efficient operations.

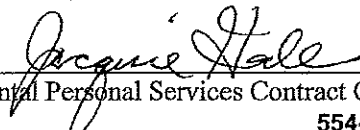
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

Not at this time. Civil service classes do exist and work in conjunction with contract providers on the projects or the ongoing system support, and DPH regularly incorporates effective ways to transfer knowledge and develop City staff to maximize their involvement in the various projects affected. DPH is examining ways to further incorporate non-proprietary services in the future.

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

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| <i>All contracts in this request require training and ongoing support of civil service IT staff in system use and support, and new products are developed in consultation with civil service staff in order to maximize the development of new products to match and enhance staff skills. As a result, IT staff are able to acquire new skills through opportunities which would not otherwise be available through CCSF employment. Additional technical training sessions are routinely scheduled to enable IT staff to stay updated on the systems used, and both technical and end-user staff are trained as needed.</i> | | |
| 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 checked="" type="checkbox"/> | <input type="checkbox"/> |

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



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

 101 Grove St. Rm. 307

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 # 46926 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Project Management Support Services (PMSS) for Airport Security Infrastructure ProgramFunding Source: General Airport Revenue BondPSC Original Approved Amount: \$6,000,000PSC Original Approved Duration: 04/01/15 - 03/31/21 (6 years 1 day)PSC Mod#1 Amount: \$120,000,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$126,000,000PSC Cumulative Duration Proposed: 6 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Project Management Support Services (PMSS) and Design-Build (D/B) services are requested for the Airport's Security Infrastructure Program (ASIP) at San Francisco International Airport (SFO). PMSS includes program planning, controls, reporting, scheduling, budgeting, document control and coordination and design management. D/B services include specialty engineering design, architecture, and construction services. The ASIP program will be implemented over five (5) years and includes replacement of access control system, addition of perimeter intrusion detection system, increase security camera coverage and upgrades to telecommunication fiber duct. This modification adds design-build services for design and construction of the (ASIP), including the access control systems, perimeter security systems, existing camera (CCTV) system upgrades, and airport-wide power/data infrastructure upgrades. The anticipated contract value for design-build services is \$120,000,000, of which, \$5,840,000 will be for design work and \$114,160,000 will be for construction.

See attached document(s).

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

This service is necessary to ensure the safety and security for the staff and passengers at SFO and to ensure a complete security infrastructure. Without system upgrades, the security network would be outdated and may have service failures. Additionally, denial could jeopardize the Airport security system and leave the Airport vulnerable to unauthorized security incursions.

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 46926 - 14/15

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for the service.

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 contracts will span 5 years to ensure consistency in the PMSS for the Airport Security Infrastructure Program.

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 project requires specific expertise in improving airport security infrastructure.

B. Reason for the request for modification:

This modification adds design-build services to provide design and construction of the Airport Security Infrastructure Program (ASIP). This request includes the design and construction of access control systems, perimeter security systems, existing camera (CCTV) system upgrades, and airport-wide power/data infrastructure upgrades. The anticipated contract value for design-build services is \$120,000,000, of which, \$5,840,000 will be for design work and \$114,160,000 will be for construction.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialized skills, knowledge, and expertise in security infrastructure related to airports are required. Experience assessing, programming and managing airport security systems are essential to update and improve a security infrastructure. PMSS must be current on Transportation Security Administration (TSA) regulations and requirements. D/B services require specialized experience in design of security radar systems, access control systems, and design and construction of airfield electrical duct bank and security networks.

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; 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; 6318, Construction Inspector;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will construct infrastructure and special aviation security systems which are newer technology and either have been partially installed by not completed, or do not exist at the Airport today.

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

A Notice of Intent for PMSS was sent to appropriate City departments on November 13, 2014 and no responses were received from the City department by the due date of November 21, 2014.

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

A. Explain why civil service classes are not applicable.

Existing classifications do not have the required expertise and skills to assess and improve the airport security infrastructure program to meet TSA regulations on airport security and operations.

Existing architectural and engineering classifications do not have the breadth of expertise related to developing comprehensive airport security design and system implementation.

- 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, security infrastructure projects do not occur frequently enough to justify permanent staffing. The Airport staff will work with contractor to obtain knowledge and experience for future security infrastructure development and improvement work at the Airport.

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.
There is no formal training, but Airport staff will learn from working on this project.
- 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 10/30/15, 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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46926 - 14/15

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 12/07/2015

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psscordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
To: [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Christina Chiong \(AIR\)](mailto:Christina.Chiong@AIR); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator@DHR); [Isen, Richard \(TIS\)](mailto:Isen.Richard@TIS)
Subject: Receipt of Modification Request to PSC # 46926 - 14/15 - MODIFICATIONS
Date: Friday, October 30, 2015 6:25:19 PM

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 \$120,000,000 for services for the period January 4, 2016 – March 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/6009>

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

Additional Attachment(s)

46926-14/15 Mod 1

Project Management Support Services (PMSS) for Airport Security Infrastructure Program

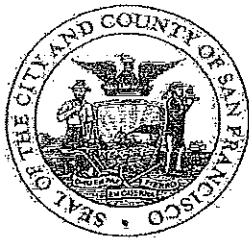
Description of Work

Current Description (PSC 46926-14/15 Mod 1):

Project Management Support Services (PMSS) and Design-Build (D/B) services are requested for the Airport's Security Infrastructure Program (ASIP) at San Francisco International Airport (SFO). PMSS includes program planning, controls, reporting, scheduling, budgeting, document control and coordination and design management. D/B services include specialty engineering design, architecture, and construction services. The ASIP program will be implemented over five (5) years and includes replacement of access control system, addition of perimeter intrusion detection system, increase security camera coverage and upgrades to telecommunication fiber duct. This modification adds design-build services for design and construction of the (ASIP), including the access control systems, perimeter security systems, existing camera (CCTV) system upgrades, and airport-wide power/data infrastructure upgrades. The anticipated contract value for design-build services is \$120,000,000, of which, \$5,840,000 will be for design work and \$114,160,000 will be for construction.

Initial Description (PSC 46926-14/15):

Project Management Support Services (PMSS) including program planning, controls, reporting, scheduling, budgeting, document control and coordination and design management for the Airport's Security Infrastructure Program (ASIP) at San Francisco International Airport (SFO/Airport). The ASIP program will be implemented over five (5) years and includes replacement of access control system, addition of perimeter intrusion detection system, increase security camera coverage and upgrades to telecommunication fiber duct.



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

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

May 22, 2015

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 46926-14/15; 48685-14/15; 40778-14/15; 49884-14/15; 48218-14/15; 47916-14/15; 46444-14/15; 4165-07/08; 4112-11/12; 4044-10/11; 4091-10/11; 4082-12/13 AND 4035-09/10.

DOUGLAS S. CHAN
VICE PRESIDENT

At its meeting of May 18, 2015 the Civil Service Commission had for its consideration the above matter.

KATE FAVETTI
COMMISSIONER

The Commission took the following actions:

SCOTT R. HELDFOND
COMMISSIONER

1) Approved PSC #4082-12/13 with the condition that the Office of the Treasurer & Tax Collector works with the Civil Service Commission staff to correct PSC form item 5B to indicate there is training.

GINA M. ROCCANOVA
COMMISSIONER

2) Postponed PSC #4044-10/11 to the meeting of June 1, 2015 with the condition that the Municipal Transportation Agency notifies the applicable employee organizations.

MICHAEL L. BROWN
EXECUTIVE OFFICER

3) Approved the request for all remaining PSCs (PSC numbers 46926-14/15, 48685-14/15, 40778-14/15, 49884-14/15, 48218-14/15, 47916-14/15, 46444-14/15, 4165-07/08, 4112-11/12, 4091-10/11 and 4035-09/10). Adopted the report; notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN
Executive Officer

Attachment

- Cc: Cynthia Avakian, Airport Commission
Mick Callahan, Department of Human Resources
Amanda Fried, Office of the Treasurer & Tax Collector
Erica Finkle, Office of the Treasurer & Tax Collector
Jacquie Hale, Department of Public Health
Cynthia Hamada, Municipal Transportation Agency
Joyce Kimotsuki, Office of the Controller
Sheila Layton, Juvenile Probation Department
Brent Lewis, Department of Human Resources
Joan Lubamersky, General Services Agency
Michael Nettles, Office of the Assessor/Recorder
Genie Wong, San Francisco Police Department
Danny Yeung, Planning Department
Ben Rosenfield, Controller's Office
Jaci Fong, Contract Administration
Commission File
Chron

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

Home >

POSTING FOR

May 18, 2015

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

2015-05-18

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
45926 - 14/15	AIRPORT COMMISSION	\$6,000,000.00	Project Management Support Services (PMSS) including program planning, controls, reporting, scheduling, budgeting, document control and coordination and design management for the Airport's Security Infrastructure Program (SIP) at San Francisco International Airport (SFO). The SIP program will be implemented over five (5) years and includes replacement of access control system, addition of perimeter intrusion detection system, increase security camera coverage and upgrades to telecommunication fiber duct.	April 1, 2015	March 31, 2021
48685 - 14/15	ASSESSOR / RECORDER	\$250,000.00	Consultants are needed to provide analysis, configuration, and implementation services to implement the selected electronic document management system, OnBase by Hyland. OnBase is a leading enterprise content management software solution that provides organizations a centralized electronic repository and applications to capture and manage documents and related data, search for and access documents quickly and efficiently, manage retention policies, and integrate with other systems to support more efficient business processes. Please see attached for full response.	June 15, 2015	May 15, 2020
40778 - 14/15	CONTROLLER	\$1,500,000.00	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.	July 1, 2015	June 30, 2020
49884 - 14/15	CITY PLANNING	\$500,000.00	The Planning Department is seeking an Urban Design consulting team to expediently develop a Public Realm Plan for the Central Waterfront - Dogpatch Area that will guide the rapid pace of public space development in the neighborhood. A Public Realm Plan will develop a community-supported vision for the neighborhood's streets, sidewalks, and public places through a series of projects and initiatives built over time, including new streetscape designs, active transportation and circulation plan, and a plan for pedestrian amenities. The Public Realm Plan will be used to effectively guide the many new and upcoming development projects in the area, many of which are currently going through entitlement.	June 1, 2015	December 31, 2019
48218 - 14/15	HUMAN RESOURCES	\$250,000.00	The contractor will provide services to recruit, train and support mid-career executives as part of the annual Mayor's Senior Fellowship program. The contractor will: recruit senior level executives through national effort; match talent with departments' needs; provide on-going training and support for Fellows; and review and report on departmental outcomes, with the support of the Mayor's Office.	May 1, 2015	April 30, 2017
47916 - 14/15	POLICE	\$375,000.00	Phlebotomy services must be available 24 hours a day/7 days a week/365 days a year to conduct blood draws at various locations on suspects Driving Under the Influence (DUI) for law enforcement agencies in the City and County of San Francisco. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on suspected Driving Under the Influence (DUI) drivers are different from blood draws for health reasons. Phlebotomist must be available for scheduled testimony if requested by District Attorney. Phlebotomist must also participate in evidence handling training by Medical Examiner.	July 1, 2015	June 30, 2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Project Management Support Services (PMSS) for Airport Security Infrastructure Program

Funding Source: General Airport Revenue Bond PSC Duration: 6 years 1 day
PSC Amount: \$6,000,000 PSC Est. Start Date: 04/01/2015 PSC Est. End Date: 03/31/2021

1. Description of Work

A. Scope of Work:

Project Management Support Services (PMSS) including program planning, controls, reporting, scheduling, budgeting, document control and coordination and design management for the Airport's Security Infrastructure Program (SIP) at San Francisco International Airport (SFO). The SIP program will be implemented over five (5) years and includes replacement of access control system, addition of perimeter intrusion detection system, increase security camera coverage and upgrades to telecommunication fiber duct.

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

This service is necessary to ensure the safety and security for the staff and passengers at SFO and to ensure a complete security infrastructure. Without system upgrades, the security network would be outdated and may have service failures.

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 the service.

2. **Union Notification:** On 03/06/2015, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46926 - 14/15

DHR Analysis/Recommendation:

05/18/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 05/18/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
 Specialized skills, knowledge, and expertise in security infrastructure related to airports are required. Experience in assessing, programming and managing airport security systems are essential to updating and improving a security infrastructure. In addition, the PMSS must be current on Transportation Security Administration (TSA) regulations and requirements.

B. Which, if any, civil service class(es) normally perform(s) this work?
 5201,5207,5211,5215,5219,5241,6318,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Portions of the PMSS work can be covered by the existing engineering classifications, however, they would not have the required expertise and skills to assess and improve the airport security infrastructure program to meet TSA regulations on airport security and operations.

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

No, security infrastructure projects do not occur frequently enough to justify permanent staffing. The Airport staff will work with the PMSS contractor to obtain knowledge and experience for future security infrastructure development and improvement work at the Airport.

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? There is no formal training, but Airport staff will learn from working on this p	<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 04/22/2015 BY: .

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CITY PLANNINGDept. Code: CPCType of Request: Initial Modification of an existing PSC (PSC # 4024 12/13)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Transportation Impact Study Environmental Impact Report for the Central Corridor PlanFunding Source: General Fund and Federal GrantPSC Original Approved Amount: \$1,200,000PSC Original Approved Duration: 09/18/12 - 12/31/15 (3 years 14 weeks)PSC Mod#1 Amount: \$600,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$700,000PSC Mod#2 Duration: 09/18/12-12/31/16 (1 year 1 day)PSC Cumulative Amount Proposed: \$2,500,000PSC Cumulative Duration Proposed: 4 years 15 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management and successful completion of environmental analysis, including an environmental impact report (EIR) and transportation impact study (TIS) and possibly other technical documentation for the Central Corridor Plan. This EIR will analyze proposed land use controls, changes to existing height districts, and area plan policies at the programmatic level. Primary environmental issues are expected to be land use and planning, aesthetics, cultural resources, transportation and circulation, air quality, wind, shadow, and open space/recreation.

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

The service is necessary because the City does not have the staffing to perform the service in-house. These services are routinely provided in the same way for other similar projects. Denial would result in delay in the completion of the Central Corridor Plan, which is part of the San Francisco General Plan.

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 4024 12/13

D. Will the contract(s) be renewed?

No, services are required for this one-time project.

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.

Explain the qualifying circumstances:

This is a one time specialized project requiring diverse skills, expertise and knowledge.

B. Reason for the request for modification:

increased scope

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience in the preparation of Environmental Impact Reports (EIR)s in plan areas, particularly within a major urban setting and also with experience working on California Environmental Quality Act (CEQA) documents where land use planning scenario is analyzed in detail. Expertise and experience with the full range of environmental issues including analysis of transportation, cultural resources and air quality.

B. Which, if any, civil service class(es) normally perform(s) this work? 5299, Planner 4-Environmental Review;

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?

N/A

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

A. Explain why civil service classes are not applicable.

Services are required for this one-time project only. The Planning Department lacks the staff resources to fully performs the range of planning and review tasks, e.g. air quality technical analysis, historic architectural survey, geotechnical study, noise technical analysis, needed for this project, which are highly specialized.

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. This is a one-time, technically specific and deadline driven project.

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.

Vendor is not required to train City and County employees.

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.

All grant funds are allocated to consultant costs.

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 10/20/15, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Management & Superv Local 21; Architect & Engineers, Local 21; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Management & Superv Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4024 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/07/2015

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of belle.la@sfgov.org
Sent: Tuesday, October 20, 2015 1:43 PM
To: La, Belle (CPC); amakayan@ifpte21.org; richardisen@gmail.com; L21PSCReview@ifpte21.org; La, Belle (CPC); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4024 12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The CITY PLANNING -- CPC has submitted a modification request for a Personal Services Contract (PSC) for \$700,000 for services for the period September 18, 2012 – December 31, 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/974>

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

Additional Attachment(s)

Transportation Impact Study Environmental Impact Report for the Central Corridor Plan

Description of Work

Current Description (4024-12/13 Mod2):

The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management and successful completion of environmental analysis, including an environmental impact report (EIR) and transportation impact study (TIS) and possibly other technical documentation for the Central Corridor Plan. This EIR will analyze proposed land use controls, changes to existing height districts, and area plan policies at the programmatic level. Primary environmental issues are expected to be land use and planning, aesthetics, cultural resources, transportation and circulation, air quality, wind, shadow, and open space/recreation.

Previous Description (4024-12/13):

The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management and successful completion of environmental analysis, including an environmental impact report (EIR) and transportation impact study (TIS) and possibly other technical documentation for the Central Corridor Plan. The objective of the environmental analysis service is to satisfy the requirements of the California Environmental Quality Act (CEQA), the CEQA Guidelines, the San Francisco Administrative Code Chapter 31, & applicable local, state, & federal regulatory requirements. This EIR will analyze proposed land use controls, changes to existing height districts, and area plan policies at the programmatic level. Primary environmental issues are expected to be land use and planning, aesthetics, cultural resources, transportation and circulation, air quality, wind, shadow, and open space/recreation.



SAN FRANCISCO PLANNING DEPARTMENT

MEMORANDUM

Date: January 16, 2013
 To: PSC Contract Coordinator
 Department of Human Resources (Dept. 33)
 From: Thomas DiSanto
 Planning Department (Dept. 29)
 Re: Request for Administrative Approval of PSC Modification
 (50% in the original PSC amount)

1650 Mission St.
 Suite 400
 San Francisco,
 CA 94103-2479

Reception:
 415.558.6378

Fax:
 415.558.6409

Planning
 Information:
 415.558.6377

PSC No. 4024-12/13

Approval Date: 9/17/2012

Description of Services: Transportation Impact Study Environmental Impact Report, and technical documentation for the Central Corridor Plan

Original Approved Amount:	<u>\$1,200,000</u>	Original approved Duration:	<u>9/18/2012 – 12/31/2015</u>
Modification #1 Amount:	<u>\$600,000</u>	Modified Duration:	<u>No change</u>
Total Amount as Modified:	<u>\$1,800,000</u>	Total Duration as Modified:	<u>9/18/2012 – 12/31/2015</u>

Reason for Modification: Add additional tasks like the Moscone Center EIR, archeology report, noise analysis, and air quality report to the Central Corridor Plan EIR contract.

Attachment: Copy of approved PSC summary 4024-12/13

.....
 FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR Action: Approved

Approval Date: 1/24/13

By: [Signature]
 Micki Callahan, Human Resources Director



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

September 21, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4019-12/13
THROUGH 4026-12/13; 4066-11/12; 3061-11/12; 4070-10/11 AND
4095-09/10.

At its meeting of September 17, 2012 the Civil Service Commission had for its consideration the above matter.

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

SANDRA ENG
ACTING EXECUTIVE OFFICER

The Commission:

- (1) Continued PSC #4022-12/13 to the meeting of October 1, 2012 in order to notify IFPTE-Local 21 of the request for approval.
- (2) Withdrew PSC #4025-12/13 at the request of the Recreation and Parks Department. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Withdrew PSC #3061-11/12 at the request of the Public Utilities Commission. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
- (4) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

SANDRA ENG
Acting Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Leorah Dang, Department of Human Resources
- Marie de Vera, Department of Human Resources
- Jaci Fong, Office of Contract Administration
- Alicia John-Baptiste, Planning Department
- Rebekah Krell, Art Commission
- Sean McFadden, Recreation & Park Department
- Ben Rosenfield, Controller
- Commission File
- Chron

POSTING FOR
9/17/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4023-12/13	29	City Planning	Regular	\$1,500,000	In 2008, the San Francisco Planning Department determined the need to select a pool of pre-qualified environmental, transportation, historic resources, & archeology review consultants through a request-for-qualifications ("RFQ") process to use on an as-needed basis for detailed environmental, transportation impact analysis; historic resources evaluation, & archeological research on various private & public projects. Such projects include, but are not limited to: environmental review of the Transportation Sustainability Program, SoMA Streetscape Plan, Health Care services Master Plan, and Urban Forest Master Plan. Private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, & follow the model used in most other jurisdictions. The Department has determined that the most effective way to provide these specialized studies is to solicit consultants to create as large a pool as possible of pre-qualified firms with the knowledge & expertise in environmental and/or transportation impact analysis, historic resource & archeology review which would follow the best practice of other California counties. Inclusion in the pre-qualified pool will be mandatory for any consultant to either 1) enter into an independent contract with a private developer for environmental or transportation impact studies, historic resource & archeology review which must be reviewed & finalized by Department staff, or 2) enter into contracts with City and County of San Francisco on an as-needed basis for the provision of specialized studies.	9/18/2012 - 9/30/2015
4025-12/13	29	City Planning	Regular	\$1,200,000	The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management & successful completion of environmental analysis, including an environmental ("EIR") & transportation impact study ("TIS") & possibly other technical documentation for the Central Corridor Plan. The objective of the environmental analysis service is to satisfy the requirements of the California Environmental Quality Act ("CEQA"), the CEQA Guidelines, the San Francisco Administrative Code Chapter 31, & applicable local, State, & federal regulatory requirements. The EIR will analyze proposed land use controls, changes to existing height districts, & area plan policies at the programmatic level. Primary environmental issues are expected to be land use & planning, aesthetics, cultural resources, transportation & circulation, air quality, wind, shadow, & open space/recreation.	9/18/2012 - 12/31/2015
4025-12/13	42	Recreation & Park Commission	Regular	\$700,000	Provide full Architectural & Engineering services for nature education facilities within the Randall Museum. This includes all services necessary for schematic design phase, design development, participation in presentations to stakeholders. In addition, complete construction documents for permitting, all services required for the construction administration phase & project closeout. A/E firm shall also provide cost estimating services during the course of the project.	11/20/2012 - 5/20/2015
4026-12/13	68	Taxi Commission	Regular	\$175,000	To provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Transportation Agency (SFMTA).	11/1/2012 - 10/31/2017

Total Amount - Regular: \$189,185,000

PERSONAL SERVICES CONTRACT SUMMARY

(Rev01)

DATE: August 22, 2012

DEPARTMENT NAME: PLANNING DEPARTMENT

DEPARTMENT NUMBER: 29

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

TYPE OF REQUEST:

[X] INITIAL REQUEST [] MODIFICATION (PSC # _____)

TYPE OF SERVICE: Transportation Impact Study Environmental Impact Report for the Central Corridor Plan

FUNDING SOURCE: General fund and federal grant

PSC AMOUNT: 1,200,000.00 PSC DURATION: September 18, 2012 - December 31, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management and successful completion of environmental analysis, including an environmental impact report ("EIR") and transportation impact study ("TIS") and possibly other technical documentation for the Central Corridor Plan. The objective of the environmental analysis service is to satisfy the requirements of the California Environmental Quality Act ("CEQA"), the CEQA Guidelines, the San Francisco Administrative Code Chapter 31, and applicable local, State, and federal regulatory requirements. (Continued on Attachment)

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

The service is necessary because the City does not have the staffing to perform the service in-house. These services are routinely provided in the same way for other similar projects. Denial would result in delay in the completion of the Central Corridor Plan, which is part of the San Francisco General Plan.

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

Services similar in scope have been provided through a personal services contract, PSC #4138-11/12.

D. Will the contract(s) be renewed? No, services are required specifically for this one-time project.

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

[X] IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 8/22/12

[] Union Name Signature of person mailing/faxing form Date

RFP sent to IFPTE Local 21 Union Name, on 7/23/2012 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4024-12/13 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience in the preparation of EIRs in plan areas, particularly within a major urban setting and also with experience working on CEQA documents where land use planning scenario is analyzed in detail. Expertise and experience with the full range of environmental issues including analysis of transportation, cultural resources and air quality.

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

Services would normally be provided by a 5299 Planner IV - Environmental Review combined with scientific knowledge and skills in transportation analysis.

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:

Services are required for this one-time project only. The Planning Department lacks the staff resources to fully perform the range of planning and review tasks, e.g. air quality technical analysis, historic architectural survey, geotechnical study, noise technical analysis, needed for this project, which are highly specialized.

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

No. This is a one-time, technically specific and deadline driven project.

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

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

Yes No

B. Will the contractor train City and County employees?

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


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

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 personal services contract with your department?

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



Signature of Departmental Personal Services Contract Coordinator

Alicia John-Baptiste

415-558-6547

SB/JEF

Print or Type Name

Telephone Number

1650 MISSION ST STE 400
SAN FRANCISCO CA 94103

Address

ATTACHMENT

(Rev01)

DATE: August 22, 2012

DEPARTMENT NAME: PLANNING DEPARTMENT

DEPARTMENT NUMBER: 29

TYPE OF SERVICE: Transportation Impact Study Environmental Impact Report for the Central Corridor Plan

A Concise description of proposed work (Continued)

This EIR will analyze proposed land use controls, changes to existing height districts, and area plan policies at the programmatic level. Primary environmental issues are expected to be land use and planning, aesthetics, cultural resources, transportation and circulation, air quality, wind, shadow, and open space/recreation.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGYDept. Code: TISType of Request: Initial Modification of an existing PSC (PSC # 4070 09/10)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As needed telecommunications, system, voice and data design, business analysis, programming,Funding Source: Public Bond, Grant, Lease, GeneralPSC Original Approved Amount: \$15,000,000PSC Original Approved Duration: 01/01/10 - 12/31/13 (4 years)PSC Mod#1 Amount: \$26,000,000PSC Mod#1 Duration: 01/01/14-12/21/15 (1 year 50 weeks)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 12/22/15-06/30/20 (4 years 27 weeks)PSC Cumulative Amount Proposed: \$41,000,000PSC Cumulative Duration Proposed: 10 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will including system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment.

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

The contracts include prequalified vendors to help expedite the procurement of telecommunications and IT solutions. Outside expertise is needed, especially for projects involving new technology to supplement the skills provided by City employees. Many projects are on restricted funding time frames with bond and grant funds. If denied, the process and timeframes required to procure new systems and implement solutions will be expanded significantly. Also, Public Safety voice and data networks often need a very quick response for service issues.

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.
PSC 4070-09/10

D. Will the contract(s) be renewed?

Yes, the contract will be renewed.

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 agreement is being extended another five years because AT&T is the telephony provider that can provide the services that the City needs without disrupting the current equipment infrastructure already in place. In addition, City Services Auditor division of the Controller's Office evaluated the best possible rates for telecommunications services, under the State of California's Integrated Telecommunications Network rate agreement known as CALNET3 (C3), in response to a request from the Board of Supervisors request to determine if the City was receiving the best possible pricing under the CALNET 3 Agreement. The City Services Auditor division determined that the City could save more than \$37,000 per month in service charges after migrating from its CALNET 2 rates to its new CALNET 3 rates.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The City does not have technical engineers with telephony expertise to complete the services as needed by the City.

B. Reason for the request for modification:

Add additional duration

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Many Highly specialized technical and professional skills are required on an as needed basis, depending on the project. • Knowledge of specific types of voice and data networks, hardware and software, business/Telecom and IT analytical skills and programming for new applications are needed to design, create, update and implement Telecom and IT solutions.

B. Which, if any, civil service class(es) normally perform(s) this work? 1005, IS Operator-Supervisor; 1014, IS Technician-Supervisor; 1024, IS Administrator-Supervisor; 1033, IS Trainer-Senior; 1070, IS Project Director;

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 services are on an as needed basis and City employees review each SOW for services, and when applicable, a transfer of knowledge plan is included in the Scope of Work to transfer skills to City employees.

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

A. Explain why civil service classes are not applicable.

The work is intermittent and highly specialized for as needed 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, technology changes too rapidly and the work is intermittent.

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.
There are no training with this PSC
- 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.
AT&T

7. Union Notification: On 10/26/15, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4070 09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/07/2015

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org
To: [Gines, Jolie](mailto:Gines,Jolie); richardisen@gmail.com; L21PSCReview@ifpte21.org; [Gines, Jolie](mailto:Gines,Jolie); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR.HRD); [Isen, Richard \(TIS\)](mailto:Isen,Richard)
Subject: Receipt of Modification Request to PSC # 4070 09/10 - MODIFICATIONS
Date: Monday, October 26, 2015 8:36:54 AM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period December 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/1494>

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

Additional Attachment(s)



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller
Todd Rydstrom
Deputy Controller

MEMORANDUM

TO: Ken Bukowski, Deputy City Administrator – Chief Financial Officer, Office of the City Administrator
Leo Levenson, Deputy Director – CFO/CAO, Department of Technology

FROM: Randle McClure, Project Manager, City Services Auditor /s/
Joe Lapka, Performance Analyst, City Services Auditor /s/

SUBJECT: Analysis of CALNET 3 rates for the City's telecommunications services

DATE: October 13, 2015

Executive Summary

This memorandum is in response to a request from the Board of Supervisors that the City Administrator and the City Services Auditor division of the Controller's Office evaluate the best possible rates for telecommunications services under the State of California's Integrated Telecommunications Network rate agreement known as CALNET 3 (C3).

Previously, AT&T provided the City with an analysis that compared the City's costs for service under AT&T's former CALNET 2 rates with the estimated costs under its new CALNET 3 rate structure.¹ However, as noted in a report prepared by the Budget and Legislative Analyst for a March 11, 2015 meeting of the Budget and Finance Sub-Committee, AT&T did not estimate the cost savings if the City were to select a CALNET 3 provider other than AT&T. Members of the Budget and Finance Sub-Committee subsequently requested such estimates by mid-October.

This memorandum supplements AT&T's May 2015 analysis with estimates of monthly service charges based on published rates for the other potential CALNET 3 providers. Table 1a below summarizes our findings by comparing the estimated costs for service with AT&T under the CALNET 3 program to the estimated costs for service with the lowest-cost alternative provider in each of seven different service categories.

Because of the complexity of the services in question and time and resource constraints, we have made a number of simplifying assumptions throughout our analysis in order to provide as direct a comparison as possible of the rates among the potential service providers. As a result of these assumptions, our estimates of the monthly charges for service with AT&T may not necessarily match those previously provided by AT&T. Subsequent sections of this memorandum discuss in greater detail the assumptions we made as well as the general methodology we used to perform the analysis.

¹ Heather Petersen, personal communication, May 18, 2015; Christina Grove, personal communication, May 21, 2015
415-554-7500 City Hall • 1 Dr. Carlton B. Goodlett Place • Room 316 • San Francisco CA 94102-4694 FAX 415-554-7466

Table 1a – Comparison of Estimated Monthly Costs for CALNET 3 Service (AT&T vs Lowest-cost Alternative Providers)¹
 [lowest estimated costs shown in bold]

Service Category	Provider	Estimated Monthly Cost for C3 Service	Potential Monthly Savings vs AT&T	
1.1 – Dedicated Transport ²	AT&T	\$164,990		
	Verizon	\$166,800		
1.2 – MPLS, VPN and Converged VoIP	AT&T	\$1,231		
	Jive	\$718	\$513	
1.4 – Long Distance	AT&T	\$9,413		
	CenturyLink	\$7,912	\$1,501	
1.5 – Toll Free	AT&T	\$529		
	Verizon	\$611		
1.6 – Legacy Telecommunications	AT&T	\$186,937		
	[no other C3 service providers]	---		
3 – Metropolitan Area Network Ethernet	AT&T	\$73,506		
	[other estimates not available] ³	---		
5 – Managed Internet Services ⁴	AT&T	\$11,869		
	Integra	\$10,068	\$1,801	
			Total	\$3,815

- Notes: 1. Estimates for service categories 1.1-1.6 are based on billing data from January 2014; estimates for service categories 3 and 5 are based on billing data from December 2014
2. Excludes costs for services not identified in Verizon’s product catalog, services identified in AT&T’s product catalog for legacy telecommunications, and those not considered by AT&T to be C3 services; see discussion below on pages 10-11
3. See discussion below on page 11
4. Excludes the cost of services offered by AT&T but not Integra, and the cost of service in locations outside of Integra’s service area; see discussion below on pages 11-12

In addition to recurring monthly charges, the CALNET 3 providers also assess non-recurring charges when establishing new service for certain features. While these charges will not apply to service that remains with AT&T, they may apply to services that are moved to an alternative provider and they would offset the potential savings shown above. For each of the alternative service providers in Table 1a, Table 1b below estimates the corresponding non-recurring charges.

As shown below there are no non-recurring charges for MPLS and long distance service. For managed internet service, however, the \$10,000 in estimated non-recurring charges would offset approximately 5.5 months of the potential savings shown above in Table 1a.

Based on this information it is our conclusion that AT&T’s rates are generally competitive with the rates of the other CALNET 3 providers.

**Table 1b – Estimated Non-recurring Charges for New Service with the Lowest-cost Alternative
CALNET 3 Providers**

Service Category	Lowest-Cost Alternative Provider	Estimated Non-recurring Charges
1.1 – Dedicated Transport	Verizon	\$741,187
1.2 – MPLS, VPN and Converged VoIP	Jive	\$0
1.4 – Long Distance	CenturyLink	\$0
1.5 – Toll Free	Verizon	\$200
1.6 – Legacy Telecommunications	-	-
3 – Metropolitan Area Network Ethernet	-	-
5 – Managed Internet Services	Integra	\$10,000

Where cost differences exist among the providers even after considering the non-recurring charges, it is important to note that the published CALNET 3 rates represent price ceilings and the City may be at liberty to negotiate them down. It should also be noted that monthly service charges are one of many factors that may be pertinent to the selection of a telecommunications service provider. Other relevant factors may include, but may not be limited to:

- the potential need for new service providers to redesign or reconfigure systems, networks, or circuits and install new equipment or infrastructure;
- the time, cost, and other resource demands associated with the above activities;
- the cost and logistical complexity associated with avoiding disruptions in service during a transition from one provider to another;
- potential differences in the technologies used by alternative providers and the compatibility of those technologies with other City systems or operations;
- differences in the quality or level of service offered by potential providers such as the typical frequency and duration of system outages and the responsiveness of technical staff when outages occur; and
- future plans that DT or other City departments may have regarding changes in service.

These factors may be more relevant for some services than they are for others.

CALNET 3 Services and Service Providers

The CALNET program provides government entities throughout the state with a vehicle for purchasing a comprehensive array of telecommunications services. This is accomplished through competitively-bid master contracts established by the California Department of Technology (CalTech). While AT&T was the sole service provider under the CALNET 2 (C2) program, the State allowed other service providers to compete with AT&T for CALNET 3 service contracts. In carrying out its multi-year competitive process to award the CALNET 3 contracts, CalTech divided the range of services into a number of categories and subcategories with the intent to award them to multiple vendors. The selected vendors are identified below in Table 2. With the exception of SONET service, which is used solely by the Airport, services shown in gray are not utilized by the City. For a general description of these services, refer to the notes accompanying Table 3 of the Budget and Legislative Analyst’s March 11, 2015 report.

Table 2 – CALNET 3 Services and Service Providers

Category 1	
1.1 - Dedicated Transport (p. 10) <ul style="list-style-type: none"> • AT&T • Verizon 	1.4 - Long Distance (p. 8) <ul style="list-style-type: none"> • AT&T • CenturyLink
1.2 – MPLS, VPN and Converged VoIP (p. 9) <ul style="list-style-type: none"> • AT&T • Integra • Jive • NWN • Verizon 	1.5 - Toll Free (p. 6) <ul style="list-style-type: none"> • AT&T • CenturyLink • Verizon
1.3 - Standalone VoIP <ul style="list-style-type: none"> • AT&T • Integra • Jive • Verizon 	1.6 - Legacy Telecommunications (p. 6) <ul style="list-style-type: none"> • AT&T
Categories 2 - 7	
2 - Network Based Web Conferencing <ul style="list-style-type: none"> • AT&T • CenturyLink • NWN 	5 - Managed Internet Services (p. 11) <ul style="list-style-type: none"> • AT&T • Integra
3 - Metropolitan Area Network Ethernet (p. 11) <ul style="list-style-type: none"> • AT&T • CenturyLink • Integra 	6 - Hosted IVR/ACD Services <ul style="list-style-type: none"> • AT&T • NWN • Verizon
4.1 - SONET – Ring Connectivity <ul style="list-style-type: none"> • Integra • Verizon 	7 - Network Based Managed Security <ul style="list-style-type: none"> • AT&T • CenturyLink • Verizon
4.2 - SONET – Point-to-Point Connectivity <ul style="list-style-type: none"> • AT&T • Integra • Verizon 	

Notes: Page numbers indicate where in this document further information can be found.

Under the CALNET 3 program, local governments may procure services on a month-to-month basis whereas under CALNET 2 they were generally required to make a 2-year service commitment.

AT&T's Analysis of Monthly Savings to the City under CALNET 3

As explained in the Budget and Legislative Analyst's March 11, 2015 report, AT&T previously retained a consultant to estimate the savings to the City after migrating from AT&T's CALNET 2 rates to its CALNET 3 rates. AT&T performed this analysis in two phases. The first phase was completed in April 2014 for subcategories 1.1 through 1.6, and the second phase was completed in January 2015 for service categories 2 through 7. In both cases, the analysis was based on the most recent monthly bill available at the time. The results of AT&T's analysis are summarized below in Tables 3 and 4.²

² The amounts shown here differ from those in Table 4 of the Budget and Legislative Analyst's March 11, 2015 report because the latter includes data for the San Francisco International Airport and the Redevelopment Agency.

Table 3 – Estimated Monthly Savings to the City for Category 1 Services under AT&T’s CALNET 3 Rates¹

Service	CALNET 2 Monthly Cost	CALNET 3 Monthly Cost	Monthly Savings/(Increase)
1.1 – Dedicated Transport	\$211,878	\$201,484	\$10,394
1.2 – MPLS, VPN and Converged VoIP	\$4,557	\$1,231	\$3,327
1.4 – Long Distance	\$18,195	\$9,490	\$8,705
1.5 – Toll-Free	\$821	\$529	\$291
1.6 – Legacy Telecommunications	\$173,834	\$186,937	(\$13,103)
		\$399,671	\$9,614

Notes: 1. Based on data from January 2014

Table 4 – Estimated Monthly Savings to the City for Category 2-7 Services under AT&T’s CALNET 3 Rates¹

Service	CALNET 2 Monthly Cost	CALNET 3 Monthly Cost	Monthly Savings/(Increase)
3 – Metropolitan Area Network Ethernet	\$92,607	\$73,506	\$19,101
5 – Managed Internet Services	\$24,310	\$15,274	\$9,037
		\$88,780	\$28,137

Notes: 1. Based on data from December 2014

Comparison of Monthly Costs Among Alternative CALNET 3 Service Providers

Two primary sources of information were used to estimate the City’s monthly costs for telecommunications services among the available CALNET 3 providers. The first source is the collection of service catalogs published on CalTech’s CALNET 3 website. As illustrated in Figure 1 below by an excerpt from Verizon’s catalog for toll free service, these catalogs identify and describe individual line item features that are available to customers. Each feature is identified by a standard feature name and a product identification code that is assigned by the respective contractors. The catalogs also state the contractors’ monthly recurring charges for the feature (column G), the amount of any non-recurring charges (column F), and the unit of measure that is used to calculate the charges (column H).

Figure 1 – Excerpt from Verizon’s Toll Free Service Catalog

1.5.2.4 Toll-Free Domestic Services

Contractor's Summary description of service: Toll-free domestic services										
Geographic Availability: Statewide										
Service Limitations and Restrictions: N/A										
Change Charge Applicability: Change Charge Applicability varies by service and feature code. See Column E for change charge applicability.										
A	B	C	D	E	F	G	H	I	J	K
Line Item #	Feature Name	Contractor's Product Identifier	Feature Description	Feature Restrictions, Limitations and Additional Information	Non-Recurring Charge per Item	Monthly Recurring Charge/item per unit	Unit of measure	Charge per change per item	Delegation Needed (Yes/No)	Required or Discretionary
1	Basic Coverage - California Dedicated Access	TLTR0005	Allows a Customer to receive toll-free calls from anywhere in the State of California on a dedicated line.		N/A	\$0.012	minute	N/A	No	Required
2	Basic Coverage - California Switched Access	TLTR0006	Allows a Customer to receive toll-free calls from anywhere in the State of California on a switched line.		N/A	\$0.018	minute	N/A	No	Required

The second source of information we used to estimate the City’s monthly cost of service for the other CALNET 3 providers is the aforementioned analysis provided by AT&T; an excerpt of the analysis is provided in Appendix A. The information provided by AT&T includes a description of the City’s service features (columns D through K), AT&T’s CALNET 3 rate for each item (column R), and the quantities (number of calls, number of minutes, etc.) that are needed to calculate the total monthly costs (columns L through N). In performing our analysis, we used the product ID codes supplied by AT&T to identify the standard feature name for each line item in their analysis. We then used the standard feature names to identify the matching features and pricing information in the catalogs for the other CALNET 3 providers. Finally we used the service volume and quantity data from AT&T’s analysis to carry out the cost calculations for the various providers.³ The details of our analysis are discussed further below for each of the relevant service categories; the categories are generally presented in order of increasing complexity with respect to the analysis.

Subcategory 1.6 – Legacy Telecommunications

As shown in Table 2 (above), AT&T is the only CALNET 3 provider for legacy telecommunications services. Therefore no cost analysis was performed for this service category. As shown in Table 3 (above), AT&T estimated that the cost for this service will increase by slightly more than \$13,000 per month under the CALNET 3 program absent an Individual Price Reduction. However, since the published CALNET 3 rates represent price ceilings and participating agencies are at liberty to negotiate further, DT has negotiated lower pricing with AT&T for a subset of these services in order to lessen the amount of the price increase.

Subcategory 1.5 – Toll Free Service

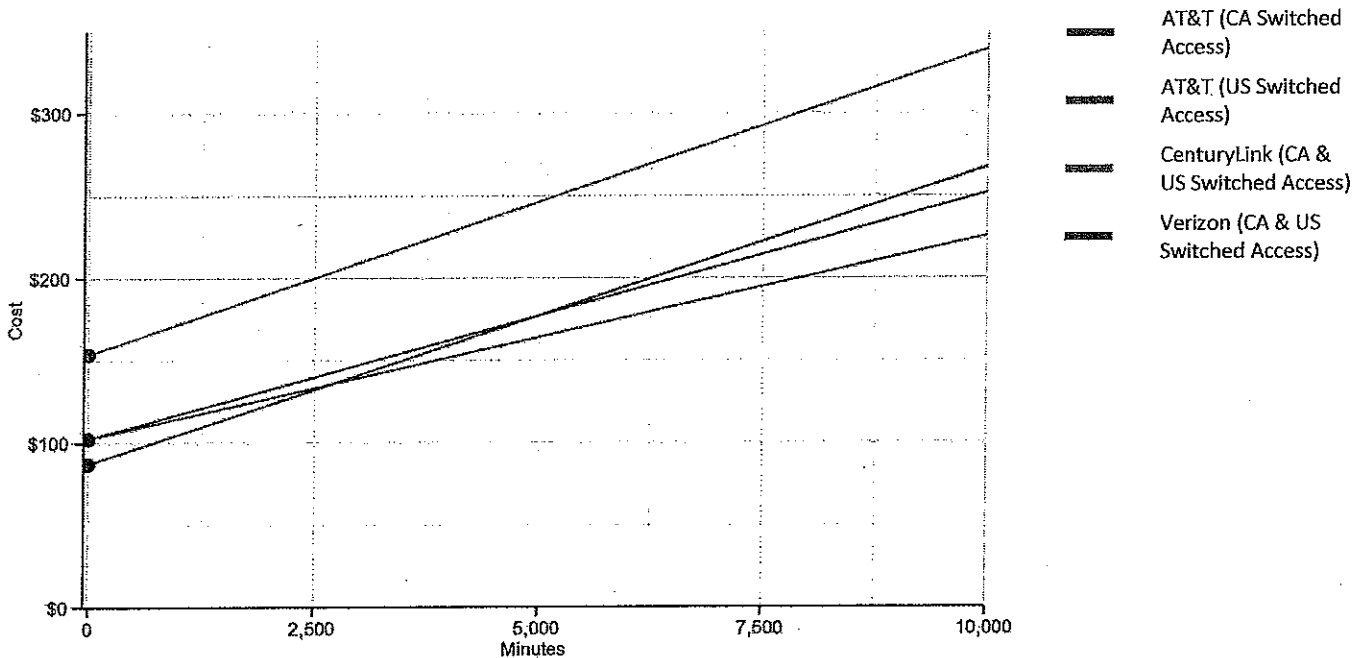
The data provided by AT&T reveals that the fees for the City’s toll free service include charges for: 1) basic coverage, which allows a customer to receive toll free calls from anywhere in the state of California on a

³ Differences may exist among AT&T’s estimates of the City’s total monthly costs and our own estimates in part because of slight differences in the rates that were used. For example, in calculating the cost of international calls to Mexico that originate on a switched network access circuit during off-peak time, AT&T used a rate of \$0.1015/minute while the rate published by CalTech (and used in our analysis) is \$0.101/minute.

switched line; 2) extended coverage, which allows a customer to receive toll free calls from the 50 United States, the District of Columbia, the Virgin Islands, and Puerto Rico on a switched line; and 3) a Primary Rate Interface (PRI) transport charge.⁴

Based on the product catalogs for toll free service, AT&T charges a rate of \$0.0149/minute for basic toll free coverage and it charges \$0.0123/minute for extended coverage while Verizon charges a rate of \$0.018/minute for all calls (i.e., it does not distinguish between basic and extended coverage in terms of price). Similarly, CenturyLink – the third CALNET 3 toll free service provider – charges a singular rate of \$0.0185/minute. The PRI transport charges for CenturyLink, AT&T, and Verizon are a flat \$153.75, \$102.50, and \$87.13 per month, respectively. This cost structure is represented graphically in Figure 2 below.

Figure 2 - CALNET 3 Cost Structure for the City's Toll Free Service



AT&T Monthly Cost = \$102.50 + \$0.0149/minute (CA) + \$0.0123/minute (US)

CenturyLink Monthly Cost = \$153.75 + \$0.0185/minute (US & CA)

Verizon Monthly Cost = \$87.13 + \$0.018/minute (US & CA)

Notes: 1. Excludes rates for international toll free calls

As is evident in the figure above, the monthly cost of service with Verizon surpasses that of AT&T at around 5,000 minutes per month. While we have not collected historical billing data to assess the month-to-month variability in toll free calls to the City, the analysis provided by AT&T shows that for the month of January 2014, the total duration of toll free calls exceeded 29,000 minutes – 5.8 times the 5,000 minute threshold. As a result, we believe that most months are likely to fall in the range where AT&T is the lowest cost provider. That said, the rates among the various providers are similar enough, and the total expenditures on toll free service are low enough, that the choice of service provider in this case may be influenced more by factors other than

⁴ The billing data also included minimal charges for international toll free calls. However, that data has been excluded from the analysis because the Product ID provided by AT&T could not be found in the published service catalog and the duration of these calls amounted to 0.01% of the total call time.

monthly costs such as business or technical considerations. Table 5 below compares the monthly cost for toll free service under the C2 rates with the estimated cost of service from the three CALNET 3 providers.

Table 5 – Comparison of Monthly Charges for Toll Free Service (C2 vs Potential C3 Providers)¹

Provider	Estimated Monthly Cost	Savings (vs C2)
AT&T (C2)	\$821	\$0
AT&T (C3)	\$529	\$292
Verizon	\$611	\$210
CenturyLink	\$692	\$129

Notes: 1. Based on billing data provided by AT&T for the month of January 2014

Subcategory 1.4 – Long Distance Service

According to the data provided by AT&T, the City’s monthly costs for long distance service include charges for audio conferencing, directory assistance, and domestic and international long distance calling. The product catalogs for the two CALNET 3 service providers (AT&T and CenturyLink) indicate that directory assistance charges are assessed on a per-call basis while audio conferencing and long distance calling charges are based on per-minute rates. The long distance rates vary depending on factors such as the geographic location that is called, the times that calls are placed (peak vs. off-peak periods), and whether the calls involve switched or dedicated access.

Based on the data we extracted from AT&T’s analysis and the product and pricing information in the published product catalogs, Appendix B contains a detailed breakdown of the estimated monthly charges by service feature and provider. A summary of that breakdown is provided in Table 6 below.

Table 6 – Comparison of Monthly Charges for Long Distance Service (C2 vs Potential C3 Providers)¹

Provider	Estimated Monthly Cost	Savings (vs C2)
AT&T (C2)	\$18,195	\$0
CenturyLink	\$7,912	\$10,283
AT&T (C3)	\$9,413	\$8,782

Notes: 1. Based on billing data provided by AT&T for the month of January 2014

Particularly where long distance calling is concerned, it is important to keep in mind that the single month of billing data provided by AT&T may not be representative of every month over the life of an entire contract. However, due to time and resource limitations we were unable to collect and analyze additional data.

Subcategory 1.2 – MPLS, VPN and Converged VoIP

According to the data provided by AT&T, the City's services for Subcategory 1.2 include MPLS transport DS3 port service at a minimum line rate of 10 Mbps, and MPLS transport Ethernet port service at a minimum line rate of 50 Mbps. The charges for these services are based on the number of ports that the City has, and AT&T's analysis indicates that in January 2014 the City was billed for a total of 3 ports (2 of the former and 1 of the latter). Tables 7 and 8 below show the estimated charges by provider for each of these services, and Table 9 compares the total estimated monthly costs among the providers.

Table 7 – Estimated Monthly Cost of MPLS Transport DS3 Port Service at a Minimum Line Rate of 10 Mbps based on CALNET 3 Rates

Provider	Product ID	Non-recurring Charge per Port	Recurring Charge per Port	Number of Ports	Total Recurring Cost
Jive	BW-DS3-P-10000	\$0	\$102.50	2	\$205.00
AT&T	17999	\$0	\$265.91	2	\$531.82
Verizon	MTDS0010	\$0	\$342.35	2	\$684.70
Integra	121012	\$500	\$784.13	2	\$1,568.26
NWN	NWNCA-10KDS	\$150	\$927.63	2	\$1,855.26

Table 8 – Estimated Monthly Cost of MPLS Transport Ethernet Port Service at a Minimum Line Rate of 50 Mbps based on CALNET 3 Rates

Provider	Product ID	Non-recurring Charge per Port	Recurring Charge per Port	Number of Ports	Total Recurring Cost
Integra	121031	\$500	\$415.13	1	\$415.13
Jive	BW-ETH-P-50	\$0	\$512.50	1	\$512.50
AT&T	18010	\$0	\$699.09	1	\$699.09
Verizon	PIET0050	\$0	\$777.98	1	\$777.98
NWN	NWNCA-50Mbps	\$0	\$892.78	1	\$892.78

Table 9 – Comparison of Monthly Charges for MPLS Service (C2 vs Potential C3 Providers)

Provider	Estimated Monthly Cost	Savings (vs C2)
AT&T (C2)	\$4,558	\$0
Jive	\$718	\$3,840
AT&T (C3)	\$1,231	\$3,327
Verizon	\$1,463	\$3,095
Integra	\$1,983	\$2,575
NWN	\$2,748	\$1,810

As shown in Table 9 above, the difference in cost between AT&T and Jive is \$513 per month.

Subcategory 1.1 – Dedicated Transport

According to the data provided by AT&T, the City's services for Subcategory 1.1 consist of carrier DS0 service, carrier DS1 service, carrier DS3 service, and primary rate ISDN access to the local public switched telephone network. A detailed breakdown of the estimated costs by vendor is provided in Appendix C and a summary of the estimated monthly costs is provided below in Table 10.

Our ability to estimate the monthly costs in this case is limited by the fact that for DS0, DS1, and DS3 service, the costs include intra-LATA and/or inter-LATA variable mileage charges (see lines 9 and 10 in Table C-2, for example). A LATA, or Local Access and Transport Area, is a geographic area within which telephone carriers may provide local and/or long distance telecommunications services. Connections between points in the same region are called intra-LATA connections while connections between points in different regions are known as inter-LATA connections. AT&T's product catalog for dedicated transport service explains that intra-LATA mileage fees are required when service locations are in different Serving Wire Centers, while inter-LATA mileage fees are assessed on a per-circuit basis. In either case, the monthly fees are assessed on a per-mile basis measured as the airline mileage between the serving central offices for the service locations in question. Thus, the total monthly fees are a function of the City's individual service locations in relation to the LATA boundaries and the locations of the service providers' central offices. While AT&T's analysis discloses the mileage it used to calculate the City's costs, the only way to determine the corresponding mileage for service with Verizon is to request that information from Verizon directly. As that is not feasible due to time and resource constraints, we have simplified our analysis by assuming that the total mileage with Verizon would be the same as it is with AT&T.

It should also be noted that AT&T's dedicated transport analysis includes a number of services that are not explicitly identified in Verizon's product catalog⁵ as well as a number of services that are identified in its product catalog for legacy telecommunications or that are not considered to be CALNET 3 products.⁶ Those charges have also been excluded from the estimates in Table 10 to further simplify the analysis and ensure accurate rate comparisons between the providers.⁷

Table 10 – Estimated Monthly Costs for CALNET 3 Dedicated Transport Service by Provider

Provider	Estimated Monthly Cost ¹	Savings (vs C2)
AT&T (C2)	-	-
AT&T (C3)	\$164,990	-
Verizon	\$166,800	-

Notes: 1. Excludes costs for services not identified in Verizon's product catalog, those identified in AT&T's product catalog for legacy telecommunications, and those not considered by AT&T to be C3 services

Excluding the costs for services that are not identified in Verizon's product catalog, the table above indicates that the City's monthly costs for dedicated transport would be approximately \$1,810 lower with AT&T than with Verizon. However, it is also advisable in this case to consider the potential impact of non-recurring costs.

⁵ See lines 4-6 in Table C-1, line 1.1 in Table C-2, line 15 in Table C-3, and lines 18-21 in Table C-4.

⁶ These services are collectively identified in AT&T's analysis with the following product ID codes: 1L56X, BCND+, CNLRX, DFOSC, GN3RR, P2W, P3H, T6E2D, T6E2X, T6E4X, and Not C3.

⁷ However note that by excluding some services from the analysis we are unable to compare the estimated CALNET 3 costs directly with the previous costs under the CALNET 2 program.

While those charges would not apply to existing services that were rolled over to a new contract with AT&T, the City likely would incur non-recurring charges when moving its business to Verizon. Based on the rates published in Verizon's product catalog and summarized in Appendix C, we estimate that those charges would amount to an additional \$741,187. In any case, given the limitations of our analysis in this instance, we would advise DT to request a quote for the cost of service directly from Verizon if the Department wishes to further consider moving some or all of the City's existing service to an alternate provider.

Category 3 – Metropolitan Area Network Ethernet

While AT&T, CenturyLink, and Integra all offer metropolitan area network Ethernet service under the CALNET 3 program, the City's current service consists entirely of a fully managed and administered switched Ethernet solution known as OPT-E-MAN. As an AT&T product, OPT-E-MAN is not among the services specifically identified in the product catalogs for the other CALNET 3 providers. Furthermore, estimating the cost of potential substitutes to OPT-E-MAN would entail working with the vendors to design a network and obtain a quote for services. As a result, a comparison of the cost for this service among the providers is not available at this time. Nevertheless, as shown in Table 4 above AT&T estimated that the City's cost for this service will decrease by slightly more than \$19,000 per month under the CALNET 3 program.

Category 5 – Managed Internet Service (MIS)

Specific services the City subscribes to within the MIS service category include Internet Flat Rate Service, Internet Flat Rate with Managed Router Service, Internet Sustained Bandwidth Ethernet Transport Service, Internet Sustained Bandwidth Ethernet Port Service, and Internet Sustained Bandwidth Ethernet Port with Managed Router Service. Appendix D provides a detailed breakdown of the components for each of these services and the associated non-recurring and monthly costs for the two CALNET 3 providers – AT&T and Integra.

A direct cost comparison between the two providers is difficult in this case for two reasons. First, while most of the service locations for the City's telecommunications services are within the boundaries of the City and County, the City does maintain service at a limited number of locations elsewhere throughout the state. Where managed internet service is concerned, two of the City's service locations are in Moccasin and Sunol, CA. According to Integra's MIS product catalog (pp. 2, 18, and 22), Moccasin and Sunol are not within Integra's service area. Thus, in these cases AT&T appears to be the only service provider.

It is also difficult to compare the cost of MIS service with AT&T to the potential cost with Integra because some of the services the City currently subscribes to are not identified in Integra's product catalog. For example, Table D-1 in Appendix D shows that the City's Internet Flat Rate (InFRa) Service consists in part of service at 10 Mbps with a dedicated internet port and T3 transport (see line 2). However, excerpts from the Integra and AT&T product catalogs in Figures 3 and 4 below show that while both providers offer InFRa service at 10 Mbps with a dedicated internet port and transport, only AT&T offers that service specifically with T3 transport. Similar differences in Integra's and AT&T's product offerings occur in two other instances.

Figure 3 – Excerpt from Integra’s CALNET 3 Product Catalog for Managed Internet Service

A	B	C	D	E	F	G	H	I	J	K
Line Item #	Feature Name	Contractor's Product Identifier	Feature Description	Feature Restrictions, Limitations and Additional Information	Non-Recurring Charge per item	Monthly Recurring Charge/item per unit	Unit of measure	Charge per charge per item	Delegation Needed (Yes/No)	Required or Discretionary
12	InFRa @ 10Mbps	501012	Internet Flat Rate Service (InFRa) at 10Mbps. Includes dedicated Internet port and transport.		\$500.00	\$410.80	Each	\$500.00	No	Required

Figure 4 – Excerpt from AT&T’s CALNET 3 Product Catalog for Managed Internet Service

A	B	C	D	E	F	G	H	I	J	K
Line Item #	Feature Name	Contractor's Product Identifier	Feature Description	Feature Restrictions, Limitations and Additional Information	Non-Recurring Charge per item	Monthly Recurring Charge/item per unit	Unit of Measure	Charge per charge per item	Delegation Needed (Yes/No)	Required/Discretionary
12	InFRa @ 10Mbps	Mi012	Internet Flat Rate Service (InFRa) at 10Mbps. Includes dedicated Internet port and transport.	Upload 10Mbps	\$0.00	\$551.66	each	\$0.00	No	Required
26	Flat Rate internet 10Mbps	Mi051	Internet Flat Rate Service at 10Mbps. Includes dedicated Internet port and T3 transport.	Upload 10Mbps	\$1,100.00	\$1,384.78	each	\$0.00	No	Required

In the cases where a direct comparison can be made, the total estimated monthly costs with service from AT&T amount to \$11,869 while the estimated monthly cost of service with Integra is \$10,068 (a difference of \$1,801 per month).

Conclusion

As indicated in Tables 3 and 4 above, AT&T previously estimated that the City could save more than \$37,000 per month in service charges after migrating from its CALNET 2 rates to its new CALNET 3 rates. Based on the analysis presented here, it is our conclusion that AT&T’s rates are generally competitive with those of other potential service providers. In cases where differences exist among the providers, it is important to note that the published CALNET 3 rates represent price ceilings and the City may be at liberty to negotiate lower rates. In addition, while some CALNET 3 vendors might have lower rates for some types of service, there exists a host of additional considerations that may be more pertinent to the ultimate selection of the City’s telecommunications service providers than incrementally lower monthly rates. As noted above, those considerations include, but may not be limited to:

- the potential need for new service providers to redesign or reconfigure systems, networks, or circuits and install new equipment or infrastructure;
- the time, cost, and other resource demands associated with the above activities;
- the cost and logistical complexity associated with avoiding disruptions in service during a transition from one provider to another;
- potential differences in the technologies used by alternative providers and the compatibility of those technologies with other City systems or operations;
- differences in the quality or level of service offered by potential providers such as the typical frequency and duration of system outages and the responsiveness of technical staff when outages occur; and

- future plans that the Department of Technology (DT) or other City departments may have regarding changes in service.

Before making any decision to move the City's existing book of business to one or more alternative service providers, we recommend that DT consider all such competing factors collectively.

Appendix A

Excerpt from AT&T Cost Analysis

Figure A-1 – Excerpt from AT&T Analysis of January 2014 Billing Data

	D	F	J	K	L	M	N	O	R	S
1	C3 Subcategory	SrvType	Product ID	InvDesc	Qty	Calls	Minutes	Total	C3 CustRate	C3 Total
2	1.5	Toll Free	BHC	Primary Rate Interface (PRI) on DS1	1			102.5	102.5	102.5
3	1.5	Toll Free	TFUSS	Extended Call Coverage US Switched		22	65.7	1.49	0.0123	0.81
4	1.5	Toll Free	TFUSS	Extended Call Coverage US Switched		234	1205.25	28.15	0.0123	14.82
5	1.5	Toll Free	TFUSS	Extended Call Coverage US Switched		7	29.5	0.67	0.0123	0.96
6	1.5	Toll Free	TFUSS	Extended Call Coverage US Switched		6	13.05	0.3	0.0123	0.16
7	1.5	Toll Free	TFUSS	Extended Call Coverage US Switched		2	10.03333333	0.23	0.0123	0.12
8	1.5	Toll Free	TFUSS	Extended Call Coverage US Switched		2	1.616666667	0.04	0.0123	0.02
9	1.5	Toll Free	TFUSS	Extended Call Coverage US Switched		31	39.53333333	0.89	0.0123	0.49
10	1.5	Toll Free	TFUSS	Extended Call Coverage US Switched		3	1.5	0.03	0.0123	0.02
11	1.5	Toll Free	TFUSS	Extended Call Coverage US Switched		11	12.91666667	0.28	0.0123	0.16
34	1.5	Toll Free	TFCAS	Basic Coverage CA Switch Access		14	69.1	1.62	0.0149	1.03
35	1.5	Toll Free	TFCAS	Basic Coverage CA Switch Access		1580	14857.33333	351.36	0.0149	221.37
36	1.5	Toll Free	TFCAS	Basic Coverage CA Switch Access		14	706.1333333	16.65	0.0149	10.52
37	1.5	Toll Free	TFCAS	Basic Coverage CA Switch Access		15	10.31666667	0.22	0.0149	0.15
38	1.5	Toll Free	TFCAS	Basic Coverage CA Switch Access		2	8.133333333	0.19	0.0149	0.12
39	1.5	Toll Free	TFCAS	Basic Coverage CA Switch Access		2	5.766666667	0.14	0.0149	0.09
40	1.5	Toll Free	TFCAS	Basic Coverage CA Switch Access		2	10.01666667	0.23	0.0149	0.15
41	1.5	Toll Free	TFCAS	Basic Coverage CA Switch Access		11	96.2	2.25	0.0149	1.43
42	1.5	Toll Free	TFCAS	Basic Coverage CA Switch Access		263	322.1833333	12.35	0.0149	4.8
43	1.5	Toll Free	TFCAS	Basic Coverage CA Switch Access		334	386.2666667	10.45	0.0149	5.76
44	1.5	Toll Free	TFCAS	Basic Coverage CA Switch Access		29	204.55	4.8	0.0149	3.05
45	1.5	Toll Free	TFCAS	Basic Coverage CA Switch Access		205	415.25	10.11	0.0149	6.19
46	1.5	Toll Free	TFCAS	Basic Coverage CA Switch Access		163	604.3666667	14.59	0.0149	9.01

Appendix B

**Breakdown of Estimated Monthly Costs for Long Distance
Service by CALNET 3 Service/Feature and Provider**

Table B-1 – Audio Conferencing Service

Service	Rate per Minute		Minutes	Cost	
	AT&T	CenturyLink		AT&T	CenturyLink
Caller Paid Dial-in Reservation-less Service	\$0.015	\$0.012	15,464	\$231.96	\$185.57
Toll Free Dial-in Reservation-less Service	\$0.015	\$0.015	80,574	\$1,208.61	\$1,208.61
				\$1,440.57	\$1,394.18

Table B-2 – Operator Services

Service	Rate per Call		Calls	Cost	
	AT&T	CenturyLink		AT&T	CenturyLink
Directory Assistance	\$1.03	\$1.99	11	\$11.33	\$21.89
				\$11.33	\$21.89

Table B-3 – Long Distance Domestic Calling

Service	Rate per Minute		Minutes	Cost	
	AT&T	CenturyLink		AT&T	CenturyLink
IntraLATA Calling Dedicated to Switched Access Minute	\$0.0149	\$0.009	644.6	\$9.60	\$5.80
IntraLATA Calling Switched to Dedicated Access Minute	\$0.0149	\$0.009	45.3	\$0.67	\$0.41
IntraLATA Calling Switched to Switched Access Minute	\$0.0149	\$0.015	239,526	\$3,568.94	\$3,592.89
IntraState/InterLATA Calling Dedicated to Dedicated Access Minute	\$0.012	\$0.007	774.2	\$9.29	\$5.42
IntraState/InterLATA Calling Dedicated to Switched Access Minute	\$0.0149	\$0.009	99,838	\$1,487.59	\$898.54
IntraState/InterLATA Calling Switched to Dedicated Access Minute	\$0.0149	\$0.009	270.4	\$4.03	\$2.43
IntraState/InterLATA Calling Switched to Switched Access Minute	\$0.0149	\$0.015	34,444.8	\$513.23	\$516.67
Interstate Calling Dedicated to Switched Access Minute	\$0.011	\$0.008	105,700.3	\$1,162.70	\$845.60
Interstate Calling Switched to Switched Access Minute	\$0.011	\$0.013	26,122.9	\$287.35	\$339.60
				\$7,043.40	\$6,207.36

Table B-4 – Long Distance International Calling Dedicated Access – Peak

Service	Rate per Minute		Minutes	Cost	
	AT&T	CenturyLink		AT&T	CenturyLink
Canada	\$0.032	\$0.008	864.3	\$27.66	\$6.91
				\$27.66	\$6.91

Table B-5 – Long Distance International Calling Switched Access – Peak

Service	Rate per Minute		Minutes	Cost	
	AT&T	CenturyLink		AT&T	CenturyLink
Canada	\$0.036	\$0.014	26	\$0.94	\$0.36
Ireland	\$1.097	\$0.082	5.6	\$6.14	\$0.46
Korea	\$0.087	\$0.513	1.9	\$0.17	\$0.97
Sweden	\$1.015	\$0.072	18.1	\$18.37	\$1.30
United Kingdom	\$0.045	\$0.023	23.5	\$1.06	\$0.54
				<u>\$26.68</u>	<u>\$3.63</u>

Table B-6 – Long Distance International Calling Dedicated Access – Off Peak

Service	Rate per Minute		Minutes	Cost	
	AT&T	CenturyLink		AT&T	CenturyLink
Canada	\$0.032	\$0.008	1245.8	\$39.87	\$9.97
				<u>\$39.87</u>	<u>\$9.97</u>

Table B-7 – Long Distance International Calling Switched Access – Off Peak

Service	Rate per Minute		Minutes	Cost	
	AT&T	CenturyLink		AT&T	CenturyLink
Australia	\$1.169	\$0.062	5.2	\$6.08	\$0.32
Canada	\$0.036	\$0.014	220	\$7.92	\$3.08
China	\$0.053	\$0.036	1.2	\$0.06	\$0.04
France	\$0.051	\$0.025	4.6	\$0.23	\$0.12
Germany	\$0.041	\$0.025	30.4	\$1.25	\$0.76
Greece	\$1.445	\$0.103	1.8	\$2.60	\$0.19
Ireland	\$0.964	\$0.082	0.9	\$0.87	\$0.07
Israel	\$0.045	\$0.05	0.9	\$0.04	\$0.04
Korea	\$0.087	\$0.513	7.3	\$0.64	\$3.74
Mexico	\$0.101	\$0.056	11.1	\$1.12	\$0.62
Philippines	\$1.784	\$0.215	40.6	\$72.43	\$8.73
South Africa	\$2.347	\$0.092	0.7	\$1.64	\$0.06
Sweden	\$0.902	\$0.072	8.7	\$7.85	\$0.63
United Kingdom	\$0.045	\$0.023	18.7	\$0.84	\$0.43
				<u>\$103.57</u>	<u>\$18.83</u>

Table B-8 – Long Distance International Mobile Termination Charges

Service	Rate per Minute		Minutes	Cost	
	AT&T	CenturyLink		AT&T	CenturyLink
Australia	\$1.322	\$0.205	4.4	\$5.82	\$0.90
Brazil	\$0.241	\$0.261	35.6	\$8.58	\$9.29
China	\$0.046	\$0.123	64.8	\$2.98	\$7.97
Germany	\$0.30	\$0.271	6	\$1.80	\$1.63
Guatemala	\$0.154	\$0.277	61.1	\$9.41	\$16.92
Honduras	\$1.845	\$0.42	250.1	\$461.43	\$105.04
Nicaragua	\$1.968	\$0.42	48.5	\$95.45	\$20.37
Nigeria	\$1.62	\$0.4	66.1	\$107.08	\$26.44
New Zealand	\$1.958	\$0.246	3.9	\$7.64	\$0.96
Philippines	\$2.03	\$0.267	3.6	\$7.31	\$0.96
Korea	\$0.118	\$2.04	21.1	\$2.49	\$43.04
Spain	\$0.312	\$0.284	0.8	\$0.25	\$0.23
United Kingdom	\$0.251	\$0.41	36.6	\$9.19	\$15.01
				<u>\$719.43</u>	<u>\$248.76</u>

Appendix C

**Breakdown of Estimated Monthly Costs for Dedicated
Transport Service by CALNET 3 Service/Feature and Provider**

Table C-1 – Carrier DSO Service and Features

Service (AT&T ID/Verizon ID)	Non-recurring Charge per Item		Monthly Recurring Charge per Item		Qty	Total Monthly Recurring Charge	
	AT&T	Verizon	AT&T	Verizon		AT&T	Verizon
1. IntraLATA carrier DSO service. Channel Termination (one end point) (VAN++/CDILO000) ²	\$378.00	\$306.00	\$39.98	\$22.50	427	\$17,071.46	\$9,607.50
2. Central office bridging (DFOBR/CNOB0000) ³	\$0	\$0	\$5.64	\$17.43	17	\$95.88	\$296.31
3. IntraLATA variable mileage for dedicated DSO transport (1157X/CDIM0000) ⁴	-	-	\$1.21	\$0.51	502	\$607.42	\$256.02
						<u>\$17,774.76</u>	<u>\$10,159.83</u>
4. ADN multiplexing (MOO/-) ^{1,5}	\$0	-	\$41.00	-	6	\$246.00	-
5. ADN secondary channel (DSOSC) ^{1,2}	\$0	-	\$4.72	-	1	\$4.72	-
6. Customer network reconfiguration (DFOCO/-) ^{1,5}	\$0	-	\$2.46	-	3	\$7.38	-
						<u>\$258.10</u>	<u>-</u>

- Notes: 1. Service not identified in Verizon product catalog
 2. Unit of measure: channel termination
 3. Unit of measure: port
 4. Unit of measure: mile
 5. Unit of measure: month

Table C-2 -- Carrier DS1 Service and Features

Service (AT&T ID/Verizon ID)	Non-recurring Charge per Item		Monthly Recurring Charge per Item		Qty	Total Monthly Recurring Charge	
	AT&T	Verizon	AT&T	Verizon		AT&T	Verizon
7. IntraLATA carrier DS1 service (TMECS/CDL0001) ³	\$899	\$475	\$76.88	\$76.88	1,199	\$92,179.12	\$92,179.12
8. InterLATA/interstate carrier DS1 service (1LNV9/CDLA0001[CDIS0001]) ³	\$899	\$150	\$76.88	\$169.13	17	\$1,306.96	\$2,875.21
9. IntraLATA variable mileage for dedicated DS1 transport services (1L58X/CDIM0001) ⁴	\$0	\$0	\$10.29	\$0.51	1,049	\$10,794.21	\$534.99
10. InterLATA variable mileage for dedicated DS1 transport (1LNVX/CDLM0001) ⁴	\$0	\$0	\$2.31	\$1.80	615 ²	\$1,420.65	\$1,107.00
						\$105,701	\$96,696
11. DS1 to voice multiplexing (MQ1/-) ^{1,5}	\$0	-	\$315.87	\$0	2	\$631.74	-
						\$631.74	-

- Notes: 1. Service not identified in Verizon product catalog
2. Estimated
3. Unit of measure: channel termination
4. Unit of measure: mile
5. Unit of measure: per 24 channel multiplexer

Table C-3 – Carrier DS3 Service and Features

Service (AT&T ID/Verizon ID)	Non-recurring Charge per Item		Monthly Recurring Charge per Item		Qty	Total Monthly Recurring Charge	
	AT&T	Verizon	AT&T	Verizon		AT&T	Verizon
12. IntraLATA carrier DS3 service (Z35AC/CDIL0003) ¹	\$1,100	\$0	\$913.28	\$743.13	19	\$17,352.32	\$14,119.47
13. InterLATA/interstate carrier DS3 service (1LN44/CDLA0003;CDIS0003) ¹	\$1,100	\$850	\$913.28	\$1,691.25	1	\$913.28	\$1,691.25
14. IntraLATA variable mileage for dedicated transport services (1L59X/CDIM0003) ²	0	0	\$62.07	\$2.05	2	\$124.14	\$4.10
						\$18,389.74	\$15,814.82
15. DS3 to DS1 multiplexing (?)	?	-	\$410		7	\$2,870	

Notes: 1. Unit of measure: channel termination
 2. Unit of measure: mile

Table C-4 – ISDN PRI Configurations and Features

Service (AT&T ID/Verizon ID)	Non-recurring Charge per item		Monthly Recurring Charge per item		Qty	Total Monthly Recurring Charge	
	AT&T	Verizon	AT&T	Verizon		AT&T	Verizon
16. ISDN PRI Package #1 @ 56 Kbps (or 64 Kbps) – basic monthly rate (PRAS1/PRIB0056;PRIB0064) ²	\$0	\$200	\$123	\$234.73	169	\$20,787.00	\$39,669.37
17. ISDN PRI Package #2 @ 56 Kbps (or 64 Kbps) – basic monthly rate (PRAS3/PRPB0056;PRPB0064) ²	\$0	\$200	\$123	\$234.73	19	\$2,337.00	\$4,459.87
						\$23,124.00	\$44,129.24
18. Primary Rate ISDN Package 2 24 B-channels (PRAS2/-) ^{1,3}	\$0	-	\$133.35	-	17	\$2,266.95	-
19. Primary Rate ISDN alternate routing (PRAAR/-) ^{1,4}	\$50	-	\$10.25	-	55	\$563.75	-
20. Primary Rate ISDN dialing plan (PRADP/-) ^{1,4}	\$175	-	\$51.25	-	3	\$153.75	-
21. Primary Rate ISDN calling name delivery (NM1PG/-) ^{1,4}	\$125	-	\$10.25	-	5	\$51.25	-
						\$3,035.70	-

Notes: 1. Service not identified in Verizon product catalog
 2. Unit of measure: package per month
 3. Unit of measure: interface port
 4. Unit of measure: per feature

Appendix D

**Breakdown of Estimated Monthly Costs for Managed
Internet Service by CALNET 3 Service/Feature and Provider**

Table D-1 – Internet Flat Rate Service (InFRa)

Service (AT&T ID/Integra ID)	Non-recurring Charge per Item		Monthly Recurring Charge per Item		Qty	Total Monthly Recurring Charge	
	AT&T	Integra	AT&T	Integra		AT&T	Integra
1. InFRa @ 1.544Mbps with dedicated Internet port and transport (MI001/501001) ³	\$899	\$500	\$250.31	\$159.50	6	\$1,501.86	\$957
2. Internet Flat Rate Service at 10Mbps with dedicated Internet port and T3 transport (MI051/-) ^{1,2,3}	\$1,100	-	\$1,384.78	-	1	\$1,384.78	-
3. Internet Flat Rate Service at 20Mbps with dedicated Internet port and T3 transport (MI053/-) ^{1,3}	\$1,100	-	\$1,705.09	-	1	\$1,705.09	-

Notes: 1. Service not identified in Integra product catalog
 2. Service location (Mocasin, CA) is outside of Integra's service area
 3. Unit of measure: each feature

Table D-2 – Internet Flat Rate with Managed Router Service (InFRaM)

Service (AT&T ID/Integra ID)	Non-recurring Charge per Item		Monthly Recurring Charge per Item		Qty	Total Monthly Recurring Charge	
	AT&T	Integra	AT&T	Integra		AT&T	Integra
4. InFRaM @ 1.544Mbps with dedicated Internet port, transport, and a Contractor owned, maintained and managed router (MI026/502001) ²	\$899	\$500	\$276.14	\$183.25	1	\$276.14	\$183.25
5. Internet Flat Rate Service at 3Mbps with dedicated Internet port and 2xT1 transport, maintained and managed router (MI207/-) ^{1,2}	\$899	-	\$447.16	-	1	\$447.16	-

Notes: 1. Service not identified in Integra catalog
 2. Unit of measure: each feature

Table D-3 – Internet Sustained Bandwidth Ethernet Transport Service (InSBET)

Service (AT&T ID/Integra ID)	Non-recurring Charge per Item		Monthly Recurring Charge per Item		Qty	Total Monthly Recurring Charge	
	AT&T	Integra	AT&T	Integra		AT&T	Integra
6. InSBET Service with maximum burstable data rate of 10Mbps (LNET10/503005) ²	\$0	\$500	\$400.78	\$194.75	1	\$400.78	\$194.75
7. InSBET Service with maximum burstable data rate of 50Mbps (LNET50/503007) ²	\$0	\$500	\$484.83	\$194.75	3	\$1,454.49	\$584.25
8. InSBET Service with maximum burstable data rate of 500Mbps (LNET500/503011) ²	\$0	\$1,500	\$910.20	\$666.25	1	\$910.20	\$666.25
9. InSBET Service with maximum burstable data rate of 50Mbps (LNET50/503007) ^{1,2}	\$0	-	\$484.83	-	1	\$484.83	-

Notes: 1. Service location (Sunol, CA) is outside of Integra's service area
 2. Unit of measure: each feature

Table D-4 – Internet Sustained Bandwidth Ethernet Port Service (InSBEP) [NOT to be provisioned with InSBET 10G-Base-LSR 10G Ethernet Transport]

Service (AT&T ID/Integra ID)	Non-recurring Charge per Item		Monthly Recurring Charge per Item		Qty	Total Monthly Recurring Charge	
	AT&T	Integra	AT&T	Integra		AT&T	Integra
10. Ethernet minimum monthly bandwidth commitment charge – 30 Mbps (8313/504025) ²	\$0	\$500	\$307.65	\$461.25	1	\$307.65	\$461.25
11. Ethernet minimum monthly bandwidth commitment charge – 50 Mbps (8382/504033) ²	\$0	\$500	\$478.81	\$563.75	1	\$478.81	\$563.75
12. Ethernet minimum monthly bandwidth commitment charge – 30 Mbps (8313/504025) ^{1,2}	\$0	-	\$307.65	-	1	\$307.65	-

Notes: 1. Service location (Sunol, CA) is outside of Integra's service area.
 2. Unit of measure: each feature

Table D-5 – Internet Sustained Bandwidth Ethernet Port Service (InSBEP) [to be provisioned with InSBET 10G-Base-LSR 10,000 Mbps Ethernet Transport]

Service (AT&T ID/Integra ID)	Non-recurring Charge per Item		Monthly Recurring Charge per Item		Qty	Total Monthly Recurring Charge	
	AT&T	Integra	AT&T	Integra		AT&T	Integra
13. 10G InSBEP minimum bandwidth commitment charge – 1500 Mbps (8385/505001) ¹	\$0	\$1000	\$5,762.94	\$5,535	1	\$5,762.94	\$5,535

Notes: 1. Unit of measure: each feature

Table D-6 – Internet Sustained Bandwidth Ethernet Port with Managed Router Service (InSBEPM) [NOT to be provisioned with InSBET 10G Ethernet Transport]

Service (AT&T ID/Integra ID)	Non-recurring Charge per Item		Monthly Recurring Charge per Item		Qty	Total Monthly Recurring Charge	
	AT&T	Integra	AT&T	Integra		AT&T	Integra
14. Ethernet minimum monthly bandwidth commitment charge – 10 Mbps; includes Contractor owned, managed and maintained router (8331/506017) ¹	\$0	\$500	\$223.04	\$358.75	1	\$223.04	\$358.75
15. Ethernet minimum monthly bandwidth commitment charge – 50 Mbps; includes Contractor owned, managed and maintained router (8383/506033) ¹	\$0	\$500	\$552.72	\$563.75	1	\$552.72	\$563.75

Notes: 1. Unit of measure: each feature

Civil Service Commission - June 16, 2014 - Meeting Minutes

Civil Service Commission - June 16, 2014

MINUTES

Regular Meeting

June 16, 2014

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:06 p.m.

ROLL CALL

Contract Number 4070-09/10; and Review of Request for Approval to Modify Personal Services Contract Number 4070-09/10. (Item No. 10)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-09/10	General Services Agency – Department of Technology	Current Approved Amount \$15,000,000 Increase Amount Requested \$26,000,000 New Total Amount Requested \$41,000,000	As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will include system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be	Modification	Current Approved Duration 1/1/2010-12/31/13 Additional Duration Requested 1/1/2014-8/31/2016

provided in
conjunction with the
acquisition of new
information
technology and
telecommunications
equipment.

December 21,
2009:

Approved the request for proposed Personal Service Contract #4070-09/10 on the condition that the Department of Technology submit quarterly reports to the Commission identifying the projects or type of work which has been contracted out or will be contracted out under this request and the dollar amount of each request, with notifications to SEIU Local 1021 where applicable.

(Vote of 5 to 0)

June 2, 2014:

Postponed to the Commission meeting of June 16, 2014 so that the department representative can attend. President Heldfond requested that the department clarify at the meeting of June 16th what "piggybacking on the Airport" means; and Commissioner Favetti also requested that the department provide clarification on pages 5 and 7 of the department's submission with regard to the training and notification to SEIU, Local 1021. (Vote of 5 to 0)

Speakers:

Jolie Gines, General Services Agency -
Department of Technology

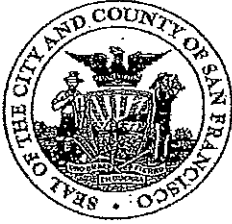
Action:

Adopted the report. Approved the request for Personal Services Contract #4070-09/10, on the following two conditions: 1) that the Department of Technology submit quarterly reports to the Commission identifying the projects or type of work which has been contracted out or will be contracted out under this request and the dollar amount of each request (with notifications to affected unions when applicable) as required by the Commission at the time that it initially approved

the department's request; and, 2) that the Department of Technology work with the Executive Officer to amend the PSC Form 1 to include updated information and the missing information that the Commission requested regarding the training to be provided (number of hours, employees affected, etc.). Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0131-14-8 Review of Request for Approval of Proposed Personal Services Contract Number 30933-13/14. (Item No. 11)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
30933-13/14	Sheriff	Current Approved Amount \$65,000 Increase Amount Requested \$70,000	Operate a shuttle service from Civic Center BART station and Balboa Park BART station to San Bruno Jail. The shuttle service operates on weekends and all major holidays	Modification	Current Approved Duration 4/1/14-3/31/2015



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

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JOY Y. BOATWRIGHT
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DONALD A. CASPER
COMMISSIONER

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COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES
Regular Meeting
December 21, 2009

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:09 p.m.

ROLL CALL

President Morgan R. Gorrono	Present
Vice President E. Dennis Normandy	Present
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrono presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

John Marian and Rachele Savola, SEIU Local 1021 stated their concerns regarding PSC #4070-09/10.

APPROVAL OF MINUTES

Regular Meeting of December 7, 2009

Action: Approve. (Vote of 5 to 0)

0371-09-1 Commendation for Belen Afable, Personnel Analyst, upon her retirement after thirty years of service to the City & County of San Francisco. (Item No. 5)

Speakers: Commissioner Donald A. Casper thanked Ms. Afable for her contributions and accomplishments during her City and County tenure.

Action: Adopt. (Vote of 5 to 0)

0372-09-8 Review of request for approval of proposed personal services contracts. (File No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4069-09/10	Art Commission	\$200,000	Three or more artists, or artist teams, will design, fabricate, and install original artwork for each of three Dept. of Public Works Streetscape Improvement Projects: Leland Avenue, Valencia Avenue, and SOMA West.	Regular	12/31/11
* 4070-09/10	Department of Technology	\$15,000,000	Provide as-needed information technology and telecommunication services, including system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture. Services are to be provided in conjunction with the acquisition of new information technology and telecommunication equipment.	Regular	12/31/13
4071-09/10 <i>Postpone to the meeting of 01/04/10</i>	Municipal Transportation Agency	\$2,000,000	Preparation of technical specifications and Unit Price Books containing 150,000 - 200,000 items of work. Train staff and contractors for an SFMTA-customized job order contracting system. Provide proprietary software and management tools to administer the job order contracting program. The consultant contract is performance based, and fees are paid as a percentage of actual construction task orders issued after the master construction contracts are awarded.	Regular	01/14/15
4072-09/10	Department of Public Health	\$125,000	Provide software implementation and support services for an integrated call center application to be used in a new Call Center staffed by registered nurses. The new Call Center will dispense medical advice (nurse advice line) to current Department clients, and will also function as the first point of contact for clients wishing to receive services.	Regular	06/30/15
4029-05/06 <i>Postpone to the meeting of 01/04/10</i>	Airport Commission	Increase Amount \$8,000,000 New Amount \$22,000,000	Will hire construction management team members, including construction managers, resident engineers, inspectors, part-time schedulers, and cost engineers for PDC capital improvement projects. Additional services include structural analysis, geotechnical reports, and hazardous material analysis and reports.	Modification	12/31/13
4073-09/10	Public Utilities Commission	Increase Amount \$25,000 New Amount \$75,000	Provide auditing services to independently review and evaluate the use of revenue bond proceeds in the SFPUC Water System Improvement Program (WSIP) pursuant to San Francisco Administrative Code Section 5.31(e).	Modification	07/15/10

4125-07/08	Public Utilities Commission	Increase Amount <i>\$6,500,000</i> New Amount <i>\$11,000,000</i>	Will provide design of Hetch Hetchy Water & Power (HHWP) rehabilitation work of Power Infrastructure (PI) for reliability and the design of rehabilitation work of Power Infrastructure to meet Western Electricity Coordination Council regulatory compliance. The modification is intended for two as-needed contracts, each with identical scopes of work.	Modi- fication	07/31/13
4017-07/08	Public Utilities Commission	Increase Amount <i>\$3,500,000</i> New Amount <i>\$7,500,000</i>	Will perform condition assessments on the HHWP conveyance system to develop sustainability plans for each large conveyance system component. Civil, corrosion, and mechanical engineering and other specialized engineering services are needed to complete these assessments.	Modi- fication	03/02/15

Speakers:

Vitus Leung and Richard Robinson, Department of Technology and Rachele Savola and John Marian, SEIU Local 1021 spoke on PSC #4070-09/10.
 Drew Howard, Municipal Transportation Agency and Joe Brenner, IFPTE Local 21 spoke on PSC #4071-09/10.
 Robert Longhitano and Sheila Kerr, Department of Public Health and Joe Brenner, IFPTE Local 21 spoke on PSC #4072-09/10.
 Kofo Domingo, Public Utilities Commission spoke on PSC #4073-09/10.
 Kofo Domingo and Margaret Hannaford, Public Utilities Commission spoke on PSC #4125-07/08.
 David Scott and Margaret Hannaford, Public Utilities Commission spoke on PSC #4017-07/08.

Action:

- (1) Postpone PSC #4071-09/10 to the meeting of January 4, 2010 at the request of IFPTE Local 21. The Commission stipulated there will be no further continuances. (Vote of 5 to 0)
- (2) Postpone PSC #4029-05/06 to the meeting of January 4, 2010 at the request of the Airport Commission. (Vote of 5 to 0)
- (3) Approve request for proposed personal services contract #4070-09/10 on the condition that the Department of Technology submit quarterly reports to the Commission identifying the projects or type of work which has been contracted out or will be contracted out under this request and the dollar amount of each request, with notifications to SEIU Local 1021 where applicable. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 5 to 0)
- (4) Approve request for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 20, 2009

DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER 75

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

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

TYPE OF SERVICE: As needed Information Technology and Telecommunications Services, including system design, voice and data network design, business analysis, programming, configuration, software design and other IT and Telecom Services

FUNDING SOURCE: Public Bond Funds, Grant Funds, General Fund and Lease Funds

PSC AMOUNT: \$15,000,000 PSC DURATION: January 1, 2010 through December 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work: As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology projects. Services will including system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment.

B. Explain why this service is necessary and the consequences of denial: The contracts include prequalified vendors to help expedite the procurement of telecommunications and IT solutions. Outside expertise is needed, especially for projects involving new technology to supplement the skills provided by City employees. Many projects are on restricted funding time frames with bond and grant funds. If denied, the process and timeframes required to procure new systems and implement solutions will be expanded significantly. Also, Public Safety voice and data networks often need a very quick response for service issues.

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): Departments have made a variety of individual request from the Civil Service Commission. The most recent request was made by Department of Public Health, PSC #4146 08/09 on May 18, 2009.

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

[] Local 21 Union Name Shawn Allison Signature of person mailing/faxing form 11/20/09 Date
[] SEIU Union Name [Signature] Signature of person mailing/faxing form 11/20/09 Date

RFP sent to [] on [] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Many Highly specialized technical and professional skills are required on an as needed basis, depending on the project. Knowledge of specific types of voice and data networks, hardware and software, business/Telecom and IT analytical skills and programming for new applications are needed to design, create, update and implement Telecom and IT solutions.

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

Typically this work is performed by outside Telecom/IT professionals who are experts on specific types of equipment and software. Portions of the work may be performed by some of the following classifications, depending on the department's project type and need: 1002-1005-Operators, 1011-1014-Technicians, 1021-1024-Administrators, 1031-1033-Trainers, 1041-1044-Engineers, 1051-1054-Business Analysts, 1061-1064-Programmer Analysts, 1070-Project Director. Under an Agreement with Local 21 they will review each SOW for services, and as applicable, a transition/training plan may be included in the Scope of Work to transfer knowledge and skills to City workers.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Training may occur at the contractor's facilities; also, the equipment or products may be warehoused temporarily at contractor's location.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The work is intermittent, highly specialized, for as needed projects.

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

No, the technology changes to rapidly. Also, due to the temporary nature of the project hiring, permanent employees would not be applicable.

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

Yes No

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

B. Will the contractor train City and County employees? *Depends on Project*

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

Employees in section 3, B, classes could receive as needed training on the use of the equipment that will be purchased. Training will conform to industry standards and the hours of training will be variable based on the type of equipment and it's complexity.


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 personal services contract with your department?

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


 Signature of Departmental Personal Services Contract Coordinator
Kendall Gary 581-4066

 Print or Type Name Telephone Number

One South Van Ness Avenue, 2nd
 Floor
 San Francisco, CA 94102

 Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICESDept. Code: DSSType of Request: Initial Modification of an existing PSC (PSC # 2003-08/09)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Childcare services such as respite, tutoring, childcare subsidies quality control, evaluation,Funding Source: State, Federal, CountyPSC Original Approved Amount: \$160,000,000PSC Original Approved Duration: 01/05/2009 - 12/31/1969PSC Mod#1 Amount: \$6,400,000PSC Mod#1 Duration: 07/01/14 - continuousPSC Cumulative Amount Proposed: \$166,400,000PSC Cumulative Duration Proposed: 01/05/2009 - continuous**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Multiple contractors provide services listed above to low-income and homeless California Work Opportunity and Responsibility to Kids (CalWORKs) families, or families of children involved in the child welfare system through partnerships with other state licensed providers, in-home providers in or outside of San Francisco county

See attached document(s).

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

These contracts are among several capacity building initiatives supporting CalWORKs implementation to reduce disruptions of work or job training for CalWORKs families receiving childcare subsidies. Denial will set back the successful implementation of CalWORKs welfare reform, the provision of necessary childcare services and the ability of CalWORKs parents to fulfill the work and training requirements accompanying welfare reform.

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.

Prior PSC 2003-08/09

D. Will the contract(s) be renewed?

Contingent upon available funding, 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 is a continuing PSC because services are mandated in the welfare and institutions code (mandated county services)

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:

Childcare services will be provided in non-City-owned facilities and existing state licensed childcare centers and/or family childcare facilities.

B. Reason for the request for modification:

Updating Type of Services and DESCRIPTION OF WORK

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have demonstrated ability to form partnerships with other state licensed childcare centers and providers and schools in various identified target neighborhoods.

B. Which, if any, civil service class(es) normally perform(s) this work? 2919; Child Care Specialist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Childcare services will be provided in existing licensed center-based and/or family childcare facilities.

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

Under the human service commission it has been determined that the best practice is to provide services through community based organization The provision of child care for families engaged in CalWorks activities is a parental choice and best serviced in community base child care

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

A. Explain why civil service classes are not applicable.

Contractors are delivering specialized services through State licensed center-based and/or family childcare facilities.

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. It would not be practical to create a class because of the necessary state community care licensing and parental choice in selecting childcare providers.

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.

Child care training is provided thru The Office of Early Care and Education so that all childcare provider have the same training.

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

Welfare and institute codes a local policy mandates

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.

State Licensing of Childcare Centers/AP Providers

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.

Multiple Vendors

7. **Union Notification:** On 11/12/15, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21; ; SEIU Local 1021; SEIU 1021 Miscellaneous; 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: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission Suite 300, , San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2003-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/07/2015

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: Broussard, Alicia (HSA) (DSS)
Sent: Monday, November 16, 2015 2:37 PM
To: Choi, Suzanne (HRD)
Subject: FW: Receipt of Modification Request to PSC # 2003-08/09 - MODIFICATIONS

Alicia Broussard
Human Services Agency
Office of Contract Management
1650 Mission Street Suite 300
San Francisco, CA 94103
Alicia.Broussard@sfgov.org
415-557-5140

From: Thomas Vitale [mailto:Thomas.Vitale@seiu1021.org]
Sent: Monday, November 16, 2015 2:34 PM
To: Broussard, Alicia (HSA) (DSS)
Cc: Poon, Sin Yee (HSA) (DSS); Thomas Vitale; Joe Brenner
Subject: RE: Receipt of Modification Request to PSC # 2003-08/09 - MODIFICATIONS

Alicia, Pursuant to the HSA PSC meeting held on 11/12/15, SEIU Local 1021 will waive the union notification period for PSC # 2003- 08/09, 2004- 08/09, and 2006- 08/09, contingent upon the agreed upon language changes for the aforementioned PSC's.

Thomas J. Vitale
SEIU 1021 Field Representative
510.703.4081

From: Broussard, Alicia (HSA) (DSS) <Alicia.Broussard@sfgov.org>
Sent: Thursday, November 12, 2015 10:59 AM
To: Curto, David (HSA) (DSS); Curto, David (HSA) (DSS); Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Lopez-Barrios, Ricardo (PDR); Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; Wendy Frigillana; PSCreview; Joe Brenner; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; XiuMin Li; Poon, Sin Yee (HSA) (DSS); David Canham; jtanner940@aol.com; Tiya Thiang; Larry Bradshaw; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: RE: Receipt of Modification Request to PSC # 2003-08/09 - MODIFICATIONS

Please note this is to amend the initial notification sent on 7/24/15.

Local 1021 per our conversation please acknowledge you are in agreement with the PSC and will be waving the Union nonfiction period.

Alicia Broussard
Human Services Agency

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of david.curto@sfgov.org
Sent: Thursday, November 12, 2015 11:54 AM
To: Curto, David (HSA) (DSS); Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Lopez-Barrios, Ricardo (PDR); Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); david.canham@seiu1021.org; jtanner940@aol.com; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Broussard, Alicia (HSA) (DSS); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 2003-08/09 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$6,400,000 for services for the period July 1, 2014

– no date entered, contact dept coordinator. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/2106>

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

Larry.Bradshaw@seiu1021.org tiya.thlang@seiu1021.org jtanner940@aol.com david.canham@seiu1021.org

Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com

ted.zarzecki@seiu1021.net joe.brenner@seiu1021.org pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org

Carey.dall@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgwater.org Ricardo.lopez@sfgov.org

leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me

Additional Attachment(s)

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

Date: December 7, 2015

To: Suzanne Choi, DHR-PSC Coordinator
Department of Human Resources (Dept. 33)

From: John Tsutakawa, PSC Coordinator }
Human Services Agency (Dept. 45) }

RE: Request Approval of PSC Modification #2003-08/09 contains contracts related to childcare services for children of low-income families as well as those receiving CalWORKs childcare subsidies

Dear Commissioners,

We are requesting authorization to modify PSC #2003-08/09 at the Civil Service meeting on December 7, 2015.

HSA met with the Union to discuss the PSC's modifications to PSC's 2003 08/09, 2004 08/09, and 2006/08/09 on the following dates 8/26/15, 10/6/15, 10/29/15 and 11/12/15. We have come to an agreement with the Union on the proposed modifications to the PSC 2003 08/09.

Following are the proposed changes to:

PSC No: 2003-08/09

Approval Date: March 16, 2009

Original Type of Service: Provide childcare services for children of low-income families as well as those receiving CalWORKs childcare subsidies.

Modification Type of Service: Childcare services such as respite, tutoring, childcare subsidies quality control, evaluation, planning and program oversight for children of low-income families, children with special needs CalWORKs families, or families of children involved in the child welfare system in or outside of San Francisco county.

Original Description Of Work: Multiple contractors provide childcare services to low-income and CalWORKs families through partnerships with other state licensed providers in various identified target neighborhoods

Modification Description of Work: Multiple contractors provide services listed above to low-income and homeless CalWORKs families, or families of children involved in the child welfare system through partnerships with other state licensed providers, in-home providers in or outside of San Francisco County.

Reason for the modification: To align the PSC with the contracted services

We can provide any additional information as requested.

1. D

Services under this PSC will include but not be limited to direct Childcare services, childcare subsidies, quality control, evaluation, planning and program oversight for children of low-income families, CalWORKs families, or families of children involved in the child welfare system in or outside of San Francisco county.

6F.
Vendors

2003-08/09									
Agency	Contract	PSC	Budget Name	Term Start Date	Term End Date	Human Services Commission Approval date	BOS Resolution	Term Budgets Total	
ASIAN WOMEN'S SHELTER	Child Care 14-17	2003-08/09	Shelter	7/01/2014	06/30/2015	8/22/2014	N/A	\$63,050	
BAYVIEW HUNTERS POINT FOUNDATION	Child Care 14-15	2003-08/09	Child care	7/01/2014	06/30/2015	8/22/2014	N/A	\$63,050	
CHILDREN'S COUNCIL OF SAN FRANCISCO	SFCCPA Field Building and Peer Support	2003-08/09	SFCCPA Field Building and Peer Support	7/01/2014	06/30/2015	6/28/2012	269-12	\$71,354	
CHILDREN'S COUNCIL OF SAN FRANCISCO	SFCCPA Field Building and Peer Support	2003-08/09	First 5 SFCCPA Field Building and Peer Support	7/01/2014	06/30/2015	6/28/2012	269-12	\$100,000	
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Trustline	7/01/2014	06/30/2015	6/28/2012	269-12	\$37,978	
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Stage 1	7/01/2014	06/30/2015	6/28/2012	269-12	\$8,812,582	
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Stage 2	7/01/2014	06/30/2015	6/28/2012	269-12	\$5,357,746	
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	City Child Care	7/01/2014	06/30/2015	6/28/2012	269-12	\$5,526,144	
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Homeless Access	7/01/2014	06/30/2015	6/28/2012	269-12	\$1,357,725	
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	FCS Fed	7/01/2014	06/30/2015	6/28/2012	269-12	\$734,255	
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	FCS Non-Fed	7/01/2014	06/30/2015	6/28/2012	269-12	\$1,675,251	
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	CDE CAPP DHS	7/01/2014	06/30/2015	6/28/2012	269-12	\$275,726	
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Homeless Access Subsidies-HFDH & Compass	7/01/2014	06/30/2015	6/28/2012	269-12	\$428,869	
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	SFCCSS	7/01/2014	06/30/2015	6/28/2012	269-12	\$4,687,858	
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Stage 2 Backfill	7/01/2014	06/30/2015	6/28/2012	269-12	\$956,796	
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	WIA	7/01/2014	06/30/2015	6/28/2012	269-12	\$90,000	
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Drop-In Room Program Supplies	7/01/2014	06/30/2015	6/28/2012	269-12	\$4,000	
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Homeless Access CalWORKS	7/01/2014	06/30/2015	6/28/2012	269-12	\$435,000	
CHILDREN'S COUNCIL OF SAN FRANCISCO	Subsidies	2003-08/09	Tech Project	7/01/2014	06/30/2015	6/28/2012	269-12	\$10,175	
CHILDREN'S COUNCIL OF SAN FRANCISCO	Resource & Referral	2003-08/09	Resource and Referral	7/01/2014	06/30/2015	6/28/2012	269-12	\$597,541	
CHILDREN'S COUNCIL OF SAN FRANCISCO	Family Child Care Quality Network	2003-08/09	Family Child Care Quality Network	7/03/2014	06/30/2015	6/28/2012	269-12	\$826,977	
CHILDREN'S COUNCIL OF SAN FRANCISCO	Family Child Care Quality Network	2003-08/09	Family Child Care Association of SF	7/01/2014	06/30/2015	6/28/2012	269-12	\$73,420	
CHILDREN'S COUNCIL OF SAN FRANCISCO	C-WAGES Fiscal Intermediary	2003-08/09	C-WAGES Fiscal Agent	7/01/2014	06/30/2015	6/28/2012	269-12	\$427,421	
CHILDREN'S COUNCIL OF SAN FRANCISCO	C-WAGES Fiscal Intermediary	2003-08/09	CPAC	7/01/2014	06/30/2015	6/28/2012	269-12	\$13,521	
CHILDREN'S COUNCIL OF SAN FRANCISCO	C-WAGES Fiscal Intermediary	2003-08/09	C-WAGES CPAC Center Wages	7/03/2014	06/30/2015	6/28/2012	269-12	\$584,268	
CHILDREN'S COUNCIL OF SAN FRANCISCO	C-WAGES Fiscal Intermediary	2003-08/09	C-WAGES Center Wages	7/01/2014	06/30/2015	6/28/2012	269-12	\$7,046,839	
CHILDREN'S COUNCIL OF SAN FRANCISCO	C-WAGES Fiscal Intermediary	2003-08/09	C-WAGES FCC Wages	7/01/2014	06/30/2015	6/28/2012	269-12	\$2,579,726	
CHILDREN'S COUNCIL OF SAN FRANCISCO	C-WAGES Fiscal Intermediary	2003-08/09	C-WAGES Nutrition Admin Support	7/01/2014	06/30/2015	6/28/2012	269-12	\$75,000	
CHILDREN'S COUNCIL OF SAN FRANCISCO	C-WAGES Fiscal Intermediary	2003-08/09	C-WAGES Nutrition State Backfill	7/01/2014	06/30/2015	6/28/2012	269-12	\$94,496	
CHILDREN'S COUNCIL OF SAN FRANCISCO	C-WAGES Fiscal Intermediary	2003-08/09	TIDA Grant	7/01/2014	06/30/2015	6/28/2012	269-12	\$40,000	
CHILDREN'S COUNCIL OF SAN FRANCISCO	C-WAGES Fiscal Intermediary	2003-08/09	Packard Foundation Grant	7/01/2014	06/30/2015	6/28/2012	269-12	\$2,054	
CHILDREN'S COUNCIL OF SAN FRANCISCO	C-WAGES Fiscal Intermediary	2003-08/09	EHHS/HS Slots	7/01/2014	06/30/2015	6/28/2012	269-12	\$641,627	
CHILDREN'S COUNCIL OF SAN FRANCISCO	San Francisco Child Care Connection (SF3C)	2003-08/09	San Francisco Child Care Connection (SF3C)	7/01/2014	06/30/2015	6/28/2012	269-12	\$470,929	
COMPASS FAMILY SERVICES	ACCESS Childcare Case Management 14-16	2003-08/09	STANDARD	7/01/2014	06/30/2015	6/20/2014	N/A	\$229,139	
FAMILY SUPPORT SVCS OF THE BAY AREA	Child Care FY 14-16	2003-08/09	Emergency Back Up & Mildly Ill	7/01/2014	06/30/2015	6/20/2014	N/A	\$586,857	
GUNA MOON WOMEN'S RESIDENCE	Child Care 14-16	2003-08/09	Shelter	7/01/2014	06/30/2015	8/22/2014	N/A	\$63,050	
INTERNATIONAL CHILD RESOURCE INSTITUTE (ICRI)	Capacity Building for SF City College	2003-08/09	ICRI Budget	5/15/2014	06/30/2015	7/25/2014	N/A	\$27,940	
LOW INCOME INVESTMENT FUND	Childcare Facilities Fund	2003-08/09	DHS-CalWORKS	7/01/2014	06/30/2015	9/26/2013	N/A	\$636,513	
LOW INCOME INVESTMENT FUND	Childcare Facilities Fund	2003-08/09	Child Care Capital Fund	7/01/2014	06/30/2015	9/26/2013	N/A	\$414,266	
LOW INCOME INVESTMENT FUND	Childcare Facilities Fund	2003-08/09	DHS-GF Southeast	7/01/2014	06/30/2015	9/26/2013	N/A	\$319,726	
LOW INCOME INVESTMENT FUND	Childcare Facilities Fund	2003-08/09	Preschool for All	7/01/2014	06/30/2015	9/26/2013	N/A	\$1,643,779	
MISSION ECONOMIC DEVELOPMENT AGENCY	Technical Assistance to Licensed Family Child Care Providers	2003-08/09	TA to Child Care Providers	7/01/2014	06/30/2015	1/17/2014	N/A	\$51,511	
SAN FRANCISCO COMMUNITY COLLEGE DISTRICT	ECE Professional Development	2003-08/09	ECE Professional Development	7/01/2014	06/30/2015	9/27/2012	N/A	\$77,094	
SAN FRANCISCO STATE UNIVERSITY	ECE Professional Development	2003-08/09	BA Completion	7/01/2014	06/30/2015	9/20/2013	N/A	\$266,761	
SAN FRANCISCO STATE UNIVERSITY	ECE Professional Development	2003-08/09	Basic Skills	7/01/2014	06/30/2015	9/20/2013	N/A	\$121,863	
SAN FRANCISCO STATE UNIVERSITY	ECE Professional Development	2003-08/09	SF SEED	7/01/2014	06/30/2015	9/20/2013	N/A	\$561,978	
SAN FRANCISCO STATE UNIVERSITY	ECE Professional Development	2003-08/09	Transcript Analysis	7/01/2014	06/30/2015	9/20/2013	N/A	\$35,369	
									Total: \$49,027,219

WELFARE AND INSTITUTIONS CODE - WIC

DIVISION 9. PUBLIC SOCIAL SERVICES [10000 - 18996] (Division 9 added by Stats. 1965, Ch. 1784.)

PART 2. ADMINISTRATION [10500 - 10985] (Part 2 added by Stats. 1965, Ch. 1784.)

CHAPTER 1.3. County Plans for CalWORKs [10530 - 10535] (Chapter 1.3 added by Stats. 1997, Ch. 270, Sec. 32.)

10531.

Each county shall develop a plan consistent with state law that describes how the county intends to deliver the full range of activities and services necessary to move CalWORKs recipients from welfare to work. The plan shall be updated as needed. The plan shall describe:

- (a) How the county will collaborate with other public and private agencies to provide for all necessary training, and support services.
- (b) The county's partnerships with the private sector, including employers and employer associations, and how those partnerships will identify jobs for CalWORKs program recipients.
- (c) Other means the county will use to identify local labor market needs.
- (d) The range of welfare-to-work activities the county will offer recipients and the identification of any allowable activities that will not be offered.
- (e) The process the county will use to provide for the availability of substance abuse and mental health treatment services.
- (f) The process the county will use to provide for child care and transportation services.
- (g) The county's community service plan.
- (h) How the county will provide training of county workers responsible for working with CalWORKs recipients who are victims of domestic violence.
- (i) The performance outcomes identified during the local planning process that the county or other local agencies will track in order to measure the extent to which the county's program meets locally established objectives.
- (j) The means the county used to provide broad public input to the development of the county's plan.
- (k) A budget that specifies the source and expenditures of funds for the program.
- (l) How the county will assist families that are transitioning off aid.
- (m) All necessary components of the job creation plan required by Section 15365.55 of the Government Code in counties that choose to implement the program described in Chapter 1.12 (commencing with Section 15365.50) of Part 6.7 of Division 3 of Title 2 of the Government Code.
- (n) Other elements identified by the director, in consultation with the steering committee under Section 10544.5, including elements related to the performance outcomes listed in Sections 10540 and 10541.
- (o) How the county will comply with federal requirements of the Temporary Assistance for Needy Families program (Part A (commencing with Section 601) of Subchapter 4 of Chapter 7 of Title 42 of the United States Code).
- (p) How the county will coordinate welfare-to-work activities with the local private industry councils or alternate administrative entities designated by the Governor to administer local welfare-to-work programs, including the expenditure of state or other matching funds provided to the county welfare department for welfare-to-work activities. No later than September 1, 1998, and each year thereafter, subject to continued welfare-to-work funding, each county shall submit an addendum to its plan required under this section that describes its coordination efforts.

10532.

The department and the counties shall implement the provisions of the CalWORKs program in the following manner:

(a) The department shall issue a planning allocation letter and county plan instructions to the counties within 30 days of the enactment of the CalWORKs program.

(b) (1) Each county shall submit a plan for implementation of the CalWORKs program within four months of the issuance of the planning allocation letter by the department. A county may begin implementation of its plan upon submission of the plan to the department or the effective date of the CalWORKs program, whichever is later.

(2) Within 30 days of receipt of a county plan, the department shall either certify that the plan includes the description of the elements required by Section 10531 and that the descriptions are consistent with the requirements of state law and, to the extent applicable, federal law or notify the county that the plan is not complete or consistent stating the reasons therefor.

(3) If a county is notified that its plan is not complete or consistent, the county shall, within 30 days, resubmit a revised plan to the department for certification.

(c) A county shall begin enrolling all new applicants for aid under this chapter in the county's welfare-to-work program no later than six months from the date of issuance of the planning allocation letter references in subdivision (a) or two months after the certification of the county plan, whichever is later.

(d) Funds remaining at the end of the 1997–98 fiscal year or the 1998–99 fiscal year from the funds provided to a county in those years pursuant to Section 15204.2 shall be available to a county until July 1, 2000, and may be expended only for the purposes set forth in Section 15204.2.

Commencing July 1, 2013, the department shall establish a CalWORKs county peer review process, which shall be implemented on a statewide basis no later than July 1, 2014. The peer review process shall include individual CalWORKs data reviews of counties, based on existing data. Counties shall receive programmatic technical assistance from teams made up of state and peer-county administrators to assist with implementing best practices to improve their performance and make progress toward meeting established state performance goals, as specified in Chapter 1.5 (commencing with Section 10540) and Section 15204.6.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

March 20, 2009

MORGAN R. GORRANO
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

JOY Y. BOATWRIGHT
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2002-08/09; 2003-08/09 AND 2005-08/09.

MARY Y. JUNG
COMMISSIONER

At its meeting of March 16, 2009 the Civil Service Commission had for its consideration the above matter.

E. DENNIS NORMANDY
COMMISSIONER

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

ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to:

Adopt the Human Resources Director's report for "Continuing" approval on the following conditions: 1) Should the Human Services Agency propose to change contractors and award contracts to outside parties other than those identified in connection with this Commission's approval of these three personal services contracts, it will notify all affected bargaining units prior to the change in contractors; 2) Should the Human Services Agency propose to amend or modify any contract awarded under these three personal services contracts, it shall notify all affected bargaining units prior to the modification or amendment being affectuated; 3) At the time the Human Services Agency publishes Requests for Proposals for any contract to be awarded under the scope of any of these three personal services contracts, it shall send a hard copy of the Request for Proposals to the affected bargaining units; and 4) If any affected bargaining unit, as a result of any such notification wishes to discuss the change, amendment, modification or award with the Human Services Agency, the Human Services Agency shall meet and discuss in good faith with the affected bargaining units. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Micki Callahan, Human Resources Director
- David Curto, Human Services Agency
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Margot Reed, SEIU Local 1021, 350 Rhode Island St., Ste. 100 South Bldg. SF, CA 94103
- Brigitte Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- Commission File
- Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/No	Agency Name	Approval Type	Contract Amount	Description of Work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientation, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system. Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 26,500,000.00	Will provide childcare services to low-income and California families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 160,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals. Will provide support services to the Agency includes but not are limited to the following: legal process services, courier services, fiscal intermediary (employer agency payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homeless workers. Provides the contract mode (HSS) as mandated.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 25,416,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 76,750,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
2009-08/09	46	Human Services Agency	Continuing	\$ 14,950,000.00	Will provide Charter bus transportation for the School Education Programs environmental field trips for grades K-12 students.	31-Dec-13
4086-08/09	22	Department of the Environment	Regular	\$ 80,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean-Air projects.	30-Jun-13
4087-08/09	22	Department of the Environment	Regular	\$ 264,000.00		30-Jun-13

PERSONAL SERVICES CONTRACT SUMMARY

DATE: JANUARY 5, 2009

DEPARTMENT NAME HUMAN SERVICES

DEPARTMENT NUMBER 45

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

[X] CONTINUING [] ANNUAL

TYPE OF REQUEST: RENEWAL

TYPE OF SERVICE: Provide childcare services for children of low-income families and as well as those receiving CalWORKs childcare subsidies.

FUNDING SOURCE: State, Federal, County

PSC AMOUNT: \$ 32,000,000 est annual/\$160,000,000 term PSC DURATION: 7/1/09 thru 6/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Multiple contractors provide childcare services to low-income and CalWORKs families through partnerships with other state licensed providers in various identified target neighborhoods.

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

These contracts are among several capacity building initiatives supporting CalWORKs implementation to reduce disruptions of work or job training for CalWORKs families receiving childcare subsidies. Denial will set back the successful implementation of CalWORKs welfare reform, the provision of necessary childcare services and the ability of CalWORKs parents to fulfill the work and training requirements accompanying welfare reform.

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 2025-04/05

D. Will the contract(s) be renewed: Contingent upon available funding, contractor performance and competitive procurement process.

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

Union Name

Signature of person mailing / faxing form

Date

RFP sent to

Union Name

, on

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must have demonstrated ability to form partnerships with other state licensed childcare centers and providers and schools in various identified target neighborhoods.

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

None.

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

Yes. Childcare services will be provided in existing licensed center-based and/or family childcare facilities.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Contractors are delivering specialized services through State licensed center-based and/or family childcare facilities.

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

No. It would not be practical to create a class because of the necessary state community care licensing and parental choice in selecting childcare providers.

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

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

Yes No

B. Will the contractor train City and County employees?

- 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.

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

Also State and local policies/resolutions including funding restrictions for childcare community care licensing requirements.

D. Are there federal or state grant requirements regarding the use of contractual services? **State Licensing of Childcare Centers/AP Providers**

X

E. Has a board or commission determined that contracting is the most effective way to provide this service? **Human Services Commission First five Commission and the Board of Supervisors**

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

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

David M. Curto 12-9-08
Signature of Departmental Personal Services Contract Coordinator
David Curto, Director of Contracts, Human Services Agency (415) 557-5581
1650 Mission Street Suite 300 San Francisco Ca. 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICESDept. Code: DSSType of Request: Initial Modification of an existing PSC (PSC # 2004 08/09)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Supportive Housing and Services for Homeless and Low-Income Individuals and FamiliesFunding Source: County, State and Federal FundsPSC Original Approved Amount: \$230,000,000PSC Original Approved Duration: 07/01/2009 - 12/31/1969PSC Mod#1 Amount: \$9,200,000PSC Mod#1 Duration: 07/01/15 - continuousPSC Cumulative Amount Proposed: \$239,200,000PSC Cumulative Duration Proposed: 07/01/2009 - continuous**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

supportive housing services including, money management, property management including pre-move in housing inspections and survey of conditions, rental subsidies, case management and support services to help individuals and families maintain their housing, eviction prevention services, tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing. Clients include recipients of Supplemental Security Income (SSI), Social Security Administration (SSA), Personal Assisted Employment Services (PAES), California Work Opportunity and Responsibility to Kids (CalWORKs), seniors, younger adults with disabilities, and/or low-incomes

See attached document(s).

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

These support services provide recipients the support necessary to access and remain in housing. Consequences of denial are an increase in homelessness, and for emergency shelter and hospitalization services

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.

2024 04/05

D. Will the contract(s) be renewed?

Yes, based upon funding, performance and procurement

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:

PSC'S dates as continuous until further revoked by the Civil Service Commission.

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:

Work is performed 24 hours a day, seven days a week. These services are often crisis driven, do not involve predictable tasks and serve fluctuating and transient populations

B. Reason for the request for modification:

Change to DESCRIPTION OF WORK

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skills and expertise in providing housing related services to the homeless, including those with substance abuse and physical and mental illnesses. Expertise in developing and administering community functions and social programs. Expertise in linking clients to service providers and payee services and developing money management skills.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1424, Clerk Typist; 2604, Food Service Worker; 2708, Custodian;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractors will provide the facilities and equipment.

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

Under the human service commission it has been determined that the best practice is to provide services through community based organization

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

- A. Explain why civil service classes are not applicable.
Work is performed 24 hours a day, seven days a week. The supportive housing services are often crisis driven, do not involve predictable tasks and serve fluctuating populations.
- 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: Work is performed 24 hours a day, seven days a week. The supportive housing services are often crisis driven, do not involve predictable tasks and serve fluctuating populations.

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.
This level of service does not require a transfer of knowledge as this work is intended to stabilize and maintain housing for the homeless individuals in private housing

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.
Yes Human Service Commission

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

7. **Union Notification:** On 07/24/15, 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; Architect & Engineers, Local 21; SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

Name: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission Street Suite 300, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2004 08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/07/2015

Receipt of Union Notification(s)

Broussard, Alicia (HSA) (DSS)

From: dhr-psccordinator@sfgov.org on behalf of david.curto@sfgov.org
Sent: Friday, July 24, 2015 7:09 AM
To: Curto, David (HSA) (DSS); Sandeep.lal@seiu1021.me; Wendy.Frigillana@seiu1021.org; Leah.Berlanga@seiu1021.org; davidmkersten@gmail.com; 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; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; richardisen@gmail.com; L21PSCReview@ifpte21.org; Broussard, Alicia (HSA) (DSS); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 2004.08/09 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$9,200,000 for services for the period July 1, 2015

-- no date entered, contact dept coordinator. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<https://apps.sfgov.org/dhrrupal/node/5594>

Email sent to the following addresses: L21PSCReview@ifpte21.org richardisen@gmail.com Larry.Bradshaw@seiu1021.org tiya.thlang@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@sfwater.org Ricardo.Lopez@sfgov.org davidmkersten@gmail.com Leah.Berlanga@seiu1021.org Wendy.Frigillana@seiu1021.org Sandeep.lal@seiu1021.me

Additional Attachment(s)

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

Date: December 7, 2015

To: Suzanne Choi, DHR-PSC Coordinator
Department of Human Resources (Dept. 33)

From: John Tsutakawa, PSC Coordinator *J41*
Human Services Agency (Dept. 45)

RE: Request Approval of PSC Modification #2004-08/09 contains contracts related to Supportive Housing and Services for Homeless and Low-Income Individuals and Families

Dear Commissioners,

We are requesting authorization to modify PSC #2004-08/09 at the Civil Service meeting on December 7, 2015.

HSA met with the Union to discuss the PSC's modifications to PSC's 2003 08/09, 2004 08/09, and 2006/08/09 on the following dates 8/26/15, 10/6/15, 10/29/15 and 11/12/15. We have come to an agreement with the Union on the proposed modifications to the PSC 2004 08/09.

Following are the proposed changes to:

PSC No: 2004-08/09

Approval Date: March 16, 2009

Original Description Of Work: To provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing. Clients include recipients of SSI, SSA, PAES, CalWORKs and/or low-incomes.

Modification Description of Work: Supportive housing services including, money management, property management including pre-move in housing inspections and survey of conditions, rental subsidies, case management and support services to help individuals and families maintain their housing, eviction prevention services, tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing. Clients include recipients of SSI, SSA, PAES, CalWORKs, seniors, younger adults with disabilities, and/or low-incomes.

Reason for the modification: To align the PSC with the contracted services

We can provide any additional information as requested.

Thank you

1 [In-Home Supportive Services Public Authority]

2 AMENDING THE SAN FRANCISCO ADMINISTRATIVE CODE BY ADDING CHAPTER 70,
3 CONSISTING OF SECTIONS 70.1 THROUGH 70.10, TO ESTABLISH A PUBLIC
4 AUTHORITY PURSUANT TO CALIFORNIA WELFARE AND INSTITUTIONS CODE
5 SECTION 12301.6 TO PROVIDE FOR THE DELIVERY OF IN-HOME SUPPORTIVE
6 SERVICES.

7
8 Note: the entire section is new.

9
10 Be it ordained by the People of the City and County of San Francisco:

11
12 Section 1. The San Francisco Administrative Code is hereby
13 amended by adding Chapter 70, consisting of Sections 70.1 through
14 70.10, to read as follows:

15 Chapter 70

16 SEC. 70.1. PURPOSE.

17 The Board of Supervisors for the City and County of San
18 Francisco (hereinafter, City) by this Chapter establishes a public
19 authority whose powers are derived from and consistent with the
20 provisions of Welfare and Institutions Code Section 12301.6. The
21 name of this public authority shall be the In-Home Supportive
22 Services Public Authority, and shall be referred to in this Chapter
23 as the "Authority." Its purpose is to provide assistance in finding

24
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1 personnel for the In-Home Supportive Services Program (IHSS) through
2 the establishment of a central registry, and related functions, and
3 to perform any other functions, as may be necessary for the
4 operation of the Authority, or related to the delivery of IHSS in
5 San Francisco, subject to all applicable federal and state laws and
6 regulations, and to the limitations set forth in this Chapter.

7 SEC. 70.2. MEMBERSHIP OF GOVERNING BODY.

8 (a) The governing body of the Authority shall be composed of
9 eleven members appointed by the Board of Supervisors. The Board of
10 Supervisors shall solicit recommendations for appointment of
11 qualified members through a fair and open process, including
12 reasonable written notice to, and affording reasonable response time
13 from, members of the general public and interested persons and
14 organizations. No fewer than 50 percent of the membership shall be
15 individuals, who are current or past users of personal assistance
16 services paid for through public or private funds or who are
17 recipients of IHSS, referred to in this Chapter as "consumers."

18 (b) Membership categories on the governing body shall be as
19 follows:

20 (1) two consumers over the age of 60 years, each
21 authorized to represent organizations that advocate for aging people
22 with disabilities;

23 / / /

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1 (2) two consumers between the ages of 18 and 60 years,
2 each authorized to represent organizations that advocate for younger
3 people with disabilities;

4 (3) one consumer at-large over the age of 60 years;

5 (4) one consumer at-large between the ages of 18 and 60
6 years;

7 (5) one worker who provides personal assistance
8 services to a consumer;

9 (6) one Commissioner from the Social Services
10 Commission, recommended to the Board by the Commission;

11 (7) one Commissioner from the Commission on the Aging,
12 recommended to the Board by the Commission;

13 (8) one Commissioner from the Health Commission,
14 recommended to the Board by the Commission;

15 (9) one member of the Mayor's Disability Council,
16 recommended to the Board by the Council.

17 (c) For purposes of Government Code Sec. 87103, and 2 Cal.
18 Code of Regulations 18703.3, it is hereby found and declared that
19 the persons appointed to this governing body are appointed to
20 represent and further the interests of the specific economic
21 interest which an individual member is appointed to represent.

22 (d) Initial appointment of both the consumer and worker
23 members shall be made from a list of recommendations based on

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1 applications designed by, and submitted to, the IHSS Task Force of
2 Planning for Elders in the Central City. Succeeding appointments of
3 consumer and worker members shall be based on a procedure developed
4 by the the governing body of the Authority, within the first six (6)
5 months of operation, after receiving recommendations from the IHSS
6 Task Force of Planning for Elders in the Central City. Every
7 attempt shall be made to assure that each appointee will be able to
8 serve the full term to which he or she has been appointed, in order
9 to ensure continuity in the work of the Authority.

10 (e) If during his or her term as a member of the governing
11 body of the Authority, a Social Services, Aging, or Health
12 Commissioner or member of the Mayor's Disability Council, no longer
13 serves on the Commission or Council, the body from which that member
14 came shall make another recommendation for appointment to the Board
15 of Supervisors within sixty (60) days of the end of that member's
16 formal service on their respective commission or on the Council.

17 (f) After the terms of the initial period are complete, each
18 appointment to the governing body shall thereafter be for a
19 three-year term. A member may be reappointed, but may not serve
20 more than a total of nine consecutive years on the governing body.
21 The initial appointment periods shall be staggered as follows:

22 (1) three one year terms;

23 (2) four two year terms; and

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(3) four three year terms.

1 Upon appointment, members shall draw lots to determine the length of
2 each member's initial term. Members shall serve without
3 compensation.

4 (g) Qualified applicants must reside in San Francisco and
5 have: familiarity with, or knowledge of, personal assistance
6 services; the capacity to understand their role to aid and assist
7 the Authority in the administration of its duties; and the ability
8 to attend regularly scheduled meetings, which shall occur only in
9 facilities which meet disability access requirements. Those City
10 departments from which Authority members are drawn shall provide
11 appropriate assistance to their respective representative in
12 fulfilling his or her duties to the Authority. Within the first
13 ninety (90) days, the members of the governing body of the Authority
14 shall receive orientation and training from the IHSS Task Force of
15 Planning for Elders in the Central City and the Department of Social
16 Services regarding the functions and duties of the Authority,
17 current issues related to delivery of IHSS and the responsibilities
18 of the Authority's governing body. Each subsequent new member shall
19 receive similar orientation and training from Authority staff within
20 sixty (60) days of appointment.

22 (h) Regulations governing the grounds for removal from, and
23 use of alternates on, the governing body shall be proposed by the

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1 governing body and submitted to the Board of Supervisors within
2 ninety (90) days of the date of the first meeting of the governing
3 body. These regulations and any proposed amendments shall be
4 initiated exclusively by the governing body and submitted to the
5 Board of Supervisors for review, and shall become effective within
6 ninety (90) days of the date of receipt by the Board, unless
7 disapproved by the Board by resolution. In exercising these review
8 powers, the Board of Supervisors may only approve or disapprove, it
9 may not modify such regulations and proposed amendments.

10 SEC. 70.3. POWERS.

11 (a) The Authority shall be an entity separate from the City
12 and County of San Francisco and shall file the Statement of Fact for
13 the Roster of Public Agencies required by Section 53051 of the
14 Government Code.

15 (b) The Authority shall be a corporate public body,
16 exercising public and essential governmental functions with all
17 powers necessary and convenient to carry out the delivery of IHSS,
18 including the power to contract for services pursuant to Sections
19 12302 and 12302.1 of the Welfare and Institutions Code, subject to
20 any limitations set forth in this Chapter.

21 (c) The Authority shall only engage in the following duties
22 and functions involving IHSS until such time that the requirements
23 for the transferring of additional functions, as set forth in

24 SUPERVISORS SHELLEY, BIERMAN, AMMIANO, ALIOTO, Page 6 of 13
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1 Section 70.6, are met: planning and advocacy for IHSS consumers and
2 personnel; operation of a registry, including investigation of the
3 qualifications and background of potential personnel, and referral
4 of potential personnel to consumers; and acting as the employer of
5 IHSS personnel in conformance with Sec. 70.3(g) of this Article.

6 (d) Any obligation or legal liability of the Authority,
7 whether statutory, contractual or otherwise, shall be the obligation
8 or liability solely of the Authority and shall not be the obligation
9 or the liability of the City. All contracts between the Authority
10 and third parties shall contain an express provision advising the
11 contractor that the Authority is a separate governmental entity and
12 that such agreement does not bind the City.

13 (e) All contracts, leases, or other agreements of any nature,
14 including collective bargaining agreements, between the Authority
15 and any party, except those with the City, shall contain the
16 following statement: "The Authority is an independent legal entity,
17 separate and apart from the City and County of San Francisco. The
18 Authority has no power to bind the City to any contractual or legal
19 obligations. Nor may the obligees of the Authority seek recourse
20 against the City for any financial or legal obligation of the
21 Authority."

22 (f) Employees of the Authority shall not be employees of the
23 City for any purpose.

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1 (g) The Authority shall be deemed to be the employer of IHSS
2 personnel referred to consumers, under paragraph (3) of subdivision
3 (d) within the meaning of Chapter 10 (commencing with Section 3500)
4 of Division 4 of Title 1 of the Government Code, commonly known as
5 the Meyers-Miliias-Brown Act. The Authority shall not be deemed to
6 be the employer of IHSS personnel referred to consumers under this
7 Chapter for purposes of liability due to the negligence or
8 intentional torts of the IHSS personnel.

9 (h) Nothing in these enumerated powers shall be construed to
10 limit or interfere with the consumers' right to retain, select,
11 terminate, and direct the work of any worker providing services to
12 them.

13 (i) Nothing in these enumerated powers shall be construed to
14 alter, require the alteration of, or interfere with the state's
15 payroll system and other provisions of Section 12302.2 of the
16 Welfare and Institutions Code for independent providers of IHSS, or
17 to affect the state's responsibilities with respect to unemployment
18 insurance, or workers' compensation for providers of IHSS.

19 (j) The Authority shall maintain general liability insurance
20 in an amount determined to be adequate by the City's Risk Manager,
21 and shall name the City as an additional insured.

22 (k) The governing body of the Authority shall hire staff, and
23 adopt rules and regulations, not inconsistent with the provisions of
24

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1 this Chapter, in order to implement and interpret this Chapter.

2 SEC. 70.4. FISCAL PROVISIONS.

3 (a) In order to facilitate the implementation of the
4 Authority in a timely manner, the City Treasurer and the City
5 Controller may enter into contracts with the Authority for the
6 provision of fiscal services, with or without compensation from the
7 Authority, under such terms and conditions as the Treasurer and
8 Controller may require. If any such contract is executed, the
9 Controller shall establish and maintain a specific account or
10 accounts for this purpose. In addition, other City departments may
11 enter into contracts with the Authority, with or without
12 compensation, for the provision of various services that may be
13 needed by the Authority. All such contracts are subject to the
14 applicable approval process as required by the San Francisco
15 Charter, the San Francisco Administrative Code and the respective
16 department regulation and policy.

17 (b) In adopting this Chapter, the Board recognizes that the
18 funding of IHSS is the product of a complex relationship of federal,
19 state and City financing, and that the ability of the Authority to
20 operate and to negotiate the wages and benefits of the providers of
21 IHSS is contingent upon the availability of adequate funding from
22 all sources. Nothing in this Chapter is intended to require the
23 City to appropriate any funds for the operation of the Authority or

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1 for the payment of wages or benefits to the providers of IHSS.

2 (c) The Department of Social Services shall be the financial
3 liaison between the City and County of San Francisco and the
4 Authority. The Department of Social Services shall take appropriate
5 action in order to procure all available federal and state funds for
6 the administration and delivery of IHSS, and by contract, grant or
7 agreement, transfer monies procured from these sources and from any
8 funds that the City may appropriate, to the Authority for the
9 operation of its designated functions, subject to the budgetary and
10 fiscal provisions of the San Francisco Charter and the San Francisco
11 Administrative Code. The Authority shall submit its annual funding
12 request to the Department of Social Services no later than the
13 deadline determined by the Department of Social Services to enable
14 the Department to prepare and submit its budget to the Mayor's
15 office. The Authority shall comply with all claiming and reporting
16 deadlines set by the Department of Social Services.

17 The total of all operating costs, wages and benefits proposed
18 or established by the Authority must be consistent with the
19 provisions of the final City budget.

20 The Authority may not establish a payment rate that includes
21 the costs of wages, benefits and operation, until the governing body
22 of the Authority makes a finding that the funds necessary for
23 payment of that rate are legally available.

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1 (d) If and when the federal or state agencies responsible for
2 IHSS promulgate regulations that authorize and create direct funding
3 mechanisms for the Authority, the Authority and the Department of
4 Social Services may modify their agreements to facilitate that
5 direct financial relationship.

6 SEC. 70.5. ANNUAL REPORT AND PLAN.

7 The Authority shall submit annually a report to the Board of
8 Supervisors detailing its functions and evaluating its operation for
9 that year. In addition, such report shall present the Authority's
10 specific goals and objectives for the coming year and its plan for
11 meeting those goals and objectives. If, for any coming year, the
12 Authority intends to expand its duties, the Authority shall present
13 a detailed plan and budget for the implementation of that expansion
14 of duties. Such plan shall be circulated to all interested City
15 departments and community groups prior to presentation to the Board
16 of Supervisors.

17 SEC. 70.6. TRANSITION OF FUNCTIONS.

18 Prior to any transfer of federal or state mandated IHSS
19 functions from City responsibility to the Authority, all affected
20 Commissions, by resolution, and the Board of Supervisors, by
21 ordinance, must approve such relinquishment by the City to the
22 Authority of responsibility with respect to IHSS services. Further,
23 the Authority, through its applicable process, must accept all legal

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1 liability for those legally mandated responsibilities transferred by
2 the City to the Authority.

3 SEC. 70.7. TERMINATION.

4 By repeal of this Chapter, the Board of Supervisors may
5 abolish the Authority.

6 SEC. 70.8. ENUMERATION OF POWERS.

7 The enumeration of powers in this Chapter of some of the
8 provisions of Welfare and Institutions Code Section 12301.6 shall
9 not be interpreted as manifesting an intent of the Board of
10 Supervisors to subject either the City or the Authority to duties or
11 liabilities not imposed by that statute.

12 SEC. 70.9. DISCLAIMERS.

13 By establishing the Authority, the City and County of San
14 Francisco is assuming an undertaking only to promote the general
15 welfare. It is not assuming, nor is it imposing on its officers and
16 employees, an obligation for breach of which it is liable in money
17 damages to any person who claims that such breach proximately caused
18 injury.

19 Section 70.10. SEVERABILITY.

20 (a) If any provision of this Chapter, or the application of
21 any such provision to any person or circumstance, shall be held
22 invalid, the remainder of this Chapter, to the extent it can be
23 given effect, or the application of those provisions to persons or

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1 circumstances other than those to which it is held invalid, shall
2 not be affected thereby, and to this end the provisions of this
3 Chapter are severable.

4 (b) Notwithstanding the provisions of subsection (a), if any
5 provision of this Chapter imposing limitations or restrictions on
6 the Authority, or the powers or duties of the Authority, including
7 the ability of the Authority to propose or establish payment rates,
8 shall be held invalid, the provisions of this Chapter shall not be
9 deemed severable and this Chapter shall be held invalid in its
10 entirety.

11
12 APPROVED AS TO FORM:

13 LOUISE H. RENNE, City Attorney

14 By:  _____

15 Deputy City Attorney

16
17
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Board of Supervisors, San Francisco

Passed for Second Reading

May 22, 1995

Ayes: Supervisors Alioto Ammiano
Bierman Hallinan Kaufman Migden
Shelley Teng

Absent: Supervisors Hsieh Kennedy
Leal

§ Finally Passed

§

§ May 30, 1995

§

§

§

§

§

§

§

§

§

Ayes: Supervisors Alioto Ammiano
Bierman Hallinan Kaufman Kennedy
Leal Migden Shelley Teng

Absent: Supervisor Hsieh

I hereby certify that the foregoing ordinance
was finally passed by the Board of Supervisors
of the City and County of San Francisco

Jean Lum

Acting Clerk

File No.
97-95-20

JUN 9 1995

Date Approved

Frank R. Parker

Mayor



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

- DONALD A. CASPER
PRESIDENT
- MORGAN R. GORRONO
VICE PRESIDENT
- JOY Y. BOATWRIGHT
COMMISSIONER
- MARY Y. JUNG
COMMISSIONER
- E. DENNIS NORMANDY
COMMISSIONER
- ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted.
- (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on PSC #2006-08/09. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- cc: Micki Callahan, Human Resources Director
- David Curto, Human Services Agency
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Brigitte Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- Margot Reed, SEIU Local 1021, 350 Rhode Island St., Ste. 100 South Bldg. SF, CA 94103
- Commission File
- Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/line	Approval Type	Contract/Amount	Description of work	Duration
2000-08/09	45 Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientation, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	45 Human Services Agency	Continuing	\$ 55,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45 Human Services Agency	Continuing	\$ 26,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	45 Human Services Agency	Continuing	\$ 150,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45 Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45 Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45 Human Services Agency	Continuing	\$ 25,416,000.00	Will provide support services to the Agency include but not be limited to the following: legal process services, courier services, fiscal intermediary (employer agent) payroll services for welfare to work clients, credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45 Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy, and support services for 16,000 homeless workers. Provides the contract mode HES as mandated.	30-Jun-14
2008-08/09	45 Human Services Agency	Continuing	\$ 70,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45 Human Services Agency	Continuing	\$ 14,850,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4088-08/09	22 Department of the Environment	Regular	\$ 80,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22 Department of the Environment	Regular	\$ 284,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advice on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 2, 2009

DEPARTMENT NAME: Human Services Agency DEPARTMENT NUMBER 45

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

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

TYPE OF SERVICE: Supportive Housing and Services for Homeless and Low-Income Individuals and Families

FUNDING SOURCE: County, State and Federal Funds

PSC AMOUNT: \$46,000,000 annual \$230,000,000 term PSC DURATION: 7/1/09-6/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing. Clients include recipients of SSI, SSA, PAES, CalWorks and/or low-incomes.

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

These support services provide recipients the support necessary to access and remain in housing. Consequences of denial are an increase in homelessness, and for emergency shelter and hospitalization services.

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):

PSC# 2024-04/05

D. Will the contract(s) be renewed: Yes, based upon funding, performance and procurement.

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

Local 1021 Union Name Larry Chatwin Signature of person mailing/faxing form 12-10-08 Date

Local 21 Union Name Larry Chatwin Signature of person mailing/faxing form 12-10-08 Date

RFP sent to 1021,21 Union Name, on August 2008 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Required skills and expertise in providing housing related services to the homeless, including those with substance abuse and physical and mental illnesses. Expertise in developing and administering community functions and social programs. Expertise in linking clients to service providers and payee services and developing money management skills.

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

Civil service classes 1424, 2604, 2708.

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

Yes, the contractors will provide the facilities and equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Work is performed 24 hours a day, seven days a week. The supportive housing services are often crisis driven, do not involve predictable tasks and serve fluctuating populations.

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

It would not be practical due to the hours and the required expertise for serving the target population.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

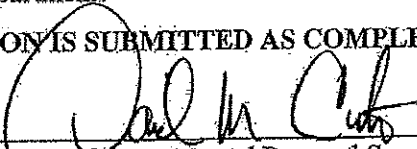
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator

David Curto, Director

Print or Type Name

(415) 557-5581

Telephone Number

1650 Mission Street, Suite 300

San Francisco, CA 94103

Address



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

June 9, 2005

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

LINDA RICHARDSON
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 2011-04/05
THROUGH 2026-04/05 AND 4096-04/05 THROUGH 4110-04/05
AND 4107-97/98.

THOMAS T. NG
VICE PRESIDENT

At its meeting of June 6, 2005 the Civil Service Commission had for its consideration the above matter.

ALICIA D. BECERRIL
COMMISSIONER

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

DONALD A. CASPER
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.

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachment

- c: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs
- Herberth Campos, Department of Human Resources
- Gordon Choy, Department of Public Works
- David Curto, Department of Human Services ✓
- Philip Ginsburg, Human Resources Director
- Elizabeth Jacobi, Department of Human Resources
- Galen Leung, Department of Public Health
- John Marquez, Airport Commission
- Lee Okumoto, Public Utilities Commission
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners Binder
- Chron

POSTING FOR

May 16, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC#	Department	Amount	Description of Work	Type of Approval	Duration
2020-04/05	Human Services	\$2,625,000	Will provide homeless individuals with drop-in services and respite from the streets.	Continuing	6/30/2009
2021-04/05	Human Services	\$3,500,000	Will provide services that are designed as Community based family resource centers that operate to serve all parents for specific parenting skills, counseling and referral to other services.	Continuing	6/30/2009
2022-04/05	Human Services	\$6,300,000	Will continue to provide existing services with multiple community agencies to provide outreach, counseling, employment services, vocational training, work readiness, and referral and placement services.	Continuing	6/30/2009
2023-04/05	Human Services	\$15,300,000	Will provide homeless individuals and families with emergency shelter and light meals.	Continuing	6/30/2009
2024-04/05	Human Services	\$22,000,000	Will provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing.	Continuing	6/30/2009
2025-04/05	Human Services	\$45,500,000	Will provide childcare services to low-income and CalWORKS families through partnerships with other licensed providers in various identified target neighborhoods.	Continuing	6/30/2009

