



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: December 4, 2015

To: The Honorable Civil Service Commission

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

From: William Lee, ECD
Jacquie Hale, DPH
Shamica Jackson/Stacey Lo, PUC
Tara Madison, DBI
Cynthia Hamada, MTA

Subject: **Personal Services Contracts Approval Request**

This report contains six (6) 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
\$33,815,000	\$78,015,337	\$2,294,431,178

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Department of Emergency Management
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San Francisco, CA 94102
415-558-3866

Jacquie Hale
Public Health
101 Grove Street Rom 307
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415-554-2609

Shamica Jackson
Stacey Lo
Public Utilities Commission
525 Golden Gate Ave., 8th Floor
San Francisco, CA 94102
SJ: (415) 554-0727
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San Francisco, CA 94103
415-701-5381

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

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POSTING FOR

December 21, 2015

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

2015-12-21

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
42162 - 15/16	DEPARTMENT OF EMERGENCY MANAGEMENT	\$1,000,000.00	Contractor will identify standards and establish benchmarks for effective emergency planning, community preparedness, and recovery planning (in the event of a man-made or natural disaster) for the Bay Area Region, which includes the twelve Bay Area counties and the core cities of San Francisco, Oakland, and San Jose. Contractor will build on regional capabilities; review and analyze catastrophic plans; strengthen regional public information and warning systems; perform gaps and needs analysis to effectively respond to terrorism; improve current recovery planning efforts; facilitate community preparedness; and improve local debris removal plans to maximize Federal Emergency Management Agency (FEMA) public assistance requirements. Contractor will develop plans, trainings, exercises and evaluation activities needed to strengthen and improve the Bay Area Region's emergency planning, community preparedness, and recovery planning capabilities.	November 1, 2015	October 31, 2019
41068 - 14/15	PUBLIC HEALTH	\$12,000,000.00	The programs will provide opportunities for consumers with behavioral health challenges to engage in work development, training, and placement services to further enhance their path to wellness and recovery. The criteria for services are specified by DPH Behavioral Health Services and the California Department of Rehabilitation and includes San Francisco residents 18 and over, including transitional age youth, adults and older adults. Service coordinators also support the work of Behavioral Health Services clinicians by connecting consumers with community-based vocational, educational, and other services identified as needed by the consumer. Vocational rehabilitation training programs aim to empower consumers toward finding meaningful activities or employment and provide individualized support to address any barriers that may impede their progress toward economic self-sufficiency and achieving vocational goals. The programs utilized evidence-based practices and work in collaboration with the consumer, family member, and other stakeholders to further develop vocational opportunities for consumers.	November 1, 2015	October 31, 2020
43897 - 14/15	PUBLIC HEALTH	\$400,000.00	The contractor will develop a new Full Service Partnership program will be developed to support the stabilization and recovery of families in crisis who are also caring for children under the age of 5. The program will provide case management and therapeutic services to San Francisco's most vulnerable families, particularly those living in public housing developments.	July 1, 2015	June 30, 2020
44258 - 15/16	PUBLIC UTILITIES COMMISSION	\$20,000,000.00	This PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; natural resources services; water treatment services; and enterprise operations and management services for the San Francisco Public Utilities Commission (SFPUC).	May 1, 2016	April 30, 2021

TOTAL AMOUNT \$33,400,000

PSC

Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**Posting For December 21, 2015****Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2015-12-21

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4027-09/10 - MODIFICATIONS	December 21, 2015	DEPARTMENT OF BUILDING INSPECTION -- DBI	\$15,000	\$284,420	Install, configure, test, and train DBI staff on operating and maintaining a new proprietary Interactive Voice Response (IVR) system. The IVR is an off-the-shelf telephone system that allows customers to schedule and cancel inspections along with obtaining inspection results. It will also allow inspectors to manage their workload and increase their time in the field. Total cost of project: \$385,120 including \$203,500 for hardware, software, licenses and Application Interface modules and \$181,620 for professional services and maintenance.	09/01/2009	06/30/2017	REGULAR
37826 - 15/16 - MODIFICATIONS	December 21, 2015	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$400,000	\$500,000	The consultant will provide required training to the San Francisco Municipal Transportation Agency (SFMTA) police service dogs (K-9 unit) and their handlers on explosives detection in accordance with Transportation Security Administration (TSA) standards. The canines and police officers will then be qualified and TSA-certified to work when explosives detection is required within the SFMTA transit system.	12/16/2015	12/15/2020	REGULAR

TOTAL AMOUNT \$415,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT – ECDDept. Code: ECDType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Emergency Planning, Community Preparedness, and Recovery PlanningFunding Source: Urban Areas Security InitiativePSC Amount: \$1,000,000PSC Est. Start Date: 11/01/2015PSC Est. End Date: 10/31/2019**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will identify standards and establish benchmarks for effective emergency planning, community preparedness, and recovery planning (in the event of a man-made or natural disaster) for the Bay Area Region, which includes the twelve Bay Area counties and the core cities of San Francisco, Oakland, and San Jose.

Contractor will build on regional capabilities; review and analyze catastrophic plans; strengthen regional public information and warning systems; perform gaps and needs analysis to effectively respond to terrorism; improve current recovery planning efforts; facilitate community preparedness; and improve local debris removal plans to maximize Federal Emergency Management Agency (FEMA) public assistance requirements. Contractor will develop plans, trainings, exercises and evaluation activities needed to strengthen and improve the Bay Area Region's emergency planning, community preparedness, and recovery planning capabilities.

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

The Urban Areas Security Initiative (UASI) Region is comprised of twelve counties and three core cities, which together receive federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area. Denial of this request will hinder the Bay Area UASI Region's ability to develop future funding requests and secure increased funding for SF and all of the Bay Area cities and counties. This in turn can jeopardize the Bay Area UASI Region's ability to prevent, protect against, respond to and recover from acts of terrorism and other man-made or natural catastrophes in the Bay Area.

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.

Similar services were approved in 45476-13/14.

D. Will the contract(s) be renewed?

Based on need, performance, and funding availability

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):**

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

The contract will be funded by a federal grant from the Department of Homeland Security.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This service requires extensive knowledge and expertise in regional emergency planning, community preparedness, and recovery planning throughout the entire Bay Area Region. The contractor must have experience in how to prevent, respond to, and recover from acts of terrorism or man-made/natural disasters at the regional level. The contractor must have a thorough understanding of how the unique characteristics of each member county impacts, not only the county, but the entire Bay Area Region during a disaster.
- B. Which, if any, civil service class(es) normally perform(s) this work? 8604, Emergency Services Coord IV; 0931, Manager III;
- 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?

Existing staff does not have the time or expertise to conduct a project of this magnitude. Also, a Homeland Security Grant is being used to fund these services. Conditions of the grant include a personnel cap limit, which has already been reached. No additional funds, can be used towards personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete this project.

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

- A. Explain why civil service classes are not applicable.
The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. Also, we have reached the personnel cap limit on this time limited grant from the Federal Department of Homeland Security.
- 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, as stated above: The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. Also, we have reached the personnel cap on this time limited grant from Homeland Security.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Contractor may train regional public safety personnel and Emergency Operations Center (EOC) staff throughout the entire UASI Region. Trainings may take place in classrooms or during large-scale exercise events. Estimate 50 hours of training under 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.

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 10/22/2015, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21, Municipal Executive Association, Professional & Tech Engrs, Local 21, Municipal Executive Association,

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

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42162 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/21/2015

Receipt of Union Notification(s)

Kim-Molina, Mikyung (ECD)

From: dhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org
Sent: Thursday, October 22, 2015 5:13 PM
To: Lee, William (ECD); L21PSCReview@ifpte21.org; camaguey@sfmea.com; staff@sfmea.com; Kim-Molina, Mikyung (ECD); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42162 - 15/16

RECEIPT for Union Notification for PSC 42162 - 15/16 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 42162 - 15/16 for \$1,000,000 for Initial Request services for the period 11/01/2015 – 10/31/2019. 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/5957> 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)

**City and County of San Francisco
Department of Emergency Management**

Bay Area Urban Areas Security Initiative (“UASI”)

**Request for Qualifications (RFQ) for
Emergency Planning, Community
Preparedness, and Recovery Planning**

RFQ#: UASI 15-01



Date Issued:

OCTOBER 1, 2015

Pre-Submittal Conference:

NONE

Submissions Due:

OCTOBER 30, 2015, 1:00 P.M., PDT

**Request for Qualifications
Emergency Planning, Community Preparedness, and Recovery Planning
Bay Area UASI**

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Appendices:

- A. Vendor Registration Package (website link)
- B. Agreement for Professional Services (form P-500)

**Request for Qualifications (RFQ) for
Emergency Planning, Community Preparedness, and Recovery Planning
for the Bay Area Urban Areas Security Initiative (“UASI”) Region**

I. Introduction and Schedule

A. General

The City and County of San Francisco (“City” or “San Francisco”), through the Department of Emergency Management (“DEM”), is seeking Statements of Qualifications (“SOQs”) in order to establish a pool (“Pool”) of pre-qualified firms to provide Emergency Planning, Community Preparedness, and Recovery Planning consultant services for the Bay Area UASI Region as set forth more specifically in this Request for Qualifications. Respondents pre-qualified under this RFQ are not guaranteed a contract. The City, in its sole and absolute discretion, may award contracts to multiple vendors.

B. Background of the Bay Area UASI Program

The Urban Areas Security Initiative (UASI) is a program administered by the federal Department of Homeland Security through its Homeland Security Grant Program within the Federal Emergency Management Agency (FEMA). Since its inception in 2003, the intent of the federal UASI program has been to enhance regional preparedness in major metropolitan areas in support of the National Preparedness Guidelines.

In connection with the application for and distribution of federal UASI grant funds, the United States Department of Homeland Security (“DHS”) consolidated the separate San Jose, Oakland, and San Francisco Urban Areas into a combined Bay Area Urban Area (“UASI Region”). The Bay Area UASI Region includes three major cities, twelve counties, over 100 incorporated cities, a number of special districts and transportation agencies, and several airports. The Bay Area UASI Region consists of the following counties: Alameda, Santa Clara, Santa Cruz, San Mateo, San Francisco, Marin, Sonoma, Napa, Solano, Contra Costa, San Benito, and Monterey; and three core cities: San Francisco, Oakland, and San Jose.

The Bay Area UASI is a regional program that provides financial assistance to improve the Bay Area’s capacity to prevent, protect against, respond to, and recover from terrorist incidents or related catastrophic events. Projects facilitated by the program enhance regional capability through regional collaboration and efficient allocation of resources.

Governed by Memoranda of Understandings (MOUs) between the counties and participant jurisdictions, the Bay Area UASI is governed by an eleven member Approval Authority which provides policy direction and is responsible for final decisions regarding projects and funding.

The UASI Management Team functions as a unit within the San Francisco Department of Emergency Management. The Management Team is responsible for the administration and management of all potential and endorsed UASI funded projects in the Bay Area UASI Region. The Management Team serves as the point of contact for all inquiries/issues raised by regional stakeholders, while concurrently facilitating the Approval Authority, Advisory Group, Regional Catastrophic Planning Team (RCPT), Work Groups, and other stakeholder meetings. The Management Team’s duties can include: monitoring grant compliance and resource allocation; conducting regional capability assessments; planning and strategic development, project

development, monitoring and evaluation, and serving as liaison between the City and County of San Francisco (fiscal agent) and the subrecipient jurisdictions (grantees).

C. Nature of the Proposed Work

With direction from the Bay Area UASI Approval Authority and in conjunction with the Bay Area UASI Management Team, the selected contractor will coordinate and facilitate Emergency Planning, Community Preparedness, and Recovery Planning efforts throughout the entire Bay Area UASI Region, which includes twelve (12) Bay Area Counties, and the core cities of San Francisco, San Jose and Oakland. Contractor will also ensure that these efforts are aligned with FEMA National Recovery Framework and Public Assistance standards.

D. Term and Amount of Proposed Contract

Respondents that are pre-qualified will remain on the list for consideration for contractor selection and negotiations for up to two (2) years from the pre-qualification notification date. No pre-qualified respondent is guaranteed a contract. The pre-qualified list may be used by the City, at its sole and absolute discretion. This RFQ does not in any way limit the City's right to solicit contracts for similar or identical services if, in the City's sole and absolute discretion, it determines the pre-qualified list is inadequate to satisfy its needs.

Approximately, One Million Dollars (\$1,000,000) is expected to be allocated towards this RFQ. There is no guarantee of a minimum amount of work or compensation for any Respondent who submits a proposal or is selected for contract negotiations. Any contracts entered into with a firm from the Pool will be funded out of UASI or other Homeland Security grant funds. Funding for this effort is dependent upon Federal funding availability.

E. Schedule

The anticipated schedule for establishing a consultant Pool is:

<u>Proposal Phase</u>	<u>Date</u>
RFQ is issued by the City	October 1, 2015
Deadline for submission of written questions or requests for clarification	October 15, 1:00 p.m., PDT
UASI to post written response to questions or requests for clarification	October 20, 2015
Statement of Qualifications due	October 30, 2015, 1:00 p.m., PDT
Notify Respondents of final selection for Inclusion in the Pool	November 13, 2015

II. Scope of Work

This Scope of Work is presented as a general overview of services that may be requested of pre-qualified contractors. It is not intended to be a comprehensive list of all potential work to be contracted by the UASI. Respondents do not need to meet the capabilities of all services listed below. Respondents should identify which A-G services they are applying for so that the City may adequately pre-qualify vendors for specific projects. The Scope of Work for Emergency Planning, Community Preparedness, and Recovery Planning projects may include, but is not limited to, the following areas:

A. ***Building Regional Capabilities:*** Conduct stakeholder outreach and analytical reports to assist in completing projects that build regional capabilities toward the Core Capabilities of:

- Operational Coordination
- Situational Assessment
- Critical Transportation
- Mass Care Services
- Community Resilience
- Infrastructure Systems
- Economic Recovery
- Housing
- Health and Social Services
- Natural and Cultural Resources

Projects may include facilitation of workshop discussions, tabletop exercises, and/or development of plans, tools, and templates. Tasks may include review of existing plans/after action reports and capabilities, design and conduct of workshops and/or tabletop exercises, development of workshop summary reports and/or after action reports. Develop plan templates and guidance documents establishing best practices for information sharing and collaboration across jurisdictions, including providing subject matter expertise on EOC and ICP information sharing technologies. Review and analyze existing plans and after action reports to identify gaps and propose modifications that will facilitate improvement.

B. ***Catastrophic Planning:*** Review and analyze existing plans within the Bay Area Region, identify gaps and propose modifications to consolidate or streamline regional catastrophic plans. Provide subject matter expertise in state and federal planning efforts and integrate the Bay Area into state and federal exercises.

C. ***Public Information and Warning:*** Work with Bay Area stakeholders to build regional Public Warning capabilities, including working with Public Information Officers

throughout the Bay Area to continue building a Regional Joint Information System through establishing activation policies and operation procedures.

- D. ***Needs and Gaps:*** Perform analysis of current Bay Area region operational area and core city core capabilities in order to identify gaps and needs in mitigating, planning, preparing, responding and recovering from terrorist attacks, including cyber security, recovery planning, and related activities necessary to build core capabilities. Establish and develop training, exercise, and evaluation activities needed to strengthen, build on, and improve the Bay Area region and core cities core capabilities.
- E. ***Recovery Planning:*** Build on regional planning and analysis efforts completed to date such as the Local Government Disaster Recovery Framework and Recovery Support Function Guide templates and the Bay Area Emergency Agreements Analysis to coordinate recovery planning throughout the region. Priorities may include planning for restoration of critical lifelines such as water systems, electrical power, and fuel distribution.
- F. ***Community Preparedness:*** Engage with local jurisdictions and build tools to facilitate outreach to the public and specific communities promoting emergency preparedness.
- G. ***Public Assistance Requirements.*** Develop Bay Area region, operational areas and core cities debris removal/management plans to meet FEMA Public Assistance (PA) requirements and achieve FEMA approval to become eligible for 80% of FEMA PA funding reimbursement during a disaster.

Services provided and deliverables prepared by contractors will conform to and be consistent with the California Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the National Response Framework, National Disaster Recovery Framework, National Preparedness Goal, and other related policies. All products shall be compliant with the Homeland Security Exercise Evaluation Program (HSEEP).

III. Submission Requirements

A. Time and Place for Submission

Submissions must be received by **1:00 P.M. PDT October 30, 2015**. Submissions may be delivered in person or mailed to:

**Mikyung Kim-Molina
Bay Area UASI
711 Van Ness Ave. Suite 420
San Francisco, CA 94102**

Postmarks will not be considered in judging the timeliness of submissions. Responses submitted by fax or e-mail will not be accepted. Late submissions will not be considered, including those submitted late due to mail or delivery service failure.

Respondents shall submit the following:

- Six (6) copies of the SOQ
- Two (2) copies of the required Vendor Registration Package forms (separate envelope marked "Vendor Registration Forms")
- One (1) electronic copy of the entire contents of the response, including all attachments

All items must be submitted in a sealed envelope clearly marked **Emergency Planning, Community Preparedness, and Recovery Planning for the Urban Areas Security Initiative** to the above location.

B. Format

Complete, but concise responses, are recommended for ease of review by the Evaluation Team. Responses should provide a straightforward, concise description of the Respondent's capabilities to satisfy the requirements of the RFQ. The City is not seeking a general resume of the firm and may deem non-responsive submissions that merely provide such generalities. Where applicable, responses should include factual examples that demonstrate the expertise and experience of the assigned staff. Only material contained in the body of this submission will be considered. The Evaluation Team will not review information provided in appendices, except where such appendices are specifically requested by the RFQ.

Respondents should carefully follow the format and instructions outlined below, observing format requirements where indicated. Responses must contain the information itemized below and in the order indicated. Responses submitted which do not include the following items may be deemed non-responsive and may not be considered for pre-qualification. All parts, pages, figures, and tables should be numbered and clearly labeled.

C. Content of SOQs

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

1. Cover Page

The Cover page must include the following:

- RFQ title and number
- Respondent's full name
- Respondent's contact person for the RFQ

- Respondent's primary office location
- Respondent's local business address
- Respondent's business phone and fax numbers
- Respondent's e-mail address
- City Vendor ID number

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

Submit a letter of introduction and executive summary of the SOQ. The letter must clearly identify which A-G services (described in Section II) the firm is applying for. The letter must be signed by a person authorized to obligate the firm to perform the commitments contained in the SOQ. Submission of the letter will constitute a representation by the respondent that the respondent is willing and able to perform the commitments contained in the SOQ.

3. Firm Qualifications (up to 2 pages)

Provide information on the firm's background, organizational structure, and number of years in business providing similar services. Indicate whether the City has awarded your firm any previous contracts.

4. Staff Qualifications (up to 2 pages)

In the selection process, the City will closely examine the qualifications, experience and expertise of the staff proposed by the firm. No substitution of personnel is permitted without the City's prior written approval.

Describe the proposed staff's direct experience working across multiple jurisdictions in order to implement the scope of work described in Section II. Include name, title, years of experience, and list of applicable projects. Firms may also include staff resumes as part of the submission. Resumes will not be included in the page count limitation.

5. Prior Projects (up to 4 pages)

Provide detailed information on a minimum of two (2), maximum of four (4) successfully completed projects that demonstrate the firm's qualifications to undertake the work described in Section II. Response must include: project name, client name, client contact information, staff lead, timeline, fee, number of hours, project description, project scope, project approach/methodology, and project outcome. Projects are subject to verification and should not be more than seven (7) years old.

6. References (up to 1 page)

Provide references for the firm or the key staff proposed to perform the work, including the name, address, telephone number of at least two (2) but no more than four (4) recent clients (preferably other public agencies). References should be in relation to similar services described in Section II. References are subject to verification by the City as part of the evaluation process.

7. Fee Proposal (up to 1 page)

Respondents must submit a fee proposal listing the name, labor-category, and hourly rate of all staff members anticipated to conduct services for the UASI. The fee proposal may be subject to negotiation upon contract award. The City reserves the right to accept other than the lowest priced offer and to reject any submittals that are not responsive to this request.

8. Pending Litigation (no page limit)

If applicable, briefly describe any pending litigation related to consulting services provided by your firm within the past three (3) years of this RFQ issue date.

IV. Evaluation and Selection Criteria

A. Minimum Qualifications

A Respondent must meet the following minimum qualifications by the deadline for submittal of submissions:

1. At least two (2) projects in the last seven (7) years immediately preceding the issuance of this RFQ in providing the services described in Section II.
2. The firm shall have a local presence in the San Francisco Bay Area, and the key staff(s) shall be able to respond within the same business day to accommodate impromptu meetings as they arise;
3. The firm shall be eligible to receive federal grant funds and must be able to execute Appendix C of the City's contract, U.S. Department of Homeland Security's Urban Areas Security Initiative Grant Program Requirements for Procurement Contracts.

Any submission that does not demonstrate that the firm meets these minimum requirements by the deadline for submissions will be considered non-responsive and will not be eligible for inclusion in the Pool.

B. Desirable Qualifications

The following are desirable qualifications for firms and the key staff:

1. Experience working with multiple jurisdictions and public entities;
2. Experience facilitating planning meetings and working groups;
3. Experience working with policy-making bodies and County-based projects, including major cities, at the regional level; and
4. Experience with federal and state Homeland Security Grant programs.

C. Selection Process

The UASI Management Team will coordinate the Evaluation Team responsible for evaluating Respondents. The team will include subject matter experts and persons familiar with governmental processes and grants administration. The team will be responsible for evaluating

and rating the responses for pre-qualification. The team may also conduct reference checks and facilitate interviews, if desired by the City.

The Evaluation Team will evaluate the strength of the SOQs based on the following criteria (point allocations are subject to change based on need for oral interviews). A Respondent must score 71 points or higher for inclusion in the Pool.

1. Firm and Staff Qualifications (70 Points)

- a. Expertise of the firm in the fields necessary to complete the tasks, including desirable qualifications;
- b. Depth and breadth of experience of the firm and key staff with the type of work under this RFQ;
- c. Demonstrated experience in carrying-out similar projects in this RFQ. Evaluation Team may consider size and complexity of the project, responsiveness to client's needs, adherence to schedules, deadlines, budgets, and overall quality of the project;
- d. Staff availability and accessibility;
- e. Professional and educational qualifications of assigned staff; and
- f. Results of reference checks, if necessary.

2. Technical Competence (10 Points)

- a. Knowledge and understanding of federal grant programs; and
- b. Analytical, technical, and written communication skills.

3. Ability to Meet the City's Requirements (10 Points)

- a. Responsiveness to the City's requirements in the RFQ; and
- b. Pending litigation that would affect the firm's capacity to undertake the work described in Section II.

4. Fee Proposal – (10 Points)

- a. Fee proposals will be evaluated based on cost reasonableness and appropriateness to the Scope of Work.

5. Oral Interviews (Optional)

Oral interviews may or may not be conducted. The City has sole and absolute discretion over whether interviews will be conducted. Following the evaluation of the written SOQs, if interviews are to be conducted, the firms receiving the highest scores in the subject areas will be invited to an oral interview. The interviews, if conducted, will consist of standard questions asked of each of the Respondents, as well as specific questions regarding each individual submission.

ELECTRONIC CODE OF FEDERAL REGULATIONS

e-CFR data is current as of October 20, 2015

Title 2 → Subtitle A → Chapter II → Part 200 → Subpart D → Subject Group

Title 2: Grants and Agreements

PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Subpart D—Post Federal Award Requirements

PROCUREMENT STANDARDS**§200.317 Procurements by states.**

When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with §200.322 Procurement of recovered *materials* and ensure that every purchase order or other contract includes any clauses required by section §200.326 Contract provisions. All other non-Federal entities, including subrecipients of a state, will follow §§200.318 General procurement standards through 200.326 Contract provisions.

§200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local Intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 43309, July 22, 2015]

§200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition.

The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.320 Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (\$200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publically advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

§200.322 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable; consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.323 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§200.324 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§200.325 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance

that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§200.326 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

Need assistance?

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT – ECD Dept. Code: ECD

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

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

Type of Service: Regional Recovery and Community Resiliency Planning

Funding Source: Homeland Security Grant - UASI PSC Duration: 4 years
PSC Amount: \$500,000 PSC Est. Start Date: 01/01/2014 PSC Est. End Date: 12/31/2017

1. Description of Work

A. Scope of Work:

Contractor will identify standards and establish benchmarks for effective recovery planning (in the event of a man-made or natural disaster) for the Bay Area Region, which includes twelve counties and the core cities of San Francisco, Oakland, and San Jose. Contractor will perform an analysis of current recovery efforts throughout the Bay Area and identify gaps and needs in recovery planning. Contractor will draft the Continuity of Operations (COOP) and Continuity of Government (COG) plans and develop training, exercise, and evaluation activities needed to strengthen, build on, and improve the Bay Area Region's recovery capabilities.

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

The Urban Areas Security Initiative (UASI) Region is comprised of twelve counties and three core cities, which together receive federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area. Denial of this request will hinder the Bay Area UASI Region's ability to develop future funding requests and secure increased funding for SF and all of the Bay Area cities and counties. This in turn can jeopardize the Bay Area UASI Region's ability to prevent, protect against, respond to and recover from acts of terrorism and other man-made or natural catastrophes in the Bay Area.

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

D. Will the contract(s) be renewed? Based on need, performance, and funding availability.

2. Union Notification: On 11/06/2013, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association, Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45476 - 13/14

DHR Analysis/Recommendation:

02/03/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 02/03/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

This service requires extensive knowledge and expertise in regional recovery planning throughout the entire Bay Area Region. The contractor must have experience in how to prevent, respond to, and recover from acts of terrorism or man-made/natural disasters at the regional level. The provider must have a thorough understanding of how the unique characteristics of each member county impacts, not only the county, but the entire Bay Area region during disaster recovery.

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

8604,0931,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Existing staff does not have the time to conduct a project of this magnitude. Also, because this service spans across twelve counties it is important that the provider be a neutral entity not associated with any of the counties.

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

No, because the regional, state, and national interaction required to perform this service would make it impractical for an SF civil service employee to perform this work for and on behalf of other counties. Also, we have reached the personnel cap from this time limited grant from Homeland Security.

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

YES NO

- | | | |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?
Please see additional attachment. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? Please see additional attachment. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current 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 01/02/2014 BY:

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA 94102

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: Vocational Rehabilitation Training ProgramFunding Source: General Fund, Grant, Prop 63PSC Duration: 5 years 1 dayPSC Amount: \$12,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The programs will provide opportunities for consumers with behavioral health challenges to engage in work development, training, and placement services to further enhance their path to wellness and recovery. The criteria for services are specified by DPH Behavioral Health Services and the California Department of Rehabilitation and includes San Francisco residents 18 and over, including transitional age youth, adults and older adults. Service coordinators also support the work of Behavioral Health Services clinicians by connecting consumers with community-based vocational, educational, and other services identified as needed by the consumer. Vocational rehabilitation training programs aim to empower consumers toward finding meaningful activities or employment and provide individualized support to address any barriers that may impede their progress toward economic self-sufficiency and achieving vocational goals. The programs utilized evidence-based practices and work in collaboration with the consumer, family member, and other stakeholders to further develop vocational opportunities for consumers.

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

This program is funded by the State Mental Health Services Act (MHSA), which requires that consumer input play a significant role in the development of programs. Behavioral health consumers, former consumers, or families of consumers must be involved in areas of mental health policy, program planning, implementation, monitoring, quality improvement, evaluation and budget allocations regarding these programs. MHSA funding for this program assists consumers and family members to secure meaningful employment and provides the resources necessary for San Francisco to realize the vision of recovery for individuals and families served by the mental health system.

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 services were previously approved under 4156-09/10.

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.

The Department anticipates a continued need for these services, which allow mental health clients to gain supervised, supportive occupational experience to support their present recovery efforts and strengthen their future ability to support themselves financially in positions which do not receive mental health support in this supportive and tolerant environment.

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:

The City does not currently possess the capacity or infrastructure to establish and maintain an effective vocational rehabilitation program for the target population.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: In collaboration with BHS and consumers, the contractor will be responsible for the design and implementation of a cohesive and collaborative system of vocational rehabilitation services to recruit, employ, train, place, support and supervise consumers within DPH, CBHS and community settings. The provider will also implement and evaluate the service delivery system and vocational rehabilitation services that are received by behavioral health consumers. (cont. on attached)

B. Which, if any, civil service class(es) normally perform(s) this work? 2588, Health Worker 4; 2593, Health Program Coordinator 3;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, facilities to operate the program will be provided by the contractor.

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

One objective of this program is to increase City civil service resources, by providing opportunities for consumers/clients to gain access to employment opportunities in the Civil Service system. The contractor is expected to work collaboratively with the many existing vocational development program operated at Department of Public Health and the City and to complement the work of existing civil service staff.

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 have the expertise or infrastructure to establish the type of services needed in order to receive the State funding to support this program.

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 work requires specialized knowledge and skills and expertise.

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. The purpose of these services is to provide training to mental health consumers/clients, however, no formal training will be provided to civil service 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 07/25/2015, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous, Professional & Tech Engrs, Local 21, 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: 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# 41068 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/21/2015

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
To: [Hale, Jacquie \(DPH\)](mailto:Hale.Jacquie@DPH); [Lopez, Ricardo \(PDR\)](mailto:Lopez.Ricardo@PDR); [Basconcello, Katherine \(PUC\)](mailto:Basconcello.Katherine@PUC); pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; ted.zarzecki@seiu1021.net; ablood@cirseiu.org; xiumin.li@seiu1021.org; [Poon, SinYee \(HSA\) \(DSS\)](mailto:Poon.SinYee@HSA); david.canham@seiu1021.org; joe.tanner@seiu1021.net; tiva.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; L21PSCReview@lfbte21.org; brenda.mendieta@sfdph.org; [Isern, Richard \(TIS\)](mailto:Isern, Richard@TIS); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator@DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41068 - 14/15
Date: Saturday, July 25, 2015 6:04:59 PM

RECEIPT for Union Notification for PSC 41068 - 14/15 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41068 - 14/15 for \$12,000,000 for Initial Request services for the period 11/01/2015 – 10/31/2020. 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/4755> For union notification, please see the

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

Additional Attachment(s)

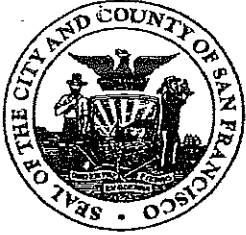
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Attachment to 41068-14/15

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: (Continued)

The contractor must utilize several evidenced-based practices for the vocational rehabilitation services; support groups and activity groups on evidenced-based topics such as the Individual Placement and Support model, chronic disease self-management, Wellness-Recovery Action Planning (WRAP), Seeking Safety, Illness (Wellness) Management and Recovery (IMR), basic psycho-education on the Wellness and Recovery principles, Emotional CPR, and more.



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

June 24, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

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

At its meeting of June 21, 2010 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.*

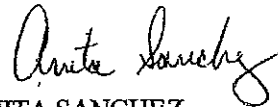
It was the decision of the Commission to:

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

CSC Notice of Action
June 24, 2010
Page 2

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

CIVIL SERVICE COMMISSION



ANITA SANCHEZ
Executive Officer

Attachment

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

POSTING FOR
6/7/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

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

PERSONAL SERVICES CONTRACT SUMMARY

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

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81, 82

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

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

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

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

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

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Contractors will provide community based mental health and substance abuse prevention and treatment... B. Explain why this service is necessary and the consequences of denial: These services are necessary to improve the quality of life... C. Explain how this service has been provided in the past... D. Will the contract(s) be renewed: Yes, if funding is available.

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

SEIU Local 1021 IFPTE Local 21 Union Name, Jacquie Hale Signature of person mailing/faxing form, April 30, 2010 Date, RFP sent to SEIU Local 1021 IFPTE Local 21 Union Name, on July 30, 2009 Date, Mahlet Girma Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4156-09/10 STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION: approved 6/21/10

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

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

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

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

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

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

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

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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


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

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

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

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



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

 Print or Type Name Telephone Number

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

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

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

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

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

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

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

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: Mental Health Services-Full Service Partnership ProgramFunding Source: Mental Health Services ActPSC Duration: 5 years 1 dayPSC Amount: \$400,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will develop a new Full Service Partnership program will be developed to support the stabilization and recovery of families in crisis who are also caring for children under the age of 5. The program will provide case management and therapeutic services to San Francisco's most vulnerable families, particularly those living in public housing developments.

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

In the summer of 2014, a thorough community needs assessment was conducted to determine the gaps in service for our city's most vulnerable populations--those with Serious Mental Illness or Disorders, those who are homeless, or have experienced excessive trauma. The needs assessment found that there was a dearth of services and support for young children aged 0-5 years and their families who are living with the effects of trauma, substance abuse, and mental illness. (continued on attachment)

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

This is a new service.

D. Will the contract(s) be renewed?

Yes, if funding is available.

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

HOPE SF and this new program are new and complex initiatives based on models new to San Francisco and are expected to take time to develop, assess, and refine. The anticipated length of this contract is to provide time for program development, from start-up through implementation and program evaluation, and the opportunity to assess results effectively for this particular age group, aged 0-5 years.

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:

The contractor will provide the capacity to both serve and support clients in their home setting, as well as in an office setting. The contractor will provide the needed staffing, transportation, and facilities to insure a flexible program design that is responsive to the needs of the clients.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Licensed mental health clinicians; individuals with lived mental health experience; experience providing intensive wrap-around mental health services to children and families; experience working with young children and their families who have experienced the effects of trauma/neglect and abuse/substance abuse/poverty; demonstrated understanding of both the internal and external barriers to recovery and healing, and knowledge of how to (continued on attachment)

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide the capacity to both serve and support clients in their home setting, as well as in an office setting. The contractor will provide the needed staffing, transportation, and facilities to insure a flexible program design that is responsive to the needs of the clients.

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.

These services are uniquely linked to the Mayor's HOPE SF Initiative. The HOPE SF initiative seeks to transform 4 of San Francisco's most distressed public housing sites into vibrant, thriving communities through holistic revitalization. HOPE SF will create thriving, mixed-income communities that provide residents healthy, safe homes and the support they need to succeed. Green buildings, better schools, new local businesses and on-site (continued on attachment)

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 at this time to establish a new service class because it's not a matter of needing one or two additional staff members. It's a matter of developing a team that can support the entire family with a (continued on attachment)

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.
Training is not a primary component of the services 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 06/26/2015, 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: 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# 43897 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/21/2015

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
To: [Hale, Jacquie \(DPH\)](mailto:Hale.Jacquie@DPH); jb@local16.org; [Lopez, Ricardo \(PDR\)](mailto:Lopez.Ricardo@PDR); [Basconcello, Katherine \(PUC\)](mailto:Basconcello.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.zarcecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pachell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; [Poon, SinYee \(HSA\) \(DSS\)](mailto:Poon,SinYee@HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LIUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiva.thiang@seiu1021.org; [Hale, Jacquie \(DPH\)](mailto:Hale.Jacquie@DPH); [Isen, Richard \(TIS\)](mailto:Isen.Richard@TIS); DHR-PSCCoordinator; [DHR \(HRD\)](mailto:DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43897 - 14/15
Date: Friday, June 26, 2015 6:27:15 PM

RECEIPT for Union Notification for PSC 43897 - 14/15 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 43897 - 14/15 for \$400,000 for Initial Request services for the period 07/01/2015 – 06/30/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/5453> 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)

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

Pervasive and ongoing trauma coupled with poverty and neglect can have detrimental effects on all individuals, however the effects can be most devastating for very young children whose brains are still very much in development. Further, the need and urgency for intervention with vulnerable children aged 0-5 years and their families is made clear by the following facts:

Exposure to stress and trauma in the first few years of a child's life can lead to permanent changes in learning (linguistic, cognitive, and social-emotional skills), behavior, and long-term physical health.

- As early as 9 months old, children who are exposed to pervasive poverty begin to show signs of developmental delays.
- Vulnerable families often do not have access to high-quality child care, home visiting, or other programs that have been shown to successfully support families and promote healthy development.
- Research shows that for every dollar invested in high-quality programming for children aged 0-5 years, at least \$7 is saved in future costs related to social services, remedial education, public safety and juvenile justice. (Source: First 5 California)

San Francisco's Department of Public's Health Children, Youth and Families System of Care aims to close this gap in services by contracting with a community based behavioral health organization to provide a Full Service Partnership program for young children and their families with the highest needs.

3.A. Specify required skills and/or expertise: (cont.)

simultaneously address those factors; knowledge of the unique needs of children aged 0-5 years and their developmental indicators; knowledge and experience providing mental health services to children and adults, including dyadic interventions; an existing and tested training curriculum available in multiple languages; experience conducting evaluation activities and utilizing that data for ongoing quality improvement; and MediCal certification.

5A. Explain why civil service classes are not applicable: (cont.)

resident services will transform these communities and provide opportunities to the residents who have struggled here for generations. This new Full Service Partnership program for children aged 0-5 years will add to the continuum of services available to HOPE SF residents.

HOPE SF and the new Full Service Partnership program for children aged 0-5 years are brand-new, complex initiatives that will be tested over the course of this contract. They are based on models that have not been implemented in San Francisco with the socioeconomic and cultural factors at play in this city. Over the short run, we will test the effectiveness of our planned activities and modalities, and will undoubtedly make changes to the scope of work and service

mix. For this reason, we have decided to initially contract these services in order to understand the complexities in serving this unique population, as well as to maintain flexibility to adjust the program design as necessary.

5B. Would it be practical to adopt a new civil service class to perform this work? Explain.
(cont.)

socio-cultural lens and be supervised and trained on the Full Service Partnership and Child Parent Psychology models of care. The model of service that will be employed also requires that key service providers be from the community served. In this case, that would be either current or former residents of the one of the 4 HOPE SF housing developments, individuals with lived experience who may not qualify for civil service classification.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Specialized and Technical As-Needed Services, Water Enterprise (PRO.0019)Funding Source: SFPUC Water EnterprisePSC Amount: \$20,000,000PSC Est. Start Date: 05/01/2016PSC Est. End Date: 04/30/2021**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; natural resources services; water treatment services; and enterprise operations and management services for the San Francisco Public Utilities Commission (SFPUC).

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

Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: water supply development to meet contractual obligations, Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and groundwater sampling and testing, and natural resources management and species monitoring. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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.

Similar services were provided in the past via PSC No. 4162-08/09(CS-229).

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.

The SFPUC is requesting PSC authority to provide specialized engineering, scientific or other technical expertise on an as-needed basis to supplement City staff in critical areas such as water supply, storage, and transport services; water quality services; water treatment services; and enterprise operations and management services. These services are often needed to meet Federal and State environmental and regulatory agency reporting requirements and additional short term, technical, highly specialized tasks. It is estimated that these services will take five years to complete.

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

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

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

B. Explain the qualifying circumstances:

The scope of work is highly specialized requiring specialized skills, expertise and/or knowledge not found within the SFPUC or other City departments, and the work to be done under the PSC is required only on a short term as-needed basis and not on a regular basis. Therefore, long term staffing is not required.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management including hydrological modeling, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset management, performance assessment and health and safety services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5148, Water Operations Analyst; 5211, Eng/Arch/Landscape Arch Sr; 5602, Utility Specialist; 5620, Regulatory Specialist; 6138, Industrial Hygienist;
- 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 are performing some of the applicable work as project managers. However, the contract is needed because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. For example, it would not be practical for the City to permanently hire a technically-specialized expert in naturally occurring asbestos to do one time studies that are necessary to meet regulatory requirements and protect worker health. The SFPUC and IFPTE Local 21 agree to an annual review of the awarded tasks under this PSC to help ensure available resources within the City are considered throughout the duration of the contract, and to coordinate planning efforts around future potential opportunities for city staff when and where applicable.

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

A. Explain why civil service classes are not applicable.

The contract is needed because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. For example, it would not be practical for the City to permanently hire a technically-specialized expert in naturally occurring asbestos to do one time studies that are necessary to meet regulatory requirements and protect worker health.

- 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 adopt a new civil service class to perform this work because it is as-needed for short-term, technical and highly specialized 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.
No. Training is not apart of this PSC because of the short term and highly specialized work that it will consist of.

- 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 10/26/2015, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Architect & Engineers, Local 21, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44258 - 15/16

DHR Analysis/Recommendation:
 Commission Approval Required
 DHR Approved for 12/21/2015

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-pescoordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: [Jackson, Shamica](mailto:Jackson,Shamica); amakayan@lfpte21.org; richardisen@gmail.com; L21PSCReview@lfpte21.org; Sanchez, Daniel; Isen, Richard; DHR-PSCCoordinator_DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 44258 - 15/16
Date: Monday, October 26, 2015 5:10:34 PM

RECEIPT for Union Notification for PSC 44258 - 15/16 more than \$100k

The PUBLIC UTILITIES COMMISSION --- PUC has submitted a request for a Personal Services Contract (PSC) 44258 - 15/16 for \$20,000,000 for Initial Request services for the period 05/01/2016 – 04/30/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/5976> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

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

From: [Kyger, Todd](#)
To: [Gilbert Rojo](#)
Cc: [Jackson, Shamica](#)
Subject: RE: PSC PRO.0019
Date: Wednesday, December 02, 2015 11:34:25 AM

Thanks Gil.

t

Todd Kyger

Workforce & Economic Program Services Bureau
Infrastructure Division
San Francisco Water, Power, Sewer
415-554-3412 | tkyger@sfwater.org

From: Gilbert Rojo [<mailto:grojo@local39.org>]
Sent: Wednesday, December 02, 2015 11:22 AM
To: Kyger, Todd
Subject: Re: PSC PRO.0019

Thank for the clarification on PSC PRO.0019. Local 39 is willing to waive the 30 day notification requirement on the PSC.

Sent from my iPhone

On Dec 2, 2015, at 10:09 AM, Kyger, Todd <TKyger@sfwater.org> wrote:

Hi Gilbert,

Thanks for speaking with me yesterday. This email will serve as confirmation that there will be no wastewater activity associated with this PSC (PRO.0019). The tasks associated with the as-needed contract will be for clean water operations and performance requirements under AGM Steve Ritchie. If you can respond with your assent to proceed to Civil Service, that would be great.

Thank you,

Todd Kyger

Workforce & Economic Program Services Bureau
Infrastructure Division
San Francisco Water, Power, Sewer
415-554-3412 | tkyger@sfwater.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4162-08/09)

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

Type of Service: Specialized and Technical As-Needed Services, Water Enterprise (CS-229/ CS-1015/CS-387RR)

Funding Source: WE Capital and Operating Budgets

PSC Original Approved Amount: \$9,000,000 PSC Original Approved Duration: 09/01/09 - 09/01/14 (5 years 1 day)
PSC Mod#1 Amount: \$9,000,000 PSC Mod#1 Duration: 09/02/14-01/01/17 (2 years 17 weeks)
PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 01/02/17-11/30/17 (47 weeks 4 days)
PSC Mod#3 Amount: \$200,000 PSC Mod#3 Duration: no duration added
PSC Mod#4 Amount: \$300,000 PSC Mod#4 Duration: 12/01/17-11/30/19 (2 years)
PSC Cumulative Amount Proposed: \$18,500,000 PSC Cumulative Duration Proposed: 10 years 13 weeks

1. Description of Work

A. Scope of Work:

Specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; and enterprise operations and management services. The San Francisco Public Utilities Commission (SFPUC) is requesting a modification of the existing Personal Services Contract(PSC) for CS-971 due to its anticipation of additional work required. The additional work anticipated stems from continuing Federal and State environmental and regulatory agency reporting requirements, ongoing studies and implementation planning to meet the requirements of the Water System Improvement Program, and additional short term, technical, highly specialized tasks.

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

Federal and State Environmental and Regulatory Agencies require reporting and compliance in numerous areas including Water Quality, Hazardous Materials, Waste, Health and Safety Services, The as-needed services provided by these contracts include, but are not limited to: Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and ground water sampling and testing, regulatory agency liaison services, and code of safe practices development. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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

This service is currently being provided via PSC No. 4162-08/09 (CS-229/CS-1015).

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

2. Union Notification: On 11/12/15, the Department notified the following employee organizations of this PSC/RFP request: Stationary Engineers, Local 39; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Enginee

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4162-08/09

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/25/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Specialized and technical skills related to water utility operations and management including hydrologic modeling, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, process optimization, risk assessment, business planning, sustainability analysis, asset management, performance assessment and health and safety services.

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

5620,5602,5148,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classes are performing some of the applicable work as project managers. However, the contract is needed because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. It would not be practical for the City to permanently hire the technically-specialized experts regarding naturally occurring asbestos to do one-time studies that are necessary in order to meet regulatory requirements and protect worker health.

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

No, it would not be practical to adopt a new civil service class to perform this work because it is as-needed for short-term, technical and highly specialized work.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 11/12/15 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4162-08/09)

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

Type of Service: Specialized and Technical As-Needed Services, Water Enterprise (CS-229/ CS-1015)

Funding Source: WE Capital and Operating Budgets

PSC Original Approved Amount: \$9,000,000 PSC Original Approved Duration: 09/01/09 - 09/01/14 (5 years 1 day)
PSC Mod#1 Amount: \$9,000,000 PSC Mod#1 Duration: 09/02/14-01/01/17 (2 years 17 weeks)
PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 01/02/17-11/30/17 (47 weeks 4 days)
PSC Mod#3 Amount: \$200,000 PSC Mod#3 Duration: no duration added
PSC Mod#4 Amount: PSC Mod#4 Duration:
PSC Cumulative Amount Proposed: \$18,200,000 PSC Cumulative Duration Proposed: 8 years 13 weeks

1. Description of Work

A. Scope of Work:

Specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; and enterprise operations and management services. The San Francisco Public Utilities Commission (SFPUC) is requesting a modification of the existing Personal Services Contract(PSC) for CS-971 due to its anticipation of additional work required. The additional work anticipated stems from continuing Federal and State environmental and regulatory agency reporting requirements, ongoing studies and implementation planning to meet the requirements of the Water System Improvement Program, and additional short term, technical, highly specialized tasks.

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

Federal and State Environmental and Regulatory Agencies require reporting and compliance in numerous areas including Water Quality, Hazardous Materials, Waste, Health and Safety Services, The as-needed services provided by these contracts include, but are not limited to: Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and ground water sampling and testing, regulatory agency liaison services, and code of safe practices development. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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

This service is currently being provided via PSC No. 4162-08/09 (CS-229/CS-1015).

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

2. Union Notification: On 02/12/15, the Department notified the following employee organizations of this PSC/RFP request: Stationary Engineers, Local 39; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineer

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4162-08/09

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/24/2015

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Specialized and technical skills related to water utility operations and management including hydrologic modeling, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, process optimization, risk assessment, business planning, sustainability analysis, asset management, performance assessment and health and safety services.

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

5620,5602,5148,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classes are performing some of the applicable work as project managers. However, the contract is needed because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. It would not be practical for the City to permanently hire the technically-specialized experts regarding naturally occurring asbestos to do one-time studies that are necessary in order to meet regulatory requirements and protect worker health.

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

No, it would not be practical to adopt a new civil service class to perform this work because it is as-needed for short-term, technical and highly specialized work.

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

YES NO

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 02/12/15 BY:

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

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



San Francisco
Water Power Sewer
 Operator of the Hetch Hetchy Regional Water System

Contract Administration Bureau
 525 Golden Gate Avenue, 8th Floor
 San Francisco, CA 94102
 T 415.551.4603
 F 415.554.3225

DATE: November 16, 2012
 TO: Leorah Dang, DHR-PSC Coordinator
 Department of Human Resources (Dept. 33)
 FROM: Shamica Jackson, PSC Coordinator
 David E. Scott, Contract Analyst
 San Francisco Public Utilities Commission (Dept. # 40)
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

Shamica Jackson

PSC No: 4162-08/09 Approval Date: 01/09/2012

Description of Service(s): **Specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; and enterprise operations and management services. The SFPUC is requesting a modification of the existing PSC for CS-971 due to its anticipation of additional work required. The additional work anticipated stems from continuing Federal and State environmental and regulatory agency reporting requirements, ongoing studies and implementation planning to meet the requirements of the Water System Improvement Program, and additional short term, technical, highly specialized tasks. (CS-229)**

Original Approved Amount:	\$9,000,000	Original Approved Duration:	09/01/2009 - 09/01/2014
Modification 1 Amount:	\$9,000,000	Modification 1 Duration:	01/09/2012 - 01/01/2017
Modification 2 Amount:	\$0	Modification 2 Duration:	01/02/2017 - 11/30/2017
Total Amount as Modified:	\$18,000,000	Total Duration as Modified:	09/01/2009 - 11/30/2017

Reason for the modification: **Contract execution was delayed by vendor negotiations, this request will align authority with final contract duration.**

Attachments: **Copy of PSC Summary sent to DHR.**

Edwin M. Lee
Mayor

Art Torres
President

Vince Courtney
Vice President

Ann Moller Caen
Commissioner

Francesca Victor
Commissioner

Anson Moran
Commissioner

Harlan L. Kelly, Jr.
General Manager

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 11/21/2012

By: *MW*
 Micki Callahan, Human Resources Director



Mod 1

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/07/2011 (30-day Union Notice)
12/07/2011 (to DHR)
12/13/2011 (to DHR) Revised

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4162-08/09)

TYPE OF SERVICE: Specialized and Technical As-Needed Services, Water Enterprise (CS-229)

FUNDING SOURCE: SFPUC Water Enterprise, Capital and Operating Budgets

Table with 4 columns: Original Amount, Modification Amount, Total Amount, PSC Duration. Values include \$9,000,000, \$18,000,000, and dates from 09/01/2009 to 01/01/2017.

1. DESCRIPTION OF WORK

A. Concise description of proposed work: See Supplemental Attachment A:

B. Explain why this service is necessary and the consequences of denial: Federal and State Environmental and Regulatory Agencies require reporting and compliance in numerous areas including Water Quality, Hazardous Materials, Waste, Health and Safety 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): These services were previously provided under PSC 4162-08/09 (CS-971).

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

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

L21 Union Name Shamica Jackson Signature of person mailing/faxing form 11/07/2011 (30-day Union Notice) 12/07/2011 (to DHR) 12/13/2011 (to DHR) Revised Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4162-08/09

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized and technical skills related to water utility operations and management including hydrologic modeling, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, process optimization, risk assessment, business planning, sustainability analysis, asset management, performance assessment and health and safety services.

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

Regulatory Specialist (5620), Utility Specialist (5602), Water Operations Analyst (5148), can perform some of these types of duties on a limited basis. For example, studies involving naturally occurring asbestos on SFPUC land require extensive expertise and depth of knowledge in that particular element. Our civil service classes do not cover this expertise, but our employees work closely with contractors to apply their knowledge to SFPUC operations.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are performing some of the applicable work as project managers. However, the contract is needed because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. Referring to the example in 3B above, it would not be practical for the City to permanently hire the technically-specialized experts regarding naturally occurring asbestos to do one-time studies. However, those studies are necessary in order to meet regulatory requirements and protect worker

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

No, it would not be practical to adopt a new civil service class to perform this work because it is as-needed for short-term, technical and highly specialized work.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson
Print or Type Name

415-554-0727
Telephone Number

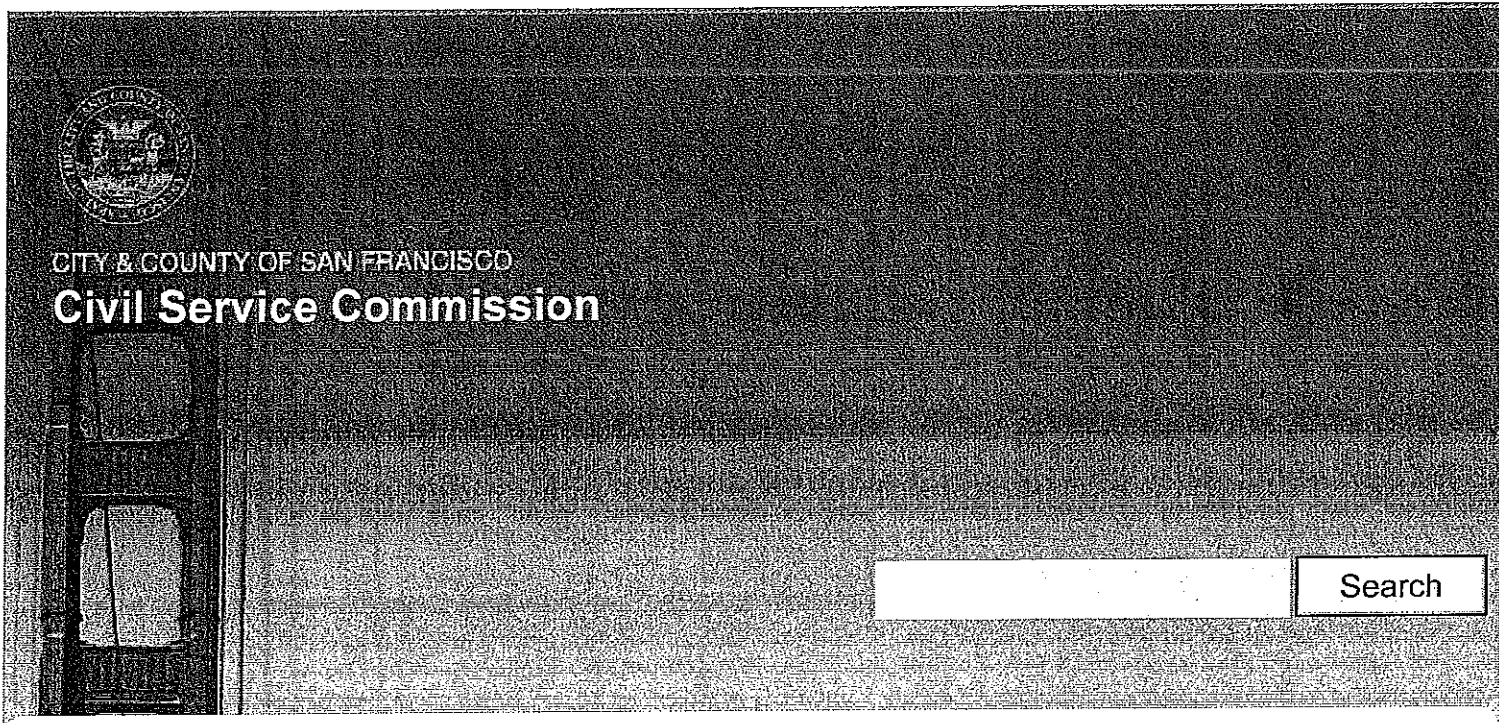
1155 Market Street, 9th Floor
San Francisco, CA 94103
Address

Supplemental Attachment A:

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; and enterprise operations and management services. The SFPUC is requesting a modification of the existing PSC for CS-971 due to its anticipation of additional work required. The additional work anticipated stems from continuing Federal and State environmental and regulatory agency reporting requirements, ongoing studies and implementation planning to meet the requirements of the Water System Improvement Program, and additional short term, technical, highly specialized tasks.



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Civil Service Commission - January 9, 2012

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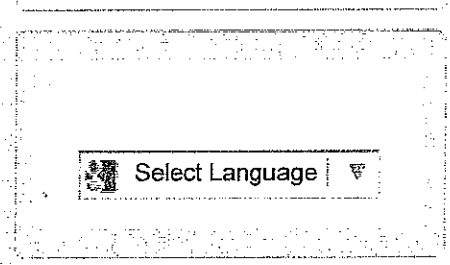
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AMENDED

MINUTES
Regular Meeting
January 9, 2012

2:00 p.m.

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place



CALL TO ORDER

2:01 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Kate Favetti	Present
Commissioner Scott R. Heldfond	Present
Commissioner Mary Jung	Present

President E. Dennis Normandy presided.

President E. Dennis Normandy welcomed Scott R. Heldfond to the Commission as a new Commissioner.

**REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION
OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT
APPEARING ON TODAY'S AGENDA**

Sonya Knudsen asked if the posted reasons on the Agenda and Minutes of the December 19, 2011 meeting could be amended for the various continuances on her appeal. She was instructed by President Normandy to submit her amendments to the Executive Officer for review.

Cherie Joiner spoke about the amendment to the 2586 Health Worker II announcement to include special conditions. She stated that all appointments be frozen until an investigation can be completed.

Brenda Barrios, Shop Steward at San Francisco General Hospital, who spoke on behalf of Cherie Joiner, stated there has been a problem with the testing. She alleges there is nepotism and the Health Worker positions are one of those catch-all positions that everyone is bumped into. There are others who are also affected by this.

Douglas Yep commended the Commission for placing the "Request to Speak" item at the beginning of the Agenda and speaking out against corruption and promoting transparency. He stated that the Civil Service Commission has been promoting anti- corruption for a long time no matter where it comes from.

APPROVAL OF MINUTES

Regular Meeting of December 5, 2011

December 19, 2011: Continued to the meeting of January 9, 2012.

Action: Adopted. (Vote of 4 to 0)

Regular Meeting of December 19, 2011

Action: Continued to the meeting of February 6, 2012. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

No report.

EXECUTIVE OFFICER'S REPORT

0332-11-1 Update on Fiscal Years 2012-13 and 2013-14 Mayor's Budget Instructions and Department Budget Preparation Schedule. (Item No. 6)

December 19, 2011: Directed Commission staff to prepare Fiscal Years 2012-13 and 2013-14 Budget Request at current service and staff levels; continue to negotiate amounts; present Budget Request at the Commission Meeting of January 9, 2012; incorporate changes by the Commission up to the budget request submission deadline; and approve to submit the Fiscal Years 2012-13 and 2013-14 Budget Request to the Controller and the Office of the Mayor by February 21, 2012.

Speakers: Sandra Eng, Civil Service Commission

Directed Commission staff to continue to negotiate amounts, finalize the Fiscal Years 2012-14 Budget Request, incorporate changes,

Action:

approve to submit the Fiscal Years 2012-14 Budget Request to the Controller and the Mayor by February 21, 2012. (Vote of 4 to 0)

Review of request for approval of proposed personal services contracts.
(Item No. 7)

0346-11-8

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4069-11/12	Airport Commission	\$100,000	To perform on-going inspection, maintenance and necessary repair/replacement of San Francisco International Airport's water perimeter buoy system, which standard maintenance includes annual above and annual below water inspections, hardware repair and replacement, installation, and/or reconnection of new or recovered buoys.	Regular	12/31/16

4070-11/12	Airport Commission	\$68,000,000	<p>This request is for design-build services, separate from the design and integration services approved under PSC#4099-09/10 on June 6, 2011. The Airport's design consultant, approved under PSC #4099-09/10, will prepare bridging documents for the build request for proposal. The select design-build contractor under this request will prepare the final design, as the Engineer of Record for the following tasks: (1) International Terminal and Terminal 3 Boarding Area F - Checked Baggage Inspection System (CBIS) Modernization Program; (2) International Terminal - Baggage Handling System Improvements; (3) Terminal 3 Boarding Area E and F BHS Transfer Lines.</p>	Regular	01/03/15
4071-11/12	Arts Commission	\$132,000	<p>Artist will provide design development and construction documents and fabricate artwork designed for Municipal Railway Maintenance Facility at Islais Creek.</p>	Regular	11/30/14
			<p>The contractor will assist Bay Area counties and cities</p>		

4072-11/12	Emergency Management	\$800,000	with an evaluation and gap analysis of the UASI Region's Public Information and Warning capabilities and systems with an emphasis on access and functional needs populations. The Contractor will deliver a five year strategic plan (including a sustainability component) of messaging, response and performance standards as well as policies and protocols for appropriate general and specific messaging to effectively communicate with first responders/providers and the public.	Regular	03/31/13
4073-11/12	Municipal Transportation Agency	\$900,000	The contractor will remove asbestos from the electrical controllers taken from fifteen (15) Milan Street Cars and then rebuild them.	Regular	11/30/16
4074-11/12	Port Commission	\$375,000	The Contractor shall provide all services, labor, materials, and equipment necessary to provide hazardous waste packaging, removal, transportation and disposal-related tasks. Critical is the ability for the	Regular	12/31/14

			contractor to provide service with little notice, e.g. 24 hours, 72 hours, etc.		
4075-11/12 <i>Continued to 2/6/12</i>	Public Utilities Commission	\$1,500,000	CleanPower SF will soon enroll residential energy customers throughout the City. The Consultants will design and implement an outreach program that will rely on neighborhood literature dissemination at residents' homes, television advertising, online advertising, and more to educate customers and support customer retention.	Regular	08/01/16
3052-09/10	Controller	Increase Amount \$75,525 New Amount \$123,000	The City seeks Hostbridge software development and training services to (1) integrate the city's financial accounting and management information system (FAMIS) managed by the Controller's Office with SFPUC's web-based MAXIMO purchase order web service and SFPUC's web-based online invoice processing system (SOLIS), as a pilot project, as well as (2) develop and	Modification	01/11/16

			<p>train additional City department staff on other potential interfaces between FAMIS</p> <p>and City department systems to integrate and reconcile data.</p>		
4098-08/09	Municipal Transportation Agency	<p>Increase Amount</p> <p>\$181,280</p> <p>New Amount</p> <p>\$280,280</p>	<p>Contractor will provide additional technical design assistance, project coordination and integration with BART, +C3 (Central Control & Communications) and New Central Subway Projects. In addition to the</p> <p>procurement services and project oversight services that the Contractor is providing to the SF Municipal Transportation Agency (SFMTA), they will modify the Closed Circuit Television (CCTV) systems design documents (drawings and specifications) to include artificial intelligence-based video analytics (VA) capabilities (hardware and software) using technology that was previously not available.</p>	Modification	06/30/13
4037-		<p>Increase Amount</p> <p>\$100,000</p>	Recycling and	Modi-	

08/09	Police	New Amount \$264,000	shredding of Confidential Documents.	fication	01/31/14
4072-06/07	Public Utilities Commission	Increase Amount \$850,000 New Amount \$1,850,000	Legislative representation and advocacy before the California State Legislature and State Administration in areas of water, wastewater, energy and natural resources.	Modification	03/13/17
4073-06/07	Public Utilities Commission	Increase Amount \$1,362,000 New Amount \$2,612,000	Legislative representation and advocacy before Congress and federal regulatory agencies in areas of water, wastewater, energy and natural resources.	Modification	03/13/17
* 4162-08/09	Public Utilities Commission	Increase Amount \$9,000,000 New Amount \$18,000,000	Specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; and enterprise operations and management services. The SFPUC is requesting a modification of the existing PSC for CS-971 due to its anticipation of additional work required. The additional work anticipated stems from continuing Federal and State	Modification	01/01/17

			environmental and regulatory agency reporting requirements, ongoing studies and implementation planning to meet the requirements of the Water System Improvement Program, and additional short term, technical, highly specialized tasks.		
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Cynthia Avakian and Liam O'Byrne, Airport Commission spoke on PSC #4069-11/12.

Cynthia Avakian and Tom Rodrigues, Airport Commission spoke on PSC #4070-11/12.

Mikyung Kim and Tristan Levardo, Emergency Management spoke on PSC #4072-11/12.

Speakers:

Karl Johnson, Municipal Transportation Agency spoke on PSC #4073-11/12.

Ha Nguyen and Cynthia Hamada, Municipal Transportation Agency spoke on PSC #4098-08/09.

Mike Connolly, San Francisco Police Department spoke on PSC #4037-08/09.

(1) Continued PSC #4075-11/12 to the meeting of February 6, 2012 at the request of the Public Utilities Commission. *(Vote of 3 to 0; Commissioner Jung recused from any discussion or voting on this item. (Vote of 4 to 0)*


(2) Adopted the report; Approved request for PSC #4037-08/09 on the condition that a revised submission of the PSC Summary be sent to the Executive Officer and the Human Resources Director indicating that the approval of this contract is necessary because the City

Action:

does not have the appropriate equipment for shredding to maintain the security of confidential and sensitive documents. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

(3) Adopted the report; Approved request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

President Normandy made note of the fact that the

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Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF BUILDING INSPECTIONDept. Code: DBIType of Request: Initial Modification of an existing PSC (PSC.# 4027-09/10)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Installation, configuration & training of Interactive Voice Response SystemFunding Source: 2SBIFCPR, PBIMIS 0500PSC Original Approved Amount: \$181,620PSC Original Approved Duration: 09/01/09 - 10/31/14 (5 years 8 weeks)PSC Mod#1 Amount: \$45,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$40,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$2,800PSC Mod#3 Duration: no duration addedPSC Mod#4 Amount: \$15,000PSC Mod#4 Duration: 09/01/09-06/30/17 (2 years 34 weeks)PSC Cumulative Amount Proposed: \$284,420PSC Cumulative Duration Proposed: 7 years 43 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Install, configure, test, and train DBI staff on operating and maintaining a new proprietary Interactive Voice Response (IVR) system. The IVR is an off-the-shelf telephone system that allows customers to schedule and cancel inspections along with obtaining inspection results. It will also allow inspectors to manage their workload and increase their time in the field. Total cost of project: \$385,120 including \$203,500 for hardware, software, licenses and Application Interface modules and \$181,620 for professional services and maintenance.

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

Acquisition and installation of an IVR system was requested by the public during DBI's Business Process and Reengineering (BPR). The BPR was finalized in December 2007 and the Building Inspection Commission concurred with the recommendations. Currently obtaining and updating information is inefficient and causes delays in processing requests. Implementing the product will significantly improve customer services. If the request is denied, DBI will not fulfill its commitment to improve access to the services and the public will continue to find the inspection process unsatisfactory.

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 4027-09/10

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:
This is a continuing project which includes maintenance.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The Interactive Voice Response system is a proprietary software that can only modified and configured by the vendor. With this modification, vendor will be adding the Tagalog language module to the system as well as storing the software in the "cloud".

B. Reason for the request for modification:

This request will: 1) add Tagalog to the Interactive Voice Response (IVR) system to comply with the City's new language ordinance to begin in January 2016; and 2) virtualize the IVR system (store the software in the "clouds") so that the Department would not need to buy, update and/or maintain the server hardware. Virtualization allows the ability to have server connection redundancy to prevent system failure.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Vendor certification on proprietary systems is required. Knowledge, skills and experience with the specific proprietary out-of-the-box IVR product is required. The source code will not be provided by the manufacturer of the software.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1023, IS Administrator 3; 1043, IS Engineer-Senior; 1044, IS Engineer-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?

None, because the software is proprietary.

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

A. Explain why civil service classes are not applicable.

According to the Dept of Technology (DT), no telecom technicians nor any other civil services classes within the City install or maintain IVR system. When a system is acquired from the vendor, it should be a turn key operation with the vendor. The vendor's technician installs and certifies the systems. DBI has worked closely with DT to ensure the new software will work with their existing phone system. The proprietary off-the-shelf product is a "black box" product where the software can only be altered by the vendor.

- 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 product is proprietary software.

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.
None.
- 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.
Modifying existing PSC with current vendor

7. Union Notification: On 09/22/15, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21; 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: Taras Madison Phone: 415-558-6239 Email: taras.madison@sfgov.org

Address: 1660 Mission Street, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4027-09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 12/21/2015

Receipt of Union Notification(s)

Luu, Sarah (DBI)

From: dhr-psccordinator@sfgov.org on behalf of gayle.revels@sfgov.org
Sent: Tuesday, September 22, 2015 9:43 AM
To: Revels, Gayle (DBI); 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;
L21PSCReview@ifpte21.org; Luu, Sarah (DBI); DHR-PSCCoordinator, DHR (HRD); Isen,
Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4027-09/10 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF BUILDING INSPECTION -- DBI has submitted a modification request for a Personal Services Contract (PSC) for \$15,000 for services for the period September 1, 2009 – June 30, 2017. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/996>

Email sent to the following addresses: L21PSCReview@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@sfgov.org Ricardo.lopez@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF BUILDING INSPECTION Dept. Code: DBI

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4027-09/10)

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

Type of Service: Installation, configuration & training of Interactive Voice Response System

Funding Source: 2SBIFCPR, PBIMIS 0500

Table with 2 columns: Amount and Duration. Rows include PSC Original Approved Amount (\$181,620), PSC Mod#1-4 amounts (\$45,000, \$40,000, \$2,800), and PSC Cumulative Amount Proposed (\$269,420).

1. Description of Work

A. Scope of Work:

Install, configure, test, and train DBI staff on operating and maintaining a new proprietary Interactive Voice Response(IVR) system. The IVR is an off-the-shelf telephone system that allows customers to schedule and cancel inspections along with obtaining inspection results.

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

Acquisition and installation of an IVR system was requested by the public during DBI's Business Process and Reengineering (BPR). The BPR was finalized in December 2007 and the Building Inspection Commission concurred with the recommendations.

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

Services have been provided in the past through earlier PSC request. See 4027-09/10

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

2. Union Notification: On 12/16/13, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4027-09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 01/10/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Vendor certification on proprietary systems is required. Knowledge, skills and experience with the specific proprietary out-of-the-box IVR product is required. The source code will not be provided by the manufacturer of the software.

B. Which, if any, civil service class(es) normally perform(s) this work?
1023,1043,1044,

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:

According to the Dept of Technology (DT), no telecom technicians nor any other civil services classes within the City install or maintain IVR system. When a system is acquired from the vendor, it should be a turn key operation with the vendor. The vendor's technician installs and certifies the systems. DBI has worked closely with DT to ensure the new software will work with their existing phone system. The proprietary off-the-shelf product is a "black box" product where the software can only be altered by the vendor.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. The product is proprietary software.

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? 1044 - Qty: 2; Hours: 16 AND 6331, 6248 & 6242: - Qty: 10; Hours: 16	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 12/16/13 BY:

Name: Gayle Revels Phone: 558-6213 Email: gayle.revels@sfgov.org

Address: 1660 Mission Street San Francisco, CA 94103



MEMORANDUM

DATE: November 7, 2012

TO: Leorah Dang, PSC Analyst
Department of Human Resources (Dept. 33)

FROM: Pamela Levin, Deputy Director of Administrative Services *Pamela Levin*
Department of Building Inspection (Dept. #19)

RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4027-09/10

Approval Date: August 17, 2009

Description of Service(s):

To procure an Interactive Voice Response (IVR) system that allows customers to schedule and cancel inspections along with obtaining inspection results.

Original Approved Amount:	\$181,620	Original Approved Duration:	09/01/09 thru 10/31/14
Modification #1 Amount:	\$ 45,000	Modification of Duration:	N/A
Modification #2 Amount:	\$ 40,000	Modification of Duration:	N/A
Total Amount as Modified:	\$266,620	Total Duration as Modified:	09/01/09 thru 10/31/14

Reason for the modification:

This request will allow DBI to have Contractor provide professional services to integrate the IVR system to the new Project and Permit Tracking System that is being developed by Accela-21Tech.

Attachment: Copy of Originally Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 11/14/2012

By: *M*
Micki Callahan, Human Resources Director



MEMORANDUM

DATE: May 5, 2010
TO: Mary Ng, PSC Analyst
Department of Human Resources (Dept. 33)
FROM: Vivian L. Day, C.B.O., Director & PSC Coordinator
Department of Building Inspection (Dept. #19)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4027-09/10 Approval Date: November 19, 2007 8/17/2009
Description of Service(s):
Original Approved Amount: \$181,260-620 Original Approved Duration: 09/01/09 thru 10/31/14 ✓
Modification Amount: \$45,000 Modification of Duration: N/A
Total Amount as Modified: \$226,620 Total Duration as Modified: 09/01/09 thru 10/31/14

Reason for the modification:

This request will allow DBI to add Chinese and Spanish language modules to the Interactive Voice Response (IVR) system. The IVR is an off-the-shelf telephone system that allows customers to schedule and cancel inspections along with obtaining inspection results. It will also allow inspectors to manage their workload and increase their time in the field. The new total cost of project is: \$430,120 including \$203,500 for hardware, software, licenses and Application Interface modules and \$226,620 for professional services and maintenance.

Adding Chinese and Spanish languages to the IVR system will allow DBI to comply with the requirements of Chapter 91: Language Access (see attached) of the San Francisco Administrative Code which requires all Tier 1 Departments starting July 1, 2010 to provide access to language services and translation of materials when serving customers in San Francisco. If the request is denied, DBI will not be able to fulfill its commitment to improve access of its services to non- or limited-English speaking population and to increase the public's perception of its inspection process.

Attachment: Copy of Approved PSC Summary

.....
FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: May 6, 2010

By: Micki Callahan
for Micki Callahan, Human Resources Director

10 MAY - 6 PM 1:11
DBI



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

August 19, 2009

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

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4025-09/10 THROUGH 4029-09/10; 4055-05/06; 4004-07/08; 4041-08/09 AND 4019-08/09.

At its meeting of August 17, 2009 the Civil Service Commission had for its consideration the above matter.

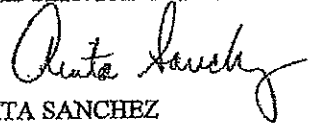
PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

It was the decision of the Commission to:

- (1) Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the information gathered from the car sharing services program with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrondo dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices 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

- c: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Vivian Day, Department of Building Inspection
Jacquie Hale, Department of Public Health
Jessica Huey, Department of Human Resources
Shamica Jackson, Public Utilities Commission
Naomi Kelly, Office of Contract Administration
Florence Kyam, Public Utilities Commission
Joan Lubamersky, General Services Agency
Sheila Maxwell, Department of Technology
Brigette Rockett, Department of Human Resources
Ben Rosenfield, Controller
Commission File
Chron

POSTING FOR
August 17, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Depth	Depth Name	Approval Type	Contract Amount	Description of work	Duration
4025-09/10	27	Airport Commission	Regular	\$3,500,000	Will provide consulting services to analyze and develop bond feasibility studies, financial and capital planning, air traffic forecasting, rates and charges modeling, and related airport projects.	31-Aug-14
4026-09/10	27	Airport Commission	Regular	\$1,500,000	Will provide consulting services for concession development; evaluation of Airport's aesthetic design; analysis of options for hotel development on Airport property retail master programming.	31-Aug-14
4027-09/10	19	Dept. of Building Inspection	Regular	\$181,620	Will install, configure, test, and train DBI staff on operating and maintaining a new proprietary Interactive Voice Response (IVR) system that will allow customers to schedule and cancel inspections along with obtaining inspection results.	31-Oct-14
4028-09/10	70	GSA - Fleet Management	Regular	\$500,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	23-Aug-12



PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 22, 2009

DEPARTMENT NAME: Building Inspection DEPARTMENT NUMBER 19

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

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

TYPE OF SERVICE: Installation, Configuration, and Training of an Interactive Voice Response system.

FUNDING SOURCE: 2S-BIF-CPR PBIMIS 0500 (Non General Fund) Building Inspection Funds, Continuing Projects

AMOUNT: \$181,620 PSC DURATION: 9/1/09 thru 10/31/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Install, configure, test, and train DBI staff on operating and maintaining a new proprietary Interactive Voice Response (IVR) system. The IVR is an off-the-shelf telephone system that allows customers to schedule and cancel inspections along with obtaining inspection results. It will also allow inspectors to manage their workload and increase their time in the field. Total cost of project: \$385,120 including \$203,500 for hardware, software, licenses and Application Interface modules and \$181,620 for professional services and maintenance.

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

Acquisition and installation of an IVR system was requested by the public during DBI's Business Process and Re-engineering (BPR). The BPR was finalized in December 2007 and the Building Inspection Commission concurred with the recommendations. Currently obtaining and updating information is inefficient and causes delays in processing requests. Implementing the product will significantly improve customer services. If the request is denied, DBI will not fulfill its commitment to improve access to the services and the public will continue to find the inspection process unsatisfactory.

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):

An automated self-serve method of inspection scheduling has not been available in the past.

D. Will the contract(s) be renewed:

No. 2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 21 Signature of person mailing/faxing form Date 07/22/09

Local 1021 Signature of person mailing/faxing form Date 07/22/09

RFP sent to Local 21, on July 17, 2009 Signature

RFP sent to Local 1021, on July 22, 2009 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:

Vendor certification on proprietary systems is required. Knowledge, skills and experience with the specific proprietary out-of-the-box IVR product is required. The source code will not be provided by the manufacturer of the software.

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

Installations of proprietary software can only be performed by vendor software certified technicians. However installation of off-the-shelf non-proprietary software can normally be done by classifications 1023, 1043 and 1044.

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:

According to the Department of Technology, no telecom technicians nor any other civil services classes within CCSF install or maintain IVR (Interactive Voice Response) systems. When a system is acquired from the vendor, it should be a turn key operation with the vendor. The vendor's technician installs and certifies the systems. DBI has worked closely with the Department of Technology to ensure the new software will work with their existing phone system. The proprietary off-the-shelf product is a "black box" product (similar to Microsoft software) where the software can only be altered by the vendor's staff or certified dealers. Since the product is proprietary software, no CCSF classifications will have access to the software. Civil service classes will not be able to perform the work.

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

No. *The product is proprietary software.*

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

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

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

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

B. Will the contractor train City and County employees?

• Describe the training and indicate approximate number of hours.

On-site training will be provided by the vendor to 10 DBI employees over two days on how to use the system. They will also train two system administrators/network analysts over two days on all the other functions of the software. The total number of training hours is estimated to be 32. The method for training the Field Inspectors will be based on "train the trainer". The method for training the system administrators/network analysts will be "one-on-one".

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

*2 System administrators/network analysts (1044), 16 hours, taught as a team of 2.
10 DBI inspectors (6331, 6248, and 6242) for 16 hours, taught as a team of 10.*

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

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

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

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

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

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

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

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

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

Vivian L. Day
Signature of Departmental Personal Services Contract Coordinator

Vivian L. Day
Print or Type Name

415-558-6131
Telephone Number

1660 Mission Street
San Francisco, CA 94103
Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # 37826 - 15/16)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Transportation Security Administration Explosive Detection Canine TrainingFunding Source: Federal FundsPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 12/16/15 - 12/15/17 (2 years)PSC Mod#1 Amount: \$400,000PSC Mod#1 Duration: 12/16/15-12/15/20 (3 years 1 day)PSC Cumulative Amount Proposed: \$500,000PSC Cumulative Duration Proposed: 5 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The consultant will provide required training to the San Francisco Municipal Transportation Agency (SFMTA) police service dogs (K-9 unit) and their handlers on explosives detection in accordance with Transportation Security Administration (TSA) standards. The canines and police officers will then be qualified and TSA-certified to work when explosives detection is required within the SFMTA transit system.

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

The Department of Homeland Security-TSA requires annual certification for explosives detection of each of the SFMTA K-9 unit teams. Without the TSA certification, the team will not possess the required certification and will no longer be allowed to work in these types of critical or emergency situations.

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.

Yes. PSC #37826-15/16 & #37509-13/14

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:

The duration of PSC #37826-15/16 was extended by a modification submitted on November 16, 2015. The consultant for this service is a sole source provider and this required TSA Explosives Detection for Canines Training must be provided on an ongoing basis for public safety reasons.

2. Reason(s) for the Request**A. Display all that apply**

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

Explain the qualifying circumstances:

There is no civil service class position that currently requires the TSA certification to train canines and their handlers in the explosives detection specialty. This TSA certification training is provided when required and on an as-needed basis only.

B. Reason for the request for modification:
Increased amount and duration.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant must be a TSA-certified canine trainer with the explosives detection specialty. Must have five (5) years of experience training police service dogs in explosives detection in accordance with TSA standards.
- B. Which, if any, civil service class(es) normally perform(s) this work? Q004, Police Officer 3;
- 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 police department no longer provides this service to the SFMTA, but had in the past. It was provided by classification Q4 Police Officer III.

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 civil service class position that currently requires the TSA certification to train canines and their handlers in the explosives detection specialty.
- 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 TSA certification training is provided when required and on an as-needed basis only.

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.
Nine (9) hours of field training for each team (dog and...see attached

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.
TNT K-9 Detection Training Services

7. **Union Notification:** On 11/16/15, the Department notified the following employee organizations of this PSC/RFP request:
SFPOA - Q2-Q50; Professional & Tech Engrs, Local 21; SFPOA - Q2-Q50; 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# 37826 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/21/2015

Receipt of Union Notification(s)

Hamada, Cynthia

From: Hamada, Cynthia
Sent: Monday, November 16, 2015 2:29 PM
To: DHR-PSCCoordinator, DHR; L21PSCReview@ifpte21.org; marty@sfpoa.org
Cc: Bonilla, Manny; manny1093@comcast.net; Chu, Vicky; Kwok, Katherine; Patel, Ashish; Helms, Mike
Subject: FW: Receipt of Modification Request to PSC # 37826 - 15/16 - MODIFICATIONS
Attachments: MOD PSC \$100K + \$400K + Duration TSA Explosive Detection Canine Training.pdf; DHR PSC#37509-13-14 TSA Explosive Detection Training.pdf

DHR-PSC Coordinator: For your review and processing.

Unions: For your information.

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

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of cynthia.hamada@sfmta.com
Sent: Monday, November 16, 2015 2:20 PM
To: Hamada, Cynthia; L21PSCReview@ifpte21.org; Hamada, Cynthia; DHR-PSCCoordinator, DHR; Isen, Richard
Subject: Receipt of Modification Request to PSC # 37826 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$400,000 for services for the period December 16, 2015 -- December 15, 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/6059>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Transportation Security Administration Explosive Detection Canine Training

Funding Source: Federal Funds PSC Duration: 2 years
PSC Amount: \$100,000 PSC Est. Start Date: 12/16/2015 PSC Est. End Date: 12/15/2017

1. Description of Work

A. Scope of Work:

The consultant will provide required training to the San Francisco Municipal Transportation Agency (SFMTA) police service dogs (K-9 unit) and their handlers on explosives detection in accordance with Transportation Security Administration (TSA) standards. The canines and police officers will then be qualified and TSA-certified to work when explosives detection is required within the SFMTA transit system.

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

The Department of Homeland Security-TSA requires annual certification for explosives detection of each of the SFMTA K-9 unit teams. Without the TSA certification, the team will not possess the required certification and will no longer be allowed to work in these types of critical or emergency situations.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. The SFMTA used PSC #37509-13/14 for related and similar services. This service was provided by the police department in the past. See item 3.B.

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

2. Union Notification: On 09/04/2015, the Department notified the following employee organizations of this PSC/RFP request: SFPOA - Q2-Q50, Professional & Tech Engrs, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 37826 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/14/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
 The consultant must be a TSA-certified canine trainer with the explosives detection specialty. Must have five (5) years of experience training police service dogs in explosives detection in accordance with TSA standards.

B. Which, if any, civil service class(es) normally perform(s) this work?
 Q004,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:
 There is no civil service class position that currently requires the TSA certification to train canines and their handlers in the explosives detection specialty.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
 No. This TSA certification training is provided when required and on an as-needed basis only.

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? Nine (9) hours of field training for each team (dog and...see attached	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
 ON 09/04/2015 BY:

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

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

Hamada, Cynthia

From: Dang, Leorah <leorah.dang@sfgov.org> on behalf of DHR-PSCCoordinator, DHR <dhr-psscordinator@sfgov.org>
Sent: Monday, December 09, 2013 4:22 PM
To: Hamada, Cynthia
Cc: Boparai, Parveen; DHR-PSCCoordinator, DHR; Lewis, Brent
Subject: Expedited PSC Approval Notice: Transportation Security Administration Explosive Detection Training (MTA)
Attachments: 37509-1314_MTA_12092013.pdf
Follow Up Flag: Follow up
Flag Status: Flagged

Expedited PSC Approval Notice

Type of Service: Transportation Security Administration Explosive Detection Training
PSC#: 37509-13/14
PSC Amount: \$100,000.00
PSC Duration: 12/16/2013 – 12/15/2015

Approval appended.

Sincerely,
Leorah Dang
DHR Citywide Personal Services Contract Coordinator
Department of Human Resources
1 South Van Ness Ave., Flr. 4
San Francisco, CA 94103
(415) 557-4842
DHR-PSCCoordinator@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Transportation Security Administration Explosive Detection Training

Funding Source: Federal Funds PSC Duration: 1 year 52 weeks

PSC Amount: \$100,000 PSC Est. Start Date: 12/16/2013 PSC Est. End Date: 12/15/2015

1. Description of Work

A. Scope of Work:

The consultant will provide training to five police service dogs (K-9 unit) on explosives detection in accordance with Transportation Security Administration (TSA) standards. The canines will then be TSA-certified to work when explosives detection is required within the San Francisco Municipal Transportation Agency's (SFMTA) transit system.

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

TSA certification of the K-9 unit is required in explosives detection. Without the TSA certification, the dogs will no longer possess the required certificates and can no longer be allowed to work in these critical or emergency situations.

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

This service was provided by the police department. See item 3.B.

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

2. Union Notification: On 11/22/2013, the Department notified the following employee organizations of this PSC/RFP request: SFPOA - Q2-Q50, Professional & Tech Engrs, Local 21.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 37509 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/09/2013

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Must be a TSA-certified canine trainer with the explosives detection specialty. Must have 5-years of experience training police service dogs in explosives detection in accordance with TSA standards.

B. Which, if any, civil service class(es) normally perform(s) this work?
Q004,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

There is no civil service class that currently requires TSA certification to train canines in this specialty.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. This certification training is provided on an as-needed basis only.

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

YES NO

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 11/22/2013 BY:

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

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