



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

Date: October 18, 2010

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR
Kendall Gary, DT
Shamica Jackson, PUC
Brent Lewis, HRD
Jill Manton, ART
Shawn Wallace, POL

Subject: Personal Services Contracts Approval Request

This report contains seven (7) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

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 FY 2010-2011	Total for FY 2010-2011
\$22,728,510	\$648,200	\$133,153,998

Cynthia Avakian
Airport Commission
Contracts Administration Unit
P.O. Box 8097
San Francisco, CA 94128

Kendall Gary
Department of Technology
One South Van Ness Ave., 2nd Fl.
San Francisco, CA 94103

Shamica Jackson
Public Utilities Commission
1155 Market Street, 10th Fl.
San Francisco, CA 94103

Brent Lewis
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, Ca 94103

Jill Manton
San Francisco Arts Commission
25 Van Ness Ave, Ste. 240
San Francisco, CA 94102

Officer Shawn Wallace #1104
Police Department
850 Bryant Street
San Francisco, CA 94103

POSTING FOR

10/18/2010

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date	End Date
4034-10/11	27	Airport Commission	Regular	\$9,700,000	The Master Architect will provide for a comprehensive programming analysis, architectural design and engineering services necessary to develop the planning and integrated conceptual design of the Replacement ATCT/Terminal 1 Complex Redevelopment Program. The Master Architect will also provide 45% complete bridging documents, in accordance with FAA standards, for the replacement ATCT, which will be completed through a design-build process.	11/1/2010	10/31/2020
4035-10/11	75	Dept. of Technology	Regular	\$700,000	The city is seeking professional services to assist in the development and implementation of a plan to consolidate up to fifteen (15) separate and independent data centers into six (6) or fewer data center (Receiving Data Centers). The data centers are currently operation in various locations by participating City Departments.	9/25/2010	9/24/2012
4036-10/11	33	Human Resources	Regular	\$99,000	The consultant will have the lead role in the development and administration of a promotional exam for the Fire Department rank of H-30 Captain, and defend that selection process against legal challenge as necessary.	12/1/2010	11/30/2012
4037-10/11	38	Police	Regular	\$180,000	The installation of the Early Intervention System software application and data base has been completed. The maintenance of the system will begin with a one year warranty and then six years of maintenance, extending the duration of the contract through 5-31-17. The maintenance will include correcting errors defects and malfunctions of the system. Support will be provided via telephone and on line access. On site service will also be provided as needed in the detection and correction of viruses to the system. Regular software updates will also be provided by the vendor.	6/1/2010	5/31/2017
4038-10/11	38	Police	Regular	\$700,000	Contractor will provide technical support via telephone and E-Mail. Contractor will also provide monitoring of the system with proactive remedies to any problems that arise along with software updates and up grades. Refresh training, forensic reports and expert witness testimony will also be provided. Contractor will also provide repair and replacement for any components damaged by weather, problems with telephone line connections, problems with unforeseen growth of foliage and any other causes that are uncontrollable by the contractor.	9/1/2010	8/31/2013
4039-10/11	40	Public Utilities Commission	Regular	\$9,000,000	Post-construction building monitoring services for building commissioning and energy efficiency for multiple SFPUC and City of San Francisco building sites.	11/1/2010	11/1/2017
4040-10/11	28	Art Commission	Regular	\$1,899,510	In accordance with the City Charter, the San Francisco Symphony will perform concerts. These concerts will take place at the San Francisco Davies Symphony Hall October 2010 - July 2011 with two free concerts at a public park. This is the 60th year for Summer POPS concerts.	9/30/2010	12/31/2011

PERSONAL SERVICES CONTRACT SUMMARY

DATE: Sept. 15, 2010

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION

TYPE OF SERVICE: Master Architect Services for the Replacement Airport Traffic Control Tower (ATCT)/Terminal 1 Complex Redevelopment Program

FUNDING SOURCE: Federal Appropriation Funds

PSC AMOUNT: \$9,700,000 PSC DURATION: 11/1/2010 to 10/31/2020

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Master Architect will provide for a comprehensive programming analysis, architectural design and engineering services necessary to develop the planning and integrated conceptual design of the Replacement ATCT/Terminal 1 Complex Redevelopment Program.

B. Explain why this service is necessary and the consequences of denial: A structural analysis determined that the existing ATCT was seismically unsafe, and that a retrofit was not feasible. The FAA determined that a replacement ATCT was urgent.

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

This is a new request.

D. Will the contract(s) be renewed? The Airport may modify the contract to review future Terminal 1 Complex Redevelopment designs by others.

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

IFPTE, Local 21 Union Name Cynthia P. Avakian Signature of person mailing/faxing form September 15, 2010 Date
RFP sent to: IFPTE, Local 21 Union Name August 4, 2010 Date Cynthia P. Avakian Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4034 - 10/11
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Approved on 9/27/2010

1 SEP 16 2010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** The Master Architect must provide specialized programmers, architects, and engineers to comply with unique FAA standards for the replacement ATCT, and for large airport terminal projects, including programming analysis, future growth forecasts and simulations, baggage handling systems, common use passenger processing special systems, phasing to maintain flight operations, and cost and schedule analysis.

B. **Which, if any, civil service class normally performs this work?** Architectural (5268) and engineering (5201-5241) classes exist but their expertise is not applicable to ATCT and large airport terminal projects. City Project Managers will supervise the contracted work.

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 do not have the specialized experience and expertise required for the Replacement ATCT/Terminal 1 Complex Redevelopment Program, or the large staff required on a short term basis. The Airport will use qualified Airport project management staff to manage the Program. Airport architects, engineers, operations, technical and maintenance staff will contribute to establishing program needs and design decisions. City architects and engineers may be integrated with the consultant staff if appropriate and available. As discussed with Don Eng of DPW on December 18, 2009, Office Engineers may be available to work on a future Airport projects and we will coordinate with Don when a project is identified.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** No. San Francisco will require specialized ATCT experience only once. The large airport terminal programming and conceptual design program will require a substantial mobilization of specialized staff over a short period, and a subsequent demobilization. There are no ongoing staff requirements for a new civil service class.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution No. 10-0202

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP is being conducted and it is unknown at this time the results of that process.

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address

AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 10-0202

AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES FOR CONTRACT 9015, MASTER ARCHITECT FOR REPLACEMENT AIR TRAFFIC CONTROL TOWER/TERMINAL 1 COMPLEX REDEVELOPMENT PROGRAM

WHEREAS, the Airport and FAA agree that it is critical to replace the existing FAA air traffic control tower (ATCT) at SFO as soon as possible in order to provide for a seismically sound ATCT not at risk for major damage during a significant seismic event; and,

WHEREAS, the FAA has accepted the Airport's proposal that the FAA and the Airport develop a partnership which provides for FAA oversight of the project and assigns project management, design, and construction responsibilities of the new ATCT and related FAA facilities (FAA Facilities) to the Airport in order to achieve shared objectives, including:

- fast-tracking of the project through a design-build process;
- continuity of implementation which would not be hindered by the Federal rules which require that the FAA obtain all necessary federal appropriations prior to proceeding with construction;
- ensuring the proper integration of the FAA Facilities with the future Program; and,
- ensuring that the construction is properly coordinated with Airport and airline operations, given the operationally restrictive setting for the new FAA Facilities due to terminals, roadways and airfield operations on all sides of the site; and,

WHEREAS, the Airport and FAA are currently negotiating an "Other Transaction Agreement", or OTA, which defines roles and responsibilities for this partnership and provides for Federal funding for 100% of the costs for the FAA Facilities, pending approval by the Board of Supervisors; and,

WHEREAS, the Airport will issue a RFP for design services, with initial tasks including; (1) developing a conceptual plan for the Terminal 1 Complex with the integrated FAA Facilities; and, (2) preparation of further-developed design documents for the FAA Facilities and Terminal 1 facilities residing within the footprint of the FAA Facilities and sharing infrastructure and systems (Integrated Facility); and,

WHEREAS, the Task 2 deliverables will be used as "bridging documents" in the future RFQ/RFP process for design-build services to complete the design and construct the Integrated Facility; and,

AIRPORT COMMISSION


CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 10-0202

- WHEREAS, the Airport will not proceed further with major components of the Terminal 1 Complex Redevelopment Program until such time that forecast additional gate capacity is identified, in accordance with the Airport policy for proceeding with the Terminal 1 Redevelopment Program, adopted by the Airport Commission by Resolution No. 10-0120; and,
- WHEREAS, the Airport will convene a selection committee to evaluate the proposals meeting the minimum qualifications, check references, and perform interviews with key personnel in order to score the teams and develop a ranking; and,
- WHEREAS, Staff will present the highest-ranked team to the Commission with a recommendation to approve the selection and authorize negotiations of a professional services agreement; and,
- WHEREAS, following successful negotiations, Staff will return to the Commission with a recommendation to award Contract 9015, Master Architect for Replacement Air Traffic Control Tower/Terminal 1 Complex Redevelopment Program; and,
- WHEREAS, the preliminary estimate for these services is \$9.0M, with a proposed contract duration of up to ten (10) years; and,
- WHEREAS, due to the presence of federal funding, a federal disadvantaged business enterprise program will be developed to ensure the participation of local and small disadvantaged businesses; now, therefore be it
- RESOLVED, that the Commission approves this resolution authorizing Staff to issue a Request for Proposal for Contract 9015, Master Architect for Replacement Air Traffic Control Tower/Terminal 1 Complex Redevelopment Program.

I hereby certify that the foregoing resolution was adopted by the Airport Commission
at its meeting of _____

JUN 01 2010


Secretary

Ivar Satero

From: Ivar Satero
Sent: Friday, December 18, 2009 4:03 PM
To: Don Eng
Subject: SFO - Terminal 2 CM Services

Hi Don,

We are modifying our CM contract for the Terminal 2 Renovations project, for 2010 services.

We need to go back to the Civil Service Commission to increase the approval amount, from \$14M to \$21M. This provides for our required services of almost \$5.9M in 2010, and \$500k in 2011. It also provides for approx. \$1.2M in contingency for any close-out issues, or schedule delays.

The project is completed in early 2011, excepting close-out.

Local 21 has requested that we contact you regarding DPW's ability to support our project. We have a very specialized need in CM services. Currently, Airport staff are part of the CM team, and are fulfilling the Resident Engineer and Inspector positions.

The positions filled by consultant staff include: MEP RE, Special Systems RE, Baggage Handling System RE, Office Engineer, Project Coordinator (formerly Airport staff). We also have a host of Specialty Subconsultants on the CM team for security, special systems/BHS auditing/peer review, signage/graphics, risk analysis and estimating.

We also have a T2 Scheduler, Cost Engineer and Document Control specialist.

I understand that you have an Office Engineer available, who worked on an Airport project previously. However, I understand that they are at a Full Engineer classification. As discussed, we are budgeted at \$45/hour, whereas 5211's are at \$57 to \$69/hour.

Although there is not a fit now, we will contact you in the future for upcoming opportunities at SFO.

Regards,
Ivar

Ivar C. Satero, P.E.
Airport Deputy Director
Bureau of Design & Construction
San Francisco International Airport

650.821.7719 (office)
650.821.7799 (fax)
650.303.4479 (cell)

From: [Joe Brenner](#)
To: [Cynthia Avakian](#)
Cc: [Criss Romero](#); [Ging Louie](#); [Larry Wong](#)
Subject: RE: San Francisco International Airport - Request for Proposals for Master Architect Services for the Replacement Airport Traffic Control Tower/Terminal 1 Complex Redevelopment Program
Date: Thursday, September 16, 2010 11:50:32 AM
Importance: High

Cynthia,

Local 21 has no objections to your RFP for Master Architect for Replacement of the Airport Traffic Control Tower/Terminal 1 Complex Redevelopment.

Joe Brenner
Director, Research Education and Policy Department
IFPTE Local 21
1182 Market Street, Room 425
San Francisco, CA 94012
cell 415-385-5148

From: Cynthia Avakian [Cynthia.Avakian@flsfo.com]
Sent: Wednesday, September 15, 2010 7:21 PM
To: Ging Louie; Larry Wong; Joe Brenner
Cc: Criss Romero
Subject: RE: San Francisco International Airport - Request for Proposals for Master Architect Services for the Replacement Airport Traffic Control Tower/Terminal 1 Complex Redevelopment Program

Local 21 staff,

Please let me know if Local 21 has any objections to our RFP for Master Architect for Replacement of the Airport Traffic Control Tower/Terminal 1 Complex Redevelopment.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Tuesday, September 14, 2010 1:58 PM
To: 'Ging Louie'; 'Larry Wong'; 'Joe Brenner'
Cc: Criss Romero
Subject: RE: San Francisco International Airport - Request for Proposals for Master Architect Services for the Replacement Airport Traffic Control Tower/Terminal 1 Complex Redevelopment Program

Please let me know if Local 21 has any objections to our RFP for Master Architect for Replacement of the Airport Traffic Control Tower/Terminal 1 Complex Redevelopment.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Wednesday, August 04, 2010 4:12 PM
To: 'Criss Romero'
Cc: 'Ging Louie'; 'Larry Wong'; 'Joe Brenner'
Subject: San Francisco International Airport - Request for Proposals for Master Architect Services for the Replacement Airport Traffic Control Tower/Terminal 1 Complex Redevelopment Program

The City and County of San Francisco, acting by and through the San Francisco International Airport Commission, has posted its Request for Proposals for Master Architect Services for the Replacement Airport Traffic Control Tower/Terminal 1 Complex Redevelopment Program. It can be found at:

<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=3545>

Proposal are due on **Monday, August 23, 2010, at 3:00 P.M.**

Thank you.



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Cynthia Avakian  
San Francisco International Airport

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 13, 2010

DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER 75

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

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

TYPE OF SERVICE: Professional Services

FUNDING SOURCE: General Funds

PSC AMOUNT: \$700,000 PSC DURATION: September 25, 2010 to September 24, 2012

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The City is seeking professional services to assist in the development and implementation of a plan to consolidate up to fifteen (15) separate and independent data centers into six (6) or fewer data centers (Receiving Data Centers). The data centers are currently operation in various locations by participating City Departments.
B. Explain why this service is necessary and the consequences of denial: Consolidation of the City's Data Centers will result in a more efficient and economic enterprise solution for the City.
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): Each major City Department currently has its own data center without consideration to cost or efficiency to the City as an entity.
D. Will the contract(s) be renewed: Yes.

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

Local 21 415 864 2166 Union Name Signature of person mailing/faxing form Date 8.17.10
SEIU 415 431 6241 Union Name Signature of person mailing/faxing form Date 8.17.10
RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4035-10/11
STAFF ANALYSIS/RECOMMENDATION: cmr

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:  
Data center facility engineering design and testing skills. The person would have to have detailed knowledge of how to design a data center facility, HVAC systems and hot / cold isle cooling, power distribution systems, UPS power systems, generator systems, raised floor and rack designs, data center facility management / monitoring tools, and data center fire suppressions systems.
- B. Which, if any, civil service class normally performs this work?  
*None*
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
*No.*

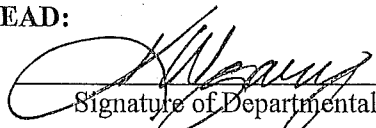
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:  
*There are no specific civil service classes that have the specific skills and experience to perform this work.*
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
*No.*

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

- |                                                                                                                                                                                                                                                                                        | <u>Yes</u>               | <u>No</u>                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?                                                                                                                                                                                                                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?                                                                                                                                                                                                                                | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul> |                          |                                     |
| 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:**

 8/17/10  
 \_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator  
**Kendall Gary** **415 581 4066**  
 \_\_\_\_\_  
 Print or Type Name Telephone Number

One South Van Ness Ave., 2<sup>nd</sup> Floor  
San Francisco, CA 94103  
 \_\_\_\_\_  
 Address

\* \* \* Communication Result Report ( Aug. 17. 2010 9:57AM ) \* \* \*

1) City of SF/Telecom & Info Svcs  
2) 1 South Van Ness, 2nd Floor

Date/Time: Aug. 17. 2010 9:56AM

| File No. Mode  | Destination | Pg(s) | Result | Page Not Sent |
|----------------|-------------|-------|--------|---------------|
| 8256 Memory TX | 94316241    | P. 2  | OK     |               |

Reason for error  
 E. 1) Hang up or line fail  
 E. 2) Busy  
 E. 3) No answer  
 E. 4) No facsimile connection  
 E. 5) Exceeded max. E-mail size

City and County of San Francisco Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 13, 2010  
 DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER 75  
 TYPE OF APPROVAL:  EXPEDITED  REGULAR (OMIT POSTING \_\_\_\_\_)  
 CONTINUING  ANNUAL  
 TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# \_\_\_\_\_)  
 TYPE OF SERVICE: Professional Services  
 FUNDING SOURCE: General Funds  
 PSC AMOUNT: \$700,000 PSC DURATION: September 25, 2010 to September 24, 2012

1. DESCRIPTION OF WORK  
 A. Concise description of proposed work:  
*The City is seeking professional services to assist in the development and implementation of a plan to consolidate up to fifteen (15) separate and independent data centers into six (6) or fewer data centers (Revolving Data Centers). The data centers are currently operation in various locations by participating City Departments.*  
 B. Explain why this service is necessary and the consequences of denial:  
*Consolidation of the City's Data Centers will result in a more efficient and economic enterprise solution for the City.*  
 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):  
*Each major City Department currently has its own data center without consideration to cost or efficiency to the City as an entity.*  
 D. Will the contract(s) be renewed: Yes.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):  
 Local 21  
 415 804 2100  
 Union Name \_\_\_\_\_ Signature of person mailing/faxing form \_\_\_\_\_ Date 8-17-10  
 SEU  
 415 431 0241  
 Union Name \_\_\_\_\_ Signature of person mailing/faxing form \_\_\_\_\_ Date 8-17-10  
 RFP sent to \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

\*\*\*\*\*  
 FOR DEPARTMENT OF HUMAN RESOURCES USE  
 PSC# \_\_\_\_\_  
 STAFF ANALYSIS/RECOMMENDATION:  
 CIVIL SERVICE COMMISSION ACTION:

\* \* \* Communication Result Report ( Aug. 17. 2010 9:56AM ) \* \* \*

1) City of SF/Telecom & Info Svcs  
2) 1 South Van Ness, 2nd Floor

Date/Time: Aug. 17. 2010 9:56AM

| File No. Mode  | Destination | Pg(s) | Result | Page Not Sent |
|----------------|-------------|-------|--------|---------------|
| 8255 Memory TX | 98642166    | P. 2  | OK     |               |

Reason for error  
 mmm. 1) Hang up or line fall  
 9) No answer  
 5) Exceeded max. E-mail size  
 E. 2) Busy  
 E. 4) No facsimile connection

City and County of San Francisco Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 13, 2010  
 DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER 75  
 TYPE OF APPROVAL:  EXPEDITED  REGULAR (OMIT POSTING \_\_\_\_\_)  
 CONTINUING  ANNUAL  
 TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# \_\_\_\_\_)  
 TYPE OF SERVICE: Professional Services  
 FUNDING SOURCE: General Funds  
 PSC AMOUNT: \$700,000 PSC DURATION: September 25, 2010 to September 24, 2012

1. DESCRIPTION OF WORK

- A. Concise description of proposed work:  
*The City is seeking professional services to assist in the development and implementation of a plan to consolidate up to fifteen (15) separate and independent data centers into six (6) or fewer data centers (Receiving Data Centers). The data centers are currently operation in various locations by participating City Departments.*
- B. Explain why this service is necessary and the consequences of denial:  
*Consolidation of the City's Data Centers will result in a more efficient and economic enterprise solution for the City.*
- 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):  
*Each major City Department currently has its own data center without consideration to cost or efficiency to the City as an entity.*
- D. Will the contract(s) be renewed: Yes.

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

Local 21  
 415 804 2166  
 Union Name . Signature of person mailing/faxing form Date 8-17-10  
 SERJ  
 415 431 6241  
 Union Name Signature of person mailing/faxing form Date 8-17-10  
 RFP sent to \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
 Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08.17.10

DEPARTMENT NAME: Department of Human Resources DEPARTMENT NUMBER 33

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

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

TYPE OF SERVICE: Oversee development and administration of a promotional exam.

FUNDING SOURCE: General Funds

PSC AMOUNT: \$99,000 PSC DURATION: Dec 01, 2010 to Nov 30, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will have the lead role in the development and administration of a promotional exam for the Fire Department rank of H-30 Captain, and defend that selection process against legal challenge as necessary.

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

Due to the litigious nature of Fire Department exams, it is imperative to retain an expert who can successfully defend selection processes. Absent successful defense against legal challenge, the Fire Department would be unable to establish eligible lists and promote candidates.

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

This service has been approved by the Civil Service Commission numerous times for Fire Department exams, currently for rank H-50 Assistant Chief, PSC# 3001-09/10.

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 Union Name Signature of person mailing/faxing form Date 08.17.10

Union Name Signature of person mailing/faxing form Date

RFP sent to Local 21 Union Name, on 08.17.10 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4036.10/11

Signature 8/17/10

STAFF ANALYSIS/RECOMMENDATION: CWZ

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have practical experience developing valid and reliable selection instruments in public safety agencies in major metropolitan areas. Contractor must also possess sufficient professional credentials and experience to successfully defend the selection process against legal challenge.

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

1241 Personnel Analyst, 1244 Senior Personnel Analyst, 1246 Principal Personnel Analyst

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:

Classified Civil Service can and do perform the tasks. However, current staff members do not possess the professional credentials and experience necessary to successfully defend the selection process against legal challenge.

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

No.

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

Yes No

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

B. Will the contractor train City and County employees?

- 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?

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Brent Lewis

557.4944

Print or Type Name

Telephone Number

1 South Van Ness Ave. 4th Floor  
San Francisco CA 94103-5413

Address



ADDITIONAL INFORMATION

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

There are a limited number of contractors who will provide the service that we are requesting, and it is likely that the contractor we are currently working with will respond to the Request for Proposals. However, until that process is complete, we will not know which contractor is awarded the contract.

\* \* \* Communication Result Report ( Aug. 17. 2010 12:36PM ) \* \* \*

1)  
2)

Date/Time: Aug. 17. 2010 12:35PM

| File No. | Mode      | Destination | Pg(s) | Result | Page Not Sent |
|----------|-----------|-------------|-------|--------|---------------|
| 0184     | Memory TX | 98642166    | P. 12 | OK     |               |

## Reason for error

E. 1) Hang up or line fail  
E. 3) No answer  
E. 5) Exceeded max. E-mail size

E. 2) Busy  
E. 4) No facsimile connection



**DEPARTMENT OF HUMAN RESOURCES**  
**City and County of San Francisco**

## TELEFAX TRANSMITTAL COVER SHEET

**PUBLIC SAFETY TEAM**  
One South Van Ness Avenue, 4<sup>th</sup> Floor  
San Francisco, CA 94103  
Voice Line: (415) 557-4822  
Telefax Line: (415) 551-8945

DATE: August 17, 2010

TO: Local 21

FAX NUMBER: (415) 864-2166

FROM: Becky Benozza

TOTAL NUMBER OF PAGES (including cover sheet): 12

COMMENTS: Enclosed are the personal services contract summary and request for proposals for H-30 Captain.

If you have any questions, please call Dave Johnson at (415) 557-4871.

The faxed document is intended only for the use of the individual or addressee indicated above. The document may contain information that is privileged, confidential, and/or exempt from disclosure under applicable law. Should you receive this communication in error, please notify the Department of Human Resources immediately and return the original to us at the above address via the U.S. Postal Service. You are hereby notified that any unauthorized dissemination, distribution, and/or photocopying of this communication are strictly prohibited.

0015

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8-16-10

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Software Maintenance for the Early Intervention System

FUNDING SOURCE: General Fund

PSC AMOUNT: \$180,000 PSC DURATION: 6-1-10 - 5-31-17

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The installation of the Early Intervention System software application and data base has been completed. The maintenance of the system will begin with a one year warranty and then six years of maintenance, extending the duration of the contract through 5-31-17. The maintenance will include correcting errors defects and malfunctions of the system. Support will be provided via telephone and on line access. On site service will also be provided as needed in the detection and correction of viruses to the system. Regular software updates will also be provided by the vendor.
B. Explain why this service is necessary and the consequences of denial: This service is necessary in order to maintain the software that is the exclusive property of the vendor who provided the application. If denied the system would be at risk of breaking down and thus rendering the system useless, as no other vendor other than the vendor who developed and installed the system would be able to provide the needed repairs and software updates.
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): The system was installed through PSC 4076-06/07.
D. Will the contract(s) be renewed: Unknown at this time.

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

Local 21 Union Name Signature of person mailing/faxing form Date 8-19-10

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4037-10/11
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: **Complete knowledge of the software platform provided by the vendor, participation in the companies product lifestyle, and specialized knowledge of Law Enforcement performance criteria. Knowledge of the maintenance procedures for dealing with the proprietary software that the system runs on.**
- B. Which, if any, civil service class normally performs this work? **1061, IS Program Analyst-Assistant, 1062, IS Programmer Analyst, 1063 IS Programmer Analyst – Senior, 1064 IS Programmer Analyst - Principal would perform this type of service if the software was not proprietary to the vendor who installed and developed the system.**
- 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: **The software being maintained is the exclusive property of the vendor who it was purchased from and only that vendors employees can update and maintain the software and support the software bug fixes.**
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. **No, due to the proprietary nature of the software involved, only the vendor who the system was purchased from employees can perform the service. If an outside technician were allowed to work on the system then all warranties would be void.**

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

- |                                                                                                                                                                                                                                                                                        | <u>Yes</u>                          | <u>No</u>                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?                                                                                                                                                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?                                                                                                                                                                                                                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul> |                                     |                                     |
| 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? On Target Performance Systems                                                                                                                               | <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

**Officer Shawn Wallace #1104**

**553-1096**

Print or Type Name

Telephone Number

**850 Bryant Street  
San Francisco, CA 94103**

Address

MODE = MEMORY TRANSMISSION

START=AUG-19 05:03 END=AUG-19 05:04

FILE NO.=821

| STN NO. | COMM. | ONE-TOUCH/<br>ABBR NO. | STATION NAME/TEL NO.        | PAGES   | DURATION |
|---------|-------|------------------------|-----------------------------|---------|----------|
| 001     | OK    | *                      | 98642166<br><i>LOCAL 21</i> | 003/003 | 00:00:35 |

-SFPD LEGAL DIVISION -

\*\*\*\*\* -SFPD LEGAL DIV - \*\*\*\*\* 4155531999- \*\*\*\*\*

**SAN FRANCISCO POLICE DEPARTMENT  
LEGAL DIVISION**

TELEPHONE: 415-553-1096

FAX: 415-553-1999

TO: Local 21

FAX#: 864-2166

DEPT./COMPANY: Local 21

DATE:8-19-10

FROM: **Officer Shawn Wallace, #1104**  
**San Francisco Police Department, Legal Division**  
**Direct extension: 415-553-1096**

SUBJECT: PSC for Early Intervention System Maintenance

TOTAL NUMBER OF PAGES INCLUDING COVER LETTER: 3

Please see attached PSC. If there are any questions, please contact Sgt. Paget Mitchell at [Paget.Mitchell@sfgov.org](mailto:Paget.Mitchell@sfgov.org)

Thanks  
Shawn

**CONFIDENTIALITY NOTE**

This and any accompanying pages contain information from the San Francisco Police Department and it is confidential and privileged. The information contained in this fax transmittal is intended for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the accompanying document (or the information contained herein) is prohibited. If you have received this facsimile transmission in error, please notify our office immediately so that we can arrange for retrieval at no cost to you.



**GAVIN NEWSOM**  
MAYOR

POLICE DEPARTMENT  
**CITY AND COUNTY OF SAN FRANCISCO**

THOMAS J. CAHILL HALL OF JUSTICE  
850 BRYANT STREET  
SAN FRANCISCO, CALIFORNIA 94103-4603



**GEORGE GASCÓN**  
CHIEF OF POLICE

August 18, 2010

Department of Human Resources  
Attn: PSC Coordinator  
#1 South Van Ness Ave 4<sup>th</sup> Floor  
San Francisco, CA 94103

Re: PSC for "Software Maintenance for the Early Intervention System"

Enclosed is a PSC for "Software Maintenance for the Early Intervention system"  
If you should have any questions, please do not hesitate to contact me.  
I still don't have any scanning capabilities, so I have also enclosed two copies of the PSC  
with the original. Let me know if you need any more copies and I can send them to you.

Sincerely,

OFFICER SHAWN T. WALLACE  
Contract Coordinator  
San Francisco Police Department  
Hall of Justice  
Legal Division, Room #575  
850 Bryant Street  
San Francisco, CA 94104  
Phone # 553-1096

E-Mail Address: [SFPD.Contracts@SBCGLOBAL.net](mailto:SFPD.Contracts@SBCGLOBAL.net)



POLICE DEPARTMENT  
CITY AND COUNTY OF SAN FRANCISCO



THOMAS J. CAHILL HALL OF JUSTICE  
850 BRYANT STREET  
SAN FRANCISCO, CALIFORNIA 94103-4603

GAVIN NEWSOM  
MAYOR

HEATHER J. FONG  
CHIEF OF POLICE

MEMORANDUM

DATE: July 20, 2009  
TO: Mary Ng, PSC Analyst  
Department of Human Resources (Dept. 33)  
FROM: Officer Shawn Wallace #1104, PSC Coordinator  
San Francisco Police Department (Dept. #38)  
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4176-06/07 Approval Date: July 2, 2007

Description of Service(s): Providing of software application and data base for an Early Intervention System that will record and track the occurrence of various indicators, such as but not limited to citizen's complaints, use of force, internal affairs complaints, and accidents.

|                           |                     |                             |                            |
|---------------------------|---------------------|-----------------------------|----------------------------|
| Original Approved Amount: | <u>\$575,000.00</u> | Original Approved Duration: | <u>8-01-07 - 7-31-08</u>   |
| Modification Amount:      | <u>\$29,000.00</u>  | Modification of Duration:   | <u>8-01-07 - 10-31-08</u>  |
|                           | <u>\$120,000.00</u> |                             | <u>8-01-07 - 10-31-09</u>  |
|                           |                     |                             | <u>8-01-07 - 5-31-2010</u> |
| Total Amount as Modified: | <u>\$724,000.00</u> | Total Duration as Modified: | <u>8-01-07 - 5-31-2010</u> |

Reason for the modification:

Additional time needed to complete the "Verification and Validation" process and report ensuring that software is functioning according to the specified scope of work.

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:  Approved - final administrative approval only for time extension.

Approval Date: July 23, 2009

By: Max M. C. Ng  
for Micki Callahan, Human Resources Director

RECEIVED BY  
DATE: 7/23/09  
TIME: 2:22 PM

POSTING FOR  
July 02, 2007

**RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS**

| PSC No.    | Dept/No | Department                                          | Approval Type | Contract Amount | Description of work                                                                                                                                                                                                                                          | Duration  |
|------------|---------|-----------------------------------------------------|---------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 4176-06/07 | 38      | Police                                              | Regular       | \$575,000.00    | Will provide software application and database for an Early Intervention System that will record and track the occurrence of various "indicators", such as but not limited to citizens complaints, use of force, internal affairs complaints, and accidents. | 31-Jun-08 |
| 4177-06/07 | 33      | Department of Human Resources                       | Regular       | \$500,000.00    | Will assist DERK and SFPD developing an advertising campaign for print, radio, and television media, and will also advertise on billboards, Muni and AC transit buses, and in BART Stations.                                                                 | 30-Jun-08 |
| 4178-06/07 | 6       | Sheriff                                             | Regular       | \$200,000.00    | Will provide inter-county/inter-state prisoner transportation services throughout California and the United States pursuant to court orders or lawful arrest warrants where such transportation would require overnight lodging of the prisoners.            | 30-Jun-08 |
| 4179-06/07 | 25      | Mayor's Office of Housing                           | Regular       | \$140,000.00    | Will lead risk assessment and analysis of properties; collect dust wipes; conduct XRF and soil sample evaluations in accordance with HUD and other federal guidelines; submit assessment and analytical reports to Mayor's Office of Housing.                | 30-Jun-10 |
| 4180-06/07 | 28      | Arts Commission                                     | Regular       | \$160,000.00    | Will create artworks for the Art on Market Street Program, for a total of three to six artworks, for temporary exhibition or performance on or near Market Street in downtown San Francisco.                                                                 | 31-Dec-08 |
| 4181-06/07 | 35      | Municipal Transportation Agency                     | Regular       | \$250,000.00    | Will review Intelligent Transportation Systems and Strategic Planning to determine opportunities for improvement to support MTA performance management.                                                                                                      | 30-Nov-07 |
| 4182-06/07 | 75      | Dept. of Telecommunication and Information Services | Regular       | \$2,250,000.00  | Will provide telephone switch and parts installation services for the City's telephone system as required to maintain certified warranty of equipment.                                                                                                       | 30-Jun-10 |
| 4183-06/07 | 75      | Telecom & Information Services                      | Regular       | \$200,000.00    | Will provide data center relocation consultation to review and report on the existing DTIS Data Center to ensure that any alternative selected could meet the technical infrastructure requirements of the City.                                             | 30-Jun-09 |
| 4184-06/07 | 80      | Public Work                                         | Regular       | \$175,000.00    | Will provide Library Planning Consulting Services as defined by State Office of Library Construction for projects in the Branch Library Improvement Bond Program, which includes needs assessment, facility master plan, site and space needs study.         | 30-Dec-08 |



City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 13, 2007

DEPARTMENT NAME: Police

DEPARTMENT NUMBER: 38

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

[ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST:

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

TYPE OF SERVICE: Software Application and Database for an Early Intervention System.

FUNDING SOURCE: General Fund

PSC AMOUNT: \$ 575,000.00

PSC DURATION: 8-01-07 - 7-31-08

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Installation of a software application and database that will record and track the occurrence of various "indicators", such as but not limited to citizens complaints, use of force, internal affairs complaints, and accidents as they occur in the course of an individual officers daily performance.

B. Explain why this service is necessary and the consequences of denial: This service is necessary to assist the Police Department in tracking at risk behavior and using intervention strategies to improve behavior and performance. The system is supported by the Mayors Office and the Police Commission. If denied, the Police Department would have a difficult time tracking at risk officers behavior.

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. N/A, service has never been provided 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

6-13-07

Union Name

Signature of person mailing / faxing form

Date

Local 790

6-13-07

Union Name

Signature of person mailing / faxing form

Date

RFP sent to

, on

Union Name

Date

Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise. Complete knowledge of the software platform, participation in the companies product lifecycle, and specialized project knowledge of Law Enforcement performance criteria.

B. Which, if any, civil service class normally performs this work? The 106X series would perform this work if they were developing the software for specialized non COTS software for the City.

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: The product that will be used is the exclusive property of the vendor and only the vendors employees will update and maintain software patches, add features and enhancements, and support the software bug fixes.

B. Would it be practical to adopt a new civil service class to perform this work? Explain: No, this would not be practical in the short term or long term interest of the technology classifications. Civil Service classes 1023, 24, 42, and 43 would be used to support the operations of the servers and perform system administration after the project is completed.

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

Yes No

A. Will the contractor directly supervise City and County employees?  Yes  No

B. Will the contractor train City and County employees?  Yes  No

- Describe training and indicate approximate number of hours.

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

C. Are there 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 personal services contract with your department?  Yes  No

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

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace  
Print or Type Name

553-1096  
Telephone Number

Hall of Justice, Room 575  
850 Bryant Street  
San Francisco, Calif. 94103

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8-16-10

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Maintenance for the Shotspotter Gun Shot Detection Service

FUNDING SOURCE: General Fund

PSC AMOUNT: \$700,000 PSC DURATION: 9-1-10 - 8-31-13

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Contractor will provide technical support via telephone and E-Mail. Contractor will also provide monitoring of the system with proactive remedies to any problems that arise along with software updates and up grades. Refresher training, forensic reports and expert witness testimony will also be provided. Contractor will also provide repair and replacement for any components damaged by weather, problems with telephone line connections, problems with unforeseen growth of foliage and any other causes that are uncontrollable by the contractor.
B. Explain why this service is necessary and the consequences of denial: This service is necessary in order to keep the gunshot detection system fully maintained and in good working order. If denied, the system would become inoperable and thus useless as tool that ensures the safety of the citizens of San Francisco.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has not been approved through a previous PSC. The system was purchased and installed through PSC # 4126-09/10.
D. Will the contract(s) be renewed: Unknown at this time.

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

Local 21 Union Name Signature of person mailing/faxing form Date 8-19-10

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4038 - 10 / 11
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: **Knowledge and skill to maintain a proprietary gun shot detection system including all software and hardware components of the system.**
- B. Which, if any, civil service class normally performs this work? **There are no civil service classifications that perform the specified work for the proprietary software maintenance including upgrades and updates. 1061 IS Programmer Analyst – Assistant, 1061 IS Programmer Analyst, 1063 – IS Programmer Analyst – Senior and 1064 IS Programmer Analyst – Principal would perform this type of service if the software was not proprietary to the vendor who the system was purchased from and installed by.**
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: **No.**

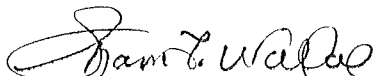
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: **Civil Service Classes are not applicable due to the proprietary nature of the software being maintained. The contractor who the system was purchased from and installed by are the only authorized personnel allowed to work on the system without voiding the warranties.**
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. **No, because this is a proprietary system.**

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

- |                                                                                                                                                                                                                                                                                        | <u>Yes</u>               | <u>No</u>                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?                                                                                                                                                                                                                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?                                                                                                                                                                                                                                | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul> |                          |                                     |
| C. Are there legal mandates requiring the use of contractual services?                                                                                                                                                                                                                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?                                                                                                                                                                                            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?                                                                                                                                                                            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?                                                                                                                                                             | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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



Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

Print or Type Name

553-1096

Telephone Number

850 Bryant Street  
San Francisco, CA 94103

Address

MODE = MEMORY TRANSMISSION

START=AUG-19 05:18 END=AUG-19 05:19

FILE NO.=822

| STN NO. | COMM. | ONE-TOUCH/ ABBR NO. | STATION NAME/TEL NO.        | PAGES   | DURATION |
|---------|-------|---------------------|-----------------------------|---------|----------|
| 001     | OK    |                     | 98642166<br><b>LOCAL 21</b> | 003/003 | 00:00:34 |

-SFPD LEGAL DIVISION -

\*\*\*\*\* -SFPD LEGAL DIV - \*\*\*\*\* 4155531999- \*\*\*\*\*

**SAN FRANCISCO POLICE DEPARTMENT  
LEGAL DIVISION**

TELEPHONE: 415-553-1096  
FAX: 415-553-1999

TO: Local 21

FAX#: 864-2166

DEPT./COMPANY: Local 21

DATE:8-19-10

FROM: **Officer Shawn Wallace, #1104  
San Francisco Police Department, Legal Division  
Direct extension: 415-553-1096**

SUBJECT: PSC for Shot Spotter Gun Shot Detection Maintenance Service

TOTAL NUMBER OF PAGES INCLUDING COVER LETTER: 3

Please see attached PSC. If there are any questions, please contact Lt. Mikail Ali at Mikail.Ali@sfgov.org

Thanks  
Shawn

**CONFIDENTIALITY NOTE**

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**GAVIN NEWSOM**  
MAYOR

POLICE DEPARTMENT  
CITY AND COUNTY OF SAN FRANCISCO

THOMAS J. CAHILL HALL OF JUSTICE  
850 BRYANT STREET  
SAN FRANCISCO, CALIFORNIA 94103-4603



**GEORGE GASCÓN**  
CHIEF OF POLICE

August 18, 2010

Department of Human Resources  
Attn: PSC Coordinator  
#1 South Van Ness Ave 4<sup>th</sup> Floor  
San Francisco, CA 94103

Re: PSC's for "Maintenance for the Shot Spotter Gun Shot Detection Service"

Enclosed is a PSC for "Maintenance for the Shot Spotter Gun Shot Detection System"  
If you should have any questions, please do not hesitate to contact me.  
I still don't have any scanning capabilities, so I have also enclosed two copies of the PSC  
with the original. Let me know if you need any more copies and I can send them to you.

Sincerely,

OFFICER SHAWN T. WALLACE  
Contract Coordinator  
San Francisco Police Department  
Hall of Justice  
Legal Division, Room #575  
850 Bryant Street  
San Francisco, CA 94104  
Phone # 553-1096

E-Mail Address: [SFPD.Contracts@SBCGLOBAL.net](mailto:SFPD.Contracts@SBCGLOBAL.net)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/11/2010

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Building Commission, Monitoring and Performance Optimization Services (CS-127)

FUNDING SOURCE: San Francisco Public Utilities Commission (SFPUC) Infrastructure Project Funds

PSC AMOUNT: \$9,000,000 PSC DURATION: 11/01/2010 to 11/01/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Post-construction building monitoring services for building commissioning and energy efficiency for multiple SFPUC and City of San Francisco building sites.

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

Specialized skills to tune building system for efficient operations of buildings. Denial will lead to building system operation drifting and becoming inefficient and resulting increasing operating and repair costs and higher energy usage.

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

This service has not been provided in the past.

D. Will the contract(s) be renewed:

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

L21 L1021 Shamica Jackson 08/19/2010 Union Name Signature of person mailing/faxing form Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4039-10/11

STAFF ANALYSIS/RECOMMENDATION: [Signature]

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Monitoring services for optimization of building heating/cooling, lighting and control systems to maintain building systems energy efficiency.

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

None.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Building commissioning requires a broad team with specialized knowledge of a number of building systems not available from the City.

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

No. This work is tied to new building startup and maintenance of building efficient operations which requires expertise with various building types and emerging technologies used in the design of new building or in upgrades usually not available from the City. It is not practical to adopt a new civil service class since building optimization services is not required year round.

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, 9<sup>th</sup> Floor

San Francisco, CA 94103

Address



CS-127, PSC Summary Form (Initial Request)

Jackson, Shamica to: DHR-PSCCoordinator, Birrer, Joe, Byrne, Ed, Chan, Norman, Divine, Peg, Elwin, Harvey, How, Kathryn, Isen, Carol, Koleini, Amir, Lee, Tedman C, Quan, Linda, Rivera, Patrick, Wang, Jane, Baker, Deborah, Bowman, Lora, Brenner, Joe, Domingo, Kofo, Jackson, Prentiss, Jackson, Shamica, Kyaun, Florence, Lee, Tedman C, Louie, Ging, McGee, Bonita, Morrison, Emily M., Reed, Margot, Rockett, Briggette, Scott, David E, Tamura, Pattie, Tanner, Joe, Wong, Larry, Yun, Pauson, Palileo, Lucy J

08/19/2010 03:20 PM

From: "Jackson, Shamica" <SJackson@sfgwater.org>  
To: "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sfgport.com>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey"

---

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-127, Building Commission, Monitoring and Performance Optimization Services, initial request for \$9,000,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. For **September 20, 2010** Civil Service Commission Meeting, Room 400 City Hall.

---

Shamica L. Jackson  
San Francisco Public Utilities Commission  
Contract Administration Bureau  
1155 Market Street, 9th Floor  
San Francisco, CA 94103  
voice: 415-554-0727  
fax: 415-554-3225  
email: sjackson@sfgwater.org



CS-127 PSC TO DHR 08192010.pdf

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 18, 2010

DEPARTMENT NAME: San Francisco Arts Commission DEPARTMENT NUMBER 28

TYPE OF APPROVAL:  EXPEDITED  REGULAR (OMIT POSTING \_\_\_\_\_ )  
 CONTINUING  ANNUAL

TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: San Francisco Symphony Concerts Series

FUNDING SOURCE: Property Tax/ Earned Income

PSC AMOUNT: \$1,899,510 PSC DURATION: September 30 2010, 2009 – December 31, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

*In accordance with the City Charter, the San Francisco Symphony will perform concerts. These concerts will take place at the San Francisco Davies Symphony Hall October 2010 – July 2011 with two free concerts at a public park. This is the 60<sup>th</sup> year for Summer POPS concerts.*

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

*Denial of this request will result in the San Francisco Arts Commission not fulfilling a City Charter requirement to "Maintain a Symphony Orchestra" in the manner which it has deemed appropriate for the last 58 years.*

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

*This service has always been provided by the San Francisco Symphony. Last approval was obtained from the Civil Service Commission by PSC NO. 1015-08/09.*

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

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

Local 1021 [Signature] 9/18/10  
Union Name Signature of person mailing/faxing form Date

Local 21 [Signature] 9/18/10  
Union Name Signature of person mailing/faxing form Date

RFP sent to 1021, 21, on 9/18/10 [Signature]  
Union Name Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4040-10/11

STAFF ANALYSIS/RECOMMENDATION: [Signature]

CIVIL SERVICE COMMISSION ACTION:

1 SEP 16 2010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The Charter states that 1/2 of the 1% of the property tax will be used "to maintain a Symphony Orchestra". The City Attorney has stated that the intent of this legislation is to support the San Francisco Symphony.

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

Not Applicable

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

Yes, The City and County of San Francisco does not possess a Symphony Orchestra of its own.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service has no classification that covers a municipal orchestra.

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

No, There are only 12 concerts annually.

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:



Signature of Departmental Personal Services Contract Coordinator

Jill Manton

Print or Type Name

252-3214

Telephone Number

25 Van Ness Ave, Suite 240

San Francisco, CA 941102

Address

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

09-16-2010  
415 252 2595

01:32:44 p.m.

Transmit Header Text  
Local Name 1  
Local Name 2

SF Arts Commission

This document : Confirmed  
(reduced sample and details below)  
Document size : 8.5"x11"

City and County of San Francisco

Department of Human Resources

### PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 16, 2010

DEPARTMENT NAME: San Francisco Arts Commission DEPARTMENT NUMBER 28

TYPE OF APPROVAL:  EXPEDITED  REGULAR (OMIT POSTING \_\_\_\_\_)  
 CONTINUING  ANNUAL

TYPE OF REQUEST:  INITIAL REQUEST  MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: San Francisco Symphony Concerts Series

FUNDING SOURCE: Property Tax/Earned Income

PSC AMOUNT: \$1,800,610 PSC DURATION: September 30 2010, 2009 - December 31, 2011

#### 1. DESCRIPTION OF WORK

A. Concise description of proposed work:  
*In accordance with the City Charter, the San Francisco Symphony will perform concerts. These concerts will take place at the San Francisco Davies Symphony Hall October 2010 - July 2011 with two free concerts at a public park. This is the 60<sup>th</sup> year for Summer POPS concerts.*

B. Explain why this service is necessary and the consequences of denial:  
*Denial of this request will result in the San Francisco Arts Commission not fulfilling a City Charter requirement to "Maintain a Symphony Orchestra" in the manner which it has deemed appropriate for the last 60 years.*

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):  
*This service has always been provided by the San Francisco Symphony. Last approval was obtained from the Civil Service Commission by PSC NO. 1018-0603.*

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

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

Local 1021  
Union Name Signature of person mailing/faxing form Date

Local 21  
Union Name Signature of person mailing/faxing form Date

RFP sent to \_\_\_\_\_, on \_\_\_\_\_  
Union Name Date Signature

#### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# \_\_\_\_\_  
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Total Pages Scanned : 3

Total Pages Confirmed : 3

| No. | Job | Remote Station | Start Time               | Duration | Pages | Line | Mode | Job Type | Results |
|-----|-----|----------------|--------------------------|----------|-------|------|------|----------|---------|
| 001 | 719 | 415 864 2166   | 01:30:41 p.m. 09-16-2010 | 00:00:34 | 3/3   | 1    | EC   | HS       | CP26400 |

#### Abbreviations:

HS: Host send  
HR: Host receive  
WS: Waiting send

PL: Polled local  
PR: Polled remote  
MS: Mailbox save

MP: Mailbox print  
CP: Completed  
FA: Fail

TU: Terminated by user  
TS: Terminated by system  
RP: Report

G3: Group 3  
EC: Error Correct

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

09-16-2010  
415 252 2595

01:31:45 p.m.

Transmit Header Text  
Local Name 1  
Local Name 2

SF Arts Commission

**This document : Confirmed  
(reduced sample and details below)**

**Document size : 8.5"x11"**

City and County of San Francisco

Department of Human Resources

### PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 18, 2010  
 DEPARTMENT NAME: San Francisco Arts Commission DEPARTMENT NUMBER 28  
 TYPE OF APPROVAL:  EXPEDITED  REGULAR (OMIT POSTING \_\_\_\_\_)  
 CONTINUING  ANNUAL  
 TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# \_\_\_\_\_)  
 TYPE OF SERVICE: San Francisco Symphony Concerts Series  
 FUNDING SOURCE: Property Tax/ Earned Income  
 PSC AMOUNT: \$1,899,610 PSC DURATION: September 30 2010, 2009 - December 31, 2011

**1. DESCRIPTION OF WORK**

A. Concise description of proposed work:  
*In accordance with the City Charter, the San Francisco Symphony will perform concerts. These concerts will take place at the San Francisco Davies Symphony Hall October 2010 - July 2011 with two free concerts at a public park. This is the 60<sup>th</sup> year for Summer POPS concerts.*

B. Explain why this service is necessary and the consequences of denial:  
*Denial of this request will result in the San Francisco Arts Commission not fulfilling a City Charter requirement to "Maintain a Symphony Orchestra" in the manner which it has deemed appropriate for the last 68 years.*

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):  
*This service has always been provided by the San Francisco Symphony. Last approval was obtained from the Civil Service Commission by PSC NO. 1016-0808.*

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

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

|                   |                   |                                         |           |
|-------------------|-------------------|-----------------------------------------|-----------|
| <u>Local 1021</u> | <u>Union Name</u> | Signature of person mailing/faxing form | Date      |
| <u>Local 21</u>   | <u>Union Name</u> | Signature of person mailing/faxing form | Date      |
| RFP sent to       | <u>Union Name</u> | , on <u>Date</u>                        | Signature |

\*\*\*\*\*  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**  
 \*\*\*\*\*

PSC#  
 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Total Pages Scanned : 3

Total Pages Confirmed : 3

| No. | Job | Remote Station | Start Time               | Duration | Pages | Line | Mode | Job Type | Results |
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**Abbreviations:**

HS: Host send  
 HR: Host receive  
 WS: Waiting send

PL: Polled local  
 PR: Polled remote  
 MS: Mailbox save

MP: Mailbox print  
 CP: Completed  
 FA: Fall

TU: Terminated by user  
 TS: Terminated by system  
 RP: Report

G3: Group 3  
 EC: Error Correct

## Meeting Information

Archive Center >> Civil Service Commission >> 2009

back to Civil Service Commission home page

Year:

### AGENDA

Regular Meeting  
of  
April 20, 2009

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

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

### Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS' BUSINESS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

### NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

#### **A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is [www.sfgov.org/civil\\_service/](http://www.sfgov.org/civil_service/). Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

#### **B. Policy Requiring Written Reports**

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

#### **C. Policy on Written Submissions by Appellants**

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4<sup>th</sup>) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

#### **D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement**

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at

the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

#### **E. Policy and Procedure on Hearing Items Out of Order**

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

#### **F. Procedure for Commission Hearings**

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

#### **G. Policy on Tape Recording of Commission Meetings**

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

#### **H. Speaking before the Civil Service Commission**

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

#### **I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings**

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

#### **Information on Disability Access**

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

#### **Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://www.sfgov.org/bdsupvrs/sunshine).

#### **San Francisco Lobbyist Ordinance**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

#### **Materials Distributed to Commissioners After Distribution of Agenda Packet**

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco  
Civil Service Commission

Agenda for Regular Meeting  
April 20, 2009  
2:00 p.m.

## ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

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

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA(3) APPROVAL OF MINUTES -- Action Item

Special Meeting of March 30, 2009

**Recommendation:** Approve.

Special Meeting of April 6, 2009

**Recommendation:** Approve.

Regular Meeting of April 6, 2009

**Recommendation:** Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

## RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts.  
(File No. 0074-09-8) – Action Item

| PSC#       | Department         | Amount      | Type of Service                                                                                                                                                                                                               | Type of Approval | Duration |
|------------|--------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|
| 4118-08/09 | Fire Department    | \$500,000   | Will perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.                                            | Regular          | 12/31/11 |
| 4121-08/09 | Recreation & Parks | \$1,500,000 | Will provide full Architectural and Engineering services for the Palega Playground, including schematic phase, design development, construction documents, cost estimating, construction administration and project closeout. | Regular          | 06/30/11 |

March 16, 2009:

- (1) Postpone PSC #4117-08/09 to the meeting of April 6, 2009 at the request of the Airport Commission.
- (2) Postpone PSC #4118-08/09 to the meeting of April 6, 2009 at the request of the San Francisco Fire Department.
- (3) Postpone PSC #4119-08/09 to the meeting of April 6, 2009 at the request of the Municipal Transportation Agency.
- (4) Adopt the Human Resources Director's report on PSC #4121-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 2 to 2; Commissioners Casper and Boatwright dissent.) Continue to the meeting of April 6, 2009. (Three (3) votes are needed for Commission action.)

April 6, 2009:

- (1) Postpone PSC #4118-08/09 to the meeting of April 20, 2009 at the request of the San Francisco Fire Department.
- (2) Postpone PSC #4121-08/09 to the meeting of April 20, 2009 at the request of Recreation and Park Department.

**Recommendation of the Human Resources Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts.  
(File No. 0098-09-8) – Action Item

| PSC#       | Department | Amount                                                    | Type of Service                                                                                                                                                                                                        | Type of Approval | Duration |
|------------|------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|
| 4119-07/08 | Port       | Increase Amount<br>\$800,000<br>New Amount<br>\$1,300,000 | Will investigate environmental conditions in soil, groundwater and building materials at the Port's Pier 70 facility, including approximately 65 acres of land and approximately 416,000 square feet of building area. | Modification     | 06/30/11 |



April 6, 2009:

Postpone to the meeting of April 20, 2009 at the request of the Port of San Francisco.

Recommendation of the Human Resources Director:

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) Review of request for approval of proposed personal services contracts. (File No. 0127-09-8) – Action Item

| PSC#                               | Department         | Amount        | Type of Service                                                                                                                                                                                                                                                 | Type of Approval | Duration |
|------------------------------------|--------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|
| 1015-08/09                         | Arts Commission    | \$1,737,925   | Will perform concerts at the San Francisco Davies Symphony Hall in July-August 2009 with a free concert at a public park. This is the 58 <sup>th</sup> year for Summer POPS concerts.                                                                           | Annual           | 03/31/10 |
| 2010-08/09                         | Public Health      | \$26,000,000  | Will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco.                                                                                   | Continuing       | 06/30/14 |
| 2011-08/09                         | Public Health      | \$51,000,000  | Will provide fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN) to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan.                        | Continuing       | 06/30/12 |
| 2012-08/09                         | Public Health      | \$247,200,000 | Will provide an array of community based health and behavioral health services, including primary care, mental health, substance abuse treatment, managed care, maternal child and health, prevention, and community program services.                          | Continuing       | 12/31/10 |
| <i>Appealed, On Regular Agenda</i> |                    |               |                                                                                                                                                                                                                                                                 |                  |          |
| 4130-08/09                         | Airport Commission | \$6,000,000   | Will establish pool of overseas representation partners with on-the-ground representation overseas to promote Airport and San Francisco at international trade & tourism exhibitions worldwide.                                                                 | Regular          | 06/30/14 |
| 4131-08/09                         | Public Health      | \$750,000     | Will provide approximately 350 to 360 hours of ophthalmology services per year to patients of Laguna Honda Hospital.                                                                                                                                            | Regular          | 06/30/18 |
| 4132-08/09                         | Public Health      | \$1,200,000   | Will provide the Department of Public Health on-line access to commercially available consumer credit reports for potential patients and clients of the Department of Public Health.                                                                            | Regular          | 12/31/13 |
| 4133-08/09                         | Public Health      | \$600,000     | Will provide on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH).                                                                                                                                                    | Regular          | 06/30/14 |
| 4134-08/09                         | Public Health      | \$1,650,000   | Will provide portable radiology services for Tuberculosis control on an as-needed basis for the inmates of the City and County of San Francisco jail system, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco. | Regular          | 12/31/19 |

Recommendation of the Human Resources Director:

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

**CONSENT AGENDA**

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2009-2010. (File No. 0126-09-3) – Action Item

Recommendation:

Adopt the report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public & Private) in effect on April 15, 2009.

**REGULAR AGENDA**

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Secondary Criteria for Q-35 Police Assistant Inspector. (File No. 0128-09-1) - Action Item

Recommendation:

Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q-35 Police Assistant Inspector.

(10) Secondary Criteria for Q-50 Police Sergeant. (File No. 0129-09-1) - Action Item

**Recommendation:** Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q – 50 Police Sergeant.

- (11) **Appeal by IFPTE Local 21 of the Request for Approval of Personal Services Contract Number 2012-08/09. (File No. 0139-09-8) – Action Item**

**Recommendation:** Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

- (12) **Report on the Certification of Benefits of Elected Officials (including members of the Board of Supervisors) for Fiscal Year 2009 – 10 of the City and County of San Francisco in accordance with Charter Section A8.409-1. (File No. 0130-09-1) - Action Item**

**Recommendation:** Open for discussion; certify the benefits of elected officials at the meeting of May 4, 2009.

- (13) **Preliminary Report: Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2009 through June 30, 2014, in accordance with Charter Section 2.100 (File No. 0565-08-1) – Action Item**

December 15, 2008: Accept the staff report on the Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2009 through June 30, 2014 in accordance with Charter Section 2.100. The Commission requested the City Attorney's opinion on the provision in Charter Section 2.100 regarding the City and employee organizations amending compensation provisions of existing memorandum of understanding to reduce costs and information on other national consolidated cities and counties.

January 5, 2009: Accept the staff report; Proceed with the salary survey and report progress to the Commission.

February 2, 2009: Accept the report.

March 2, 2009: Accept the report.

April 6, 2009: Accept the report.

**Recommendation:** Accept the report; provide direction if needed; set the salary for Member, Board of Supervisors for a five (5) year cycle effective July 1, 2009 through June 30, 2014 at the meeting of May 4, 2009.

**SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA**

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (14) **Request for hearing by Michael Crandell on future employment restrictions as 1209 Benefits Technician, Department of Human Resources. (File No. 0009-09-7) - Action Item**

**Recommendation:** (1) Cancel any current examination and eligibility status;  
(2) No future employment with the City and County of San Francisco.

**COMMISSIONERS' BUSINESS**

- (15) **Consideration to Waive the Attorney-Client Privilege applicable to the City Attorney's Opinion of the Civil Service Commission's Remedial Authority in Discrimination Appeals. (File No. 0131-09-1) – Discussion and Possible Action Item**

**Recommendation:** Open for discussion.

- (16) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

- (17) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (18) **ADJOURNMENT**



Joe Brenner  
<jebrenner@ifpte21.org>  
09/30/2010 04:19 PM

To "Vicky.Knoop@sfgov.org" <Vicky.Knoop@sfgov.org>  
cc "Maria.Ryan@sfgov.org" <Maria.Ryan@sfgov.org>  
bcc  
Subject RE: Waiver of 30 day notification

Vicky,

We will agree to approve a waiver of the 30 day notification period in this case. We view this as an exception and request for future PSCs that the 30-day notification period remain in effect. Thank you.

Joe Brenner  
Director, Research Education and Policy Department  
IFPTE Local 21  
1182 Market Street, Room 425  
San Francisco, CA 94012  
cell 415-385-5148

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**From:** Vicky.Knoop@sfgov.org [Vicky.Knoop@sfgov.org]  
**Sent:** Wednesday, September 29, 2010 11:18 AM  
**To:** Joe Brenner  
**Subject:** Waiver of 30 day notification

Joe,

The Arts Commission is entering into a contract with the San Francisco Symphony and we are a few days short of the 30 day notification period. Since it's pretty clear that City workers could not perform these duties, it would be great if you could approve this by responding to this email. Maria Ryan is on a deadline to post the agenda by Friday so responding as soon as possible would be very helpful.

Thanks so much and if you have any questions please feel free to contact me.

Vicky Knoop

Program Manager  
Civic Design Review

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San Francisco Arts Commission  
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Fw: PSC with the San Francisco Symphony  
Vicky Knoop to: DHR-PSCCoordinator

09/30/2010 04:21 PM

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----- Forwarded by Vicky Knoop/ARTSCOM/SFGOV on 09/30/2010 04:20 PM -----

From: "Jonathan Wright" <Jonathan.Wright@seiu1021.org>  
To: <Vicky.Knoop@sfgov.org>  
Date: 09/30/2010 02:12 PM  
Subject: RE: PSC with the San Francisco Symphony

---

I'm ok with the 30 day issue.

Per our conversation, please resend the PSC attention to me

Thanks,

Jonathan Wright  
Worksite Organizer  
SEIU 1021  
Mobile 415 717 1946  
Fax 415 431 6241  
Sent by Good Messaging (www.good.com)

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

From: Vicky.Knoop@sfgov.org [mailto:Vicky.Knoop@sfgov.org]  
Sent: Thursday, September 30, 2010 01:57 PM Pacific Standard Time  
To: Jonathan Wright  
Cc: Maria.Ryan@sfgov.org  
Subject: PSC with the San Francisco Symphony

Hi Jonathan,

I thought I might be able to catch you via email. We are entering into a contract with the San Francisco Symphony and I'm hoping to get a waiver of the 30 day notification requirement. We submitted the information to SEIU on September 16 and the meeting will be on October 18, but due to processing time the Human Rights Commission does not consider this 30 day notice. To get on the agenda I just need an okay from you, but I need it by today.

The first concert with the Symphony is at the end of October, so we need to be on the agenda for the October 18 meeting to have the contract in place before then. Please let me know if you have any questions.

Thanks!

Vicky Knoop

Program Manager  
Civic Design Review