Date: July 18, 2011

To: The Honorable Civil Service Commission

Through: Micki Callahan
          Human Resources Director

From: Parveen Boparai, MTA
       Robin Courtney, HSS
       Kendall Gary, DT
       Shamica Jackson, PUC
       Merrick Pascual, ECN
       Shawn Wallace, POL

Subject: Personal Services Contracts Approval Request

This report contains sixteen (16) 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:

<table>
<thead>
<tr>
<th>Total of this Report</th>
<th>YTD Expedited Approvals FY 2011-2012</th>
<th>Total for FY 2011-2012</th>
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</thead>
<tbody>
<tr>
<td>$15,954,235</td>
<td>0</td>
<td>$15,954,235</td>
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</tbody>
</table>
Parveen Boparai
Municipal Transportation Agency
1 South Van Ness, 7th Floor
San Francisco, CA 94103

Robin Courtney
Health Service System
1145 Market Street, 2nd Floor
San Francisco, CA 94103

Kendall Gary
Department of Technology
1 South Van Ness, 2nd Floor
San Francisco, CA 94103

Shamica Jackson
Public Utilities Commission
1155 Market Street, 9th Floor
San Francisco, CA 94103

Merrick Pascual
Mayor’s Office of Economic & Workforce Development
1 Dr. B. Goodlett Place, Rm 448
San Francisco, CA 94102

Officer Shawn Wallace
Police Department
Hall of Justice
Legal Division, Rm 575
San Francisco, CA 94104
# PROPOSED PERSONAL SERVICES CONTRACTS - Regular

<table>
<thead>
<tr>
<th>PSC No</th>
<th>Dept No.</th>
<th>Dept Name</th>
<th>Approval Type</th>
<th>Contract Amount</th>
<th>Description of Work</th>
<th>Duration</th>
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<tbody>
<tr>
<td>2000-11/12</td>
<td>66</td>
<td>Health Service System</td>
<td>Annual</td>
<td>$107,735</td>
<td>Administrator COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System. Services include providing required initial COBRA notice, enrolling eligible individuals, and conducting open enrollment for COBRA enrollees.</td>
<td>7/1/2011 - 6/30/2012</td>
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<tr>
<td>2001-11/12</td>
<td>66</td>
<td>Health Service System</td>
<td>Annual</td>
<td>$112,000</td>
<td>Administration of the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.</td>
<td>7/1/2011 - 6/30/2012</td>
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<tr>
<td>2002-11/12</td>
<td>66</td>
<td>Health Service System</td>
<td>Annual</td>
<td>$156,000</td>
<td>Administer the Medical and Dependent Care Flexible Spending Account programs for eligible CCSF employees. Services include maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.</td>
<td>7/1/2011 - 6/30/2012</td>
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<tr>
<td>2003-11/12</td>
<td>66</td>
<td>Health Service System</td>
<td>Annual</td>
<td>$500,000</td>
<td>Provide health benefit plan actuarial and consulting services as require by City Charter. Services include developing rates; performing prospective review and analysis of rates against actual experience; conducting studies of alternative healthcare plans; calculating of Trust Fund reserves; developing modeling, reporting and tracking systems; conducting audits and consulting with HSS staff.</td>
<td>7/1/2011 - 6/30/2012</td>
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<td>4000-11/12</td>
<td>75</td>
<td>Dept.of Technology</td>
<td>Regular</td>
<td>$350,000</td>
<td>Vendor will coordinate the backup media pickup and delivery with various CCSF departments' approved backup schedules. The vendor will transport the backup media in secure transport vehicles to a secure facility that is isolated from areas with high flood, earthquake or disaster risk. Upon proper authorization, the vendor will guarantee transport and delivery to any disaster recovery Hot Site as designated by the City &amp; County of San Francisco.</td>
<td>7/1/2011 - 6/30/2016</td>
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# POSTING FOR

**7/18/2011**

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

<table>
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<th>Dept No.</th>
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<th>Description of Work</th>
<th>Duration</th>
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<tr>
<td>4001-11/12</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$148,500</td>
<td>Professional support services to be provided by a contractor to coordinate and promote the City's Bike to Work Day program for the next three years. The contractor will organize, promote and conduct the annual bicycle commute promotion event, in coordination with the regional event (on the 3rd Thursday in May of each year) and in collaboration with local advocate Bike to Work Day organizers. Event promotion and outreach will target the broadest public audience feasible. Event day activities will include at least 25 geographically distributed &quot;Energy Stations&quot; located on high volume bicycle routes, to support, encourage and assist bicycle commuters around San Francisco. Incentives will be distributed at these &quot;Energizer Stations&quot; to at least 5,000 bicyclists. These incentives should include, but not be limited to: canvas shopping bags, SF bike maps, SF Bicycle Guides, retro-reflective pant leg straps, &quot;Coexist&quot; campaign stickers, and bicycle injury crash reporting and bicycle theft prevention information. All promotional materials, including comprehensive Bike to Work Day SFMTA website informational content, will be imprinted with event and sponsor names. Report will be prepared on the bike event including ridership counts/estimates, incentive distribution, media outreach, and satellite events or promotions.</td>
<td>10/1/2011 - 12/31/2014</td>
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<tr>
<td>4002-11/12</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$305,000</td>
<td>The Contractor will plan, coordinate, promote and conduct Bicycle Safety Education classes, in keeping with the goals in &quot;Chapter 4: Education&quot; of the San Francisco Bicycle Plan in offering bicycle education for children, youth, and adults. In addition, the Contractor will produce a MUNI Operator Training Video with instructions for MUNI operators and bicyclists on how to safely share the road.</td>
<td>11/1/2011 - 12/31/2014</td>
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<tr>
<td>4003-11/12</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$500,000</td>
<td>The City is seeking assistance in consolidating and administering the processes for issuing, posting, monitoring, removing, and tracking temporary parking restriction signage required for construction projects and various special events and projects in the public right of way under the purview of the SMTA, the San Francisco Police Department (SFPD), the Department of Public Works (DPW) and other agencies to be determined in the future. The temporary parking signage for these projects typically provides that vehicles cannot park within the designated location indicated, and that vehicles that are parked in the restricted area will be towed.</td>
<td>7/1/2011 - 6/30/2015</td>
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<tr>
<td>4004-11/12</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$2,000,000</td>
<td>The SFMTA in collaboration with the Controller’s Office needs to procure the services of a qualified and experienced contractor to complete comprehensive environmental review with a focus on transportation impacts for the SFMTA's Transit Effectiveness Project (TEP), and prepare and publish its findings as required by the California Environmental Quality Act (CEQA), and the National Environmental Policy Act (NEPA) if required. The TEP consists of a set of proposals designated to transform and maximize Muni service delivery. Through these proposals, the TEP aims to achieve the following goals: 1) improve service reliability; 2) reduce travel time; 3) improve customer experiences; and 4) improve service effectiveness and efficiency.</td>
<td>8/1/2011 - 7/31/2015</td>
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<td>PSC No</td>
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<td>Dept Name</td>
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<td>Contract Amount</td>
<td>Description of Work</td>
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<td>4005-11/12</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$6,000,000</td>
<td>The scope of this project to furnish and install video surveillance systems on 358 buses, including but not limited to cameras, digital video recorders (DVR's), Wi-Fi networks on three bus yards complete with servers, computers and software interface package that will enable SFMTA personnel to view, download and store the captured video images wirelessly and view them in real-time or through the internet. The new system will replace the existing cameras and DVR's. The Contractor shall supply all engineering, design calculations, detailed drawings, labor, tools, materials, equipment, software interface package and other related technical documentation needed to install the systems in the buses and all wayside equipment in the yards. The Contractor shall provide training to all designated SFMTA personnel in the proper use, operation and maintenance of the new video surveillance system.</td>
<td>5/16/2011 – 12/31/2012</td>
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<tr>
<td>4006-11/12</td>
<td>38</td>
<td>Police</td>
<td>Regular</td>
<td>$96,000</td>
<td>The vendor chosen will complete all required tests and performance checks to validate the Identifier Plus PCR amplification kit using 9700 thermal cyclers, the 3130xl genetic analyzers used to separate and visualize the DNA fragments, and the GeneMapper ID v.3.2 to genotype the DNA fragments. Vendor will provide a written report of the validation results.</td>
<td>8/1/2011 – 7/30/2012</td>
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<tr>
<td>4007-11/12</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$2,300,000</td>
<td>Design of several fish passage facilities within the Alameda Creek Watershed, which include a long fish ladder, fish screens, bypass tunnel, and safety improvements (i.e., handrail and/or other improvements) at the Alameda Creek Diversion Dam, and modification of the natural barriers (boulders) at the Little Yosemite. Scope of work includes preparing CER and design documents for the above components. Supplemental geotechnical, hydraulic and hydrologic analysis and studies, and fisheries-related studies may be required to complete the design.</td>
<td>12/1/2011 – 6/30/2012</td>
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Total Amount - Regular: $12,575,235
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<th>Cumulative Total</th>
<th>Description of Work</th>
<th>Start Date - End Date</th>
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<td>3041-10/11</td>
<td>25</td>
<td>Mayor</td>
<td>Regular</td>
<td>$30,000</td>
<td>$79,500</td>
<td>Contractor will provide in-depth, independent fiscal and economic analysis and generate reports to assist the City during the implementation of a Pilot Infrastructure Finance District (IFD) at Rincon Hill as well as evaluating the feasibility of IFDs to assist in the implementation of the Eastern Neighborhoods Area Plans. Contractor will: evaluate net incremental General Fund Revenues associated with the rezoning of soft site parcels; prepare a draft infrastructure financing plan for the Pilot IFD; determine the funding capacity of the Pilot IFD; and evaluate the net increment General Fund Revenues and IFD. Funding capacity of key development soft sites within the Eastern Neighborhoods.</td>
<td></td>
</tr>
<tr>
<td>3005-10/11</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$49,000</td>
<td>$98,000</td>
<td>Design and conduct an independent, citywide survey of SFMTA customers in English, Spanish, and Cantonese and obtain updated tracking data on questions and responses that have been benchmarked in previous surveys. Confer with SFMTA staff on previous surveys and identify areas for new or expanded survey questions. The contractor will develop new questions to gauge SFMTA-customer attitudes, awareness and sentiments in response to the new questions. They will perform cross-tabulations on data and illustrate the resulting information clearly in tables and charts. The contractor will provide a written narrative of the process, analysis of the data, and recommendations to the SFMTA's staff and SFMTA Board of Directors.</td>
<td></td>
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<tr>
<td>4045-09/10</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$1,300,000</td>
<td>$2,600,000</td>
<td>Engineering design services and geotechnical support for three pipes crossing the Serra Fault and possible areas of liquefaction. Scope of work includes verification of fault crossing and liquefaction locations, generation of geotechnical design recommendations, development and completion of fault crossing and possible liquefaction zone design (including production of geotechnical investigation report, alternatives analysis report, conceptual engineering report, and all 100% design documents). This modification is necessary to increase contracting capacity due to changes in the pipeline project cost and configuration, liquefaction conditions at the sites, and the need retain these services throughout the construction phase.</td>
<td></td>
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<tr>
<td>4113-05/06</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$2,000,000</td>
<td>$2,770,000</td>
<td>Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; mitigation monitoring plan preparation, and preparation of environmental permit applications. The increased capacity requested for this modification is necessary as the SFPUC implemented a comprehensive public outreach process for the project, which resulted in the development of several new project alternatives which will be analyzed in the environmental review.</td>
<td></td>
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Sum of Modified Amounts: $3,379,000
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PSC Submissions

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<td>2000-11/12</td>
<td>Health Service System</td>
<td>1 - 6</td>
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<td>2001-11/12</td>
<td>Health Service System</td>
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<td>2002-11/12</td>
<td>Health Service System</td>
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<td>2003-11/12</td>
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<td>4000-11/12</td>
<td>Department of Technology</td>
<td>24 - 33</td>
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<td>4001-11/12</td>
<td>Municipal Transportation Agency</td>
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<td>4002-11/12</td>
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<td>4006-11/12</td>
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<td>4007-11/12</td>
<td>Public Utilities Commission</td>
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Modifications:

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<th>PSC#</th>
<th>Department</th>
<th>Page#</th>
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<tr>
<td>3041-10/11</td>
<td>Mayor's Office of Economic &amp; Workforce Dev.</td>
<td>72 - 75</td>
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<td>4045-09/10</td>
<td>Public Utilities Commission</td>
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<tr>
<td>4113-05/06</td>
<td>Public Utilities Commission</td>
<td>91 - 98</td>
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</table>
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/21/2011

DEPARTMENT NAME: Health Service System

DEPARTMENT NUMBER: 66

TYPE OF APPROVAL: ☐ EXPEDITED ☐ REGULAR (OMIT POSTING _______ )

CONTINUING ☐ ANNUAL ☒ INITIAL REQUEST ☐ MODIFICATION (PSC# ________ )

FUNDING SOURCE: COBRA Administration

PSC AMOUNT: $107,735 PSC Duration: July 1, 2011 – June 30, 2012

1. DESCRIPTION OF WORK
   A. Concise description of proposed work: Administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System. Services include providing required initial COBRA notice, enrolling eligible individuals, and conducting open enrollment for COBRA enrollees.

   B. Explain why this service is necessary and the consequences of denial: This service is required in order to meet the Federal COBRA requirements. If denied, the City would not be in compliance with federal regulations governing COBRA.

   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 provided by Fringe Benefits Management, Inc. (now a Division of WageWorks, Inc.) (PSC #4144-09/10)

   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):

   SEIU Local 1021
   Union Name
   Signature of person mailing/faxing form 4/21/11

   IFPTE Local 21
   Union Name
   Signature of person mailing/faxing form 4/21/11

   RFP sent to ______________ , on ______________ , Date ______________ , Signature ______________

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2000 - 11/12

STAFF ANALYSIS/RECOMMENDATION: JUN 1 3 2011

CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: Knowledge of Federal COBRA regulations and COBRA Administration.

   B. Which, if any, civil service class normally performs this work? 1210 Benefit analyst may perform some of these duties.

   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 administration of COBRA requires an in-depth knowledge of federal regulations that existing civil service classes generally do not possess.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. It is a highly specialized area that is subject to frequent changes by the Federal Government, such as the mandate to subsidize benefits outlined in the Federal American Recovery and Reinvestment Act of 2009 (ARRA).

5. ADDITIONAL INFORMATION (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees? Yes

   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? Yes

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

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

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

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

[Signature]

Signature of Departmental Personal Services Contract Coordinator

Robin Courtney

Print or Type Name

415-554-1702

Telephone Number

Health Service System

1145 Market Street, San Francisco, CA 94103

Address
Transmission Report

This document: Confirmed
(reduced sample and details below)

Document size: 8.5"x11"

City and County of San Francisco
Department of Human Resources

DATE: 04/21/2011

PERSONAL SERVICES CONTRACT SUMMARY

DEPARTMENT NAME: Health Service System
DEPARTMENT NUMBER: 80

TYPE OF APPROVAL:
☐ EXPEDITED
☐ REGULAR (OMIT POSTING __________)
☐ CONTINUING
☒ ANNUAL

TYPE OF REQUEST:
☒ INITIAL REQUEST
☐ MODIFICATION (PSC# __________)

TYPE OF SERVICE: COBRA Administration

FUNDING SOURCE:
Health Service System Operating Budget

PSC AMOUNT: $107,725
PSC Duration: July 1, 2011 – June 30, 2012

1. DESCRIPTION OF WORK:
A. Concise description of proposed work: Administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible assigned, laid-off and separated members of the Health Service System. Services include providing required initial COBRA notice, enrolling eligible individuals, and conducting open enrollment for COBRA enrollees.

B. Explain why this service is necessary and the consequences of denial. This service is required in order to meet the Federal COBRA requirements. If denied, the City would not be in compliance with federal regulations governing COBRA.

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 provided by Fringe Benefits Management, Inc. (now a Division of WageWorks, Inc.) (PSC #4144-09/10)

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):

☐ SEIU Local 1021
Signature of person mailing/faxing form
Date

☐ IFPTE Local 21
Signature of person mailing/faxing form
Date

RFP sent to
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE:

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC# 80

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Total Pages Confirmed: 3

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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: Fail
TU: Terminated by user
TS: Terminated by system
G3: Group 3
RP: Report
EC: Error Correct
Transmission Report

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

City and County of San Francisco

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/21/2011

DEPARTMENT NAME: Health Service System

TYPE OF APPROVAL: ☒ EXPEDITED ☐ REGULAR (OMIT POSTING )

TYPE OF REQUEST: ☒ INITIAL REQUEST ☐ MODIFICATION (PSC#)

TYPE OF SERVICE: ☒ COBRA Administration

FUNDING SOURCE: Health Service System Operating Budget

PSC AMOUNT: $107,735 PSC Duration: July 1, 2011 – June 30, 2012

1. DESCRIPTION OF WORK
   A. Concise description of proposed work: Administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible retired, laid-off and separated members of the Health Service System. Services include providing required initial COBRA notices, enrolling eligible individuals, and conducting open enrollment for COBRA enrollees.

   B. Explain why this service is necessary and the consequences of denial: This service is required in order to meet the Federal COBRA requirements. If denied, the City would not be in compliance with federal regulations governing COBRA.

   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 provided by Fringe Benefits Management, Inc. (now a Division of WagesWorks, Inc.) (PSC #4144-09/10)

   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):

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

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

   RFP sent to ________ on ________
   Signature __________

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)

Total Pages Scanned: 3 Total Pages Confirmed: 3

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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
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/21/2010

DEPARTMENT NAME: Health Service System

DEPARTMENT NUMBER 66

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING _____)

☑ CONTINUING

☑ INITIAL REQUEST

☐ ANNUAL

MODIFICATION (PSC# _____)

TYPE OF SERVICE: COBRA Administration

FUNDING SOURCE: Health Service System Operating Budget

PSC AMOUNT: $107,735

PSC DURATION: July 1, 2010 – June 30, 2011

1. DESCRIPTION OF WORK
   A. Concise description of proposed work: Administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System. Services include providing required initial COBRA notice, enrolling eligible individuals, and conducting open enrollment for COBRA enrollees.
   B. Explain why this service is necessary and the consequences of denial: This service is required in order to meet the Federal COBRA requirements. If denied, the City would not be in compliance with federal regulations governing COBRA.
   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 provided by Fringe Benefits Management, Inc. (PSC # 1018-08/09)
   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):

SEIU Local 1021

Union Name

Signature of person mailing/faxing form

4/24/10

Date

IFPTE Local 21

Union Name

Signature of person mailing/faxing form

4/24/10

Date

RFP sent to: ___________, on ____________ Date ____________

Signature

******************************************************************************

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4/4/ - 09/10

STAFF ANALYSIS/RECOMMENDATION:

Civil Service Commission Action:
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise: Knowledge of Federal COBRA regulations and COBRA Administration.
   B. Which, if any, civil service class normally performs this work? 1210 Benefit Analyst may perform some of these duties.
   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 administration of COBRA requires an in-depth knowledge of federal regulations that existing civil service classes generally do not possess.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. It is a highly specialized area that is subject to frequent changes by the Federal Government, such as the mandate to subsidize benefits outlined in the Federal American Recovery and Reinvestment Act of 2009 (ARRA).

5. **ADDITIONAL INFORMATION** (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees? Yes No
   B. Will the contractor train City and County employees?
      • Describe the training and indicate approximate number of hours.
      • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
   C. Are there legal mandates requiring the use of contractual services? X
   D. Are there federal or state grant requirements regarding the use of contractual services? X
   E. Has a board or commission determined that contracting is the most effective way to provide this service? X
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Fringe Benefits Management, Inc. X

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

[Signature]

Signature of Departmental Personal Services Contract Coordinator

Robin Courtney

Print or Type Name

415-554-1702

Telephone Number

Health Service System

1145 Market Street, San Francisco,
CA 94103

Address
DATE: 4/21/11  
DEPARTMENT NAME: *Health Service System*  
DEPARTMENT NUMBER: 66  
TYPE OF APPROVAL:  
☐ EXPEDITED  
☐ REGULAR (OMIT POSTING [ ] )  
☐ CONTINUING  
☒ ANNUAL  
TYPE OF REQUEST:  
☒ INITIAL REQUEST  
☐ MODIFICATION (PSC# _____)  
TYPE OF SERVICE: *Management Cafeteria Plan Administration*  
FUNDING SOURCE: *Health Service System Operating Budget*  
PSC AMOUNT: $112,000  
PSC DURATION: *July 1, 2011 - June 30, 2012*  

1. DESCRIPTION OF WORK  
A. Concise description of proposed work: *Administration of the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.*  
B. Explain why this service is necessary and the consequences of denial: *This service is necessary to administer the benefits negotiated by certain bargaining units (i.e. MEA). If denied, the Management Cafeteria Plan cannot be maintained or administered.*  
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): *These services have been provided by Employee Benefits Specialists, Inc. (PSC#4143-09/10)*  
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):  

**SEIU Local 1021**  
Union Name:  
Signature of person mailing / faxing form  
Date: 4-21-11  

**IFPTE Local 21**  
Union Name:  
Signature of person mailing / faxing form  
Date: 4/21/11  

RFP sent to _____ on _____  
Union Name:  
Date:  
Signature:  

***********FOR DEPARTMENT OF HUMAN RESOURCES USE***********  
PSC# 2001-11/12  
JUN 1 8 2011  
STAFF ANALYSIS/RECOMMENDATION:  

CIVIL SERVICE COMMISSION ACTION:  

PSC FORM 1 (9/96)
City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: Knowledge and experience in flexible benefit plan administration. Ability to calculate and report imputed income and to maintain numerous third-party vendor relationships.
   B. Which, if any, civil service class normally performs this work? 1210 Benefit Analyst may perform some of these duties.
   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 administration of this program requires specialized knowledge and skills in flexible benefit plan administration.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. The work is performed for a small number of members (approximately 1,000).

5. ADDITIONAL INFORMATION (if "yes", attach explanation)
   A. Will the contractor directly supervise City and County employees? No
   B. Will the contractor train City and County employees?
      i. Describe training and indicate approximate number of hours.
      ii. 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?
   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? Employee Benefits Specialists, Inc.

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

[Signature]

Signature of Departmental Personal Services Contract Coordinator

Robin Courtney
Print or Type Name

Health Service System
1145 Market St, San Francisco, CA 94103
Address

415-554-1702
Telephone Number
Transmission Report

Date/Time: 04-22-2011 02:01:41 p.m.
Local ID 1: 4155541721
Local ID 2:

Transmit Header Text: Health Service System (CCSF)
Local Name 1:
Local Name 2:

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: 4/21/11
DEPARTMENT NAME: Health Service System
DEPARTMENT NUMBER: 66
TYPE OF APPROVAL:
☐ EXPEDITED ☐ REGULAR (OMIT POSTING)
☐ CONTINUING ☑ ANNUAL
TYPE OF REQUEST:
☐ INITIAL REQUEST ☐ MODIFICATION (PSC# ___)

TYPE OF SERVICE: Management Cafeteria Plan Administration
FUNDING SOURCE: Health Service System Operating Budget
PSC AMOUNT: $112,000
PSC DURATION: July 1, 2011 - June 30, 2012

1. DESCRIPTION OF WORK:
   A. Concise description of proposed work: Administration of the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.
   B. Explain why this service is necessary and the consequences of denial: This service is necessary to administer the benefits negotiated by certain bargaining units (i.e. MEA). If denied, the Management Cafeteria Plan cannot be maintained or administered.
   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These services have been provided by Employee Benefits Specialists, Inc. (PSC#4143:09/10)
   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):

   SEIU Local 1021
   Union Name: San Francisco
   Signature of person mailing / faxing form: 4/21/11
   Date:

   IPEF Local 21
   Union Name: San Francisco
   Signature of person mailing / faxing form: 4/21/11
   Date:

   RFP sent to:
   Union Name: San Francisco
   Date: 4/21/11
   Signature:

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# ______________________
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (4/96)

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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
G3: Group 3
RP: Report
EC: Error Correct
Transmission Report

04-22-2011 02:05:13 p.m. Transmit Header Text
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Health Service System (CCSF) Health Service System (CCSF)

This document: Confirmed (reduced sample and details below)
Document size: 8.5" x 11"

City and County of San Francisco
Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/2/11
DEPARTMENT NAME: Health Service System
DEPARTMENT NUMBER: 65
TYPE OF APPROVAL: 
□ EXPEDITED □ REGULAR (OMIT POSTING □)
□ CONTINUING □ ANNUAL

TYPE OF REQUEST: □ INITIAL REQUEST □ MODIFICATION (PSC# _______)

TYPE OF SERVICE: Management Cafeteria Plan Administration
FUNDING SOURCE: Health Service System Operating Budget
PSC AMOUNT: $111,080
PSC DURATION: July 1, 2011 - June 30, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Administration of the Management Cafeteria Plan for eligible numbers including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.

B. Explain why this service is necessary and the consequences of denial: This service is necessary to administer the benefits negotiated by certain bargaining units (i.e. MEA). If denied, the Management Cafeteria Plan cannot be maintained or administered.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These services have been provided by Employee Benefits Specialists, Inc. (PSC#1444-09/10)

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):

SERU Local 1021
4-21-11

Union Name
Signature of person mailing/faxing form

IFTE Local 21
4-21-11

Union Name
Signature of person mailing/faxing form

RFP sent to

Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# ____________________

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

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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: Fail
TU: Terminated by user
TS: Terminated by system
G3: Group 3
RP: Report
EC: Error Correct
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/22/10

DEPARTMENT NAME: Health Service System

TYPE OF APPROVAL: ☑ REGULAR

TYPE OF REQUEST: ☑ INITIAL REQUEST

TYPE OF SERVICE: Management Cafeteria Plan Administration

FUNDING SOURCE: Health Service System Operating Budget

PSC AMOUNT: $112,000

PSC DURATION: July 1, 2010 – June 30, 2011

1. DESCRIPTION OF WORK
A. Concise description of proposed work: Administration of the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.

B. Explain why this service is necessary and the consequences of denial: This service is necessary to administer the benefits negotiated by certain bargaining units (i.e. MEA). If denied, the Management Cafeteria Plan cannot be maintained or administered.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These services have been provided by Employee Benefits Specialists, Inc. (PSC# 1016-08/09).

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):

SEIU Local 1021
Union Name

Signature of person mailing/faxing form

4/24/10
Date

IFPTE Local 21
Union Name

Signature of person mailing/faxing form

4/24/10
Date

RFP sent to , on Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4143 - 09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise: *Knowledge and experience in flexible benefit plan administration. Ability to calculate and report imputed income and to maintain numerous third-party vendor relationships.*

   B. Which, if any, civil service class normally performs this work? *1210 Benefit Analyst may perform some of these duties.*

   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 administration of this program requires specialized knowledge and skills in flexible benefit plan administration.*

   B. Would it be practical to adopt a new civil service class to perform this work? Explain. *No. The work is performed for a small number of members (approximately 1,000).*

5. **ADDITIONAL INFORMATION** (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees? [Yes] [No] [X]

   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? [Yes] [No] [X]

   D. Are there federal or state grant requirements regarding the use of contractual services. [Yes] [No] [X]

   E. Has a board or commission determined that contracting is the most effective way to provide this service? [Yes] [No] [X]

   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *Employee Benefits Specialists, Inc.* [X] [ ]

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

[Signature]
Robin Courtney, CFO
Signature of Departmental Personal Services Contract Coordinator

Print or Type Name
Robin Courtney

Telephone Number
415-554-1702

健康服务系统
Health Service System
1145市场街，旧金山，CA 94103

地址
Address

PSC FORM 1 (9/96)
DATE: 4/21/11

DEPARTMENT NAME: Health Service System

TYPE OF APPROVAL: ☑ EXPEREDITED ☑ REGULAR (OMIT POSTING ☐)

☐ CONTINUING ☑ ANNUAL

TYPE OF REQUEST: ☑ INITIAL REQUEST ☐ MODIFICATION (PSC# _____)

TYPE OF SERVICE: Flexible Spending Account Administration

FUNDING SOURCE: Health Service System Operating Budget

PSC AMOUNT: $156,000 PSC DURATION: July 1, 2011 - June 30, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Administer the Medical and Dependent Care Flexible Spending Account programs for eligible CCSF employees. Services include maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.

B. Explain why this service is necessary and the consequences of denial: Services are required to administer these pre-tax reimbursement accounts for those employees who elect to participate. If denied, these programs cannot be administered.

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 provided by Fringe Benefits Management, Inc. (now a Division of WageWorks, Inc.) (PSC # 4142-09/10.)

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):

SEIU Local 1021

Union Name ____________________________
Signature of person mailing / faxing form ____________________________
Date 4/21/11

IFPTE Local 21

Union Name ____________________________
Signature of person mailing / faxing form ____________________________
Date 4/21/11

RFP sent to _____, on _____, ____________________________
Union Name ____________________________
Date ____________________________
Signature ____________________________

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2002-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:
City and County of San Francisco

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Specialized knowledge of flexible spending account management and administration and applicable IRS regulations governing these types of plans.

B. Which, if any, civil service class normally performs this work? 1210 Benefit Analyst may perform some of these duties more general in nature.

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 administration of pre-tax reimbursement accounts requires specialized knowledge of the applicable IRS regulations and expertise in flexible reimbursement account management.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. It is more efficient and effective administratively to use a contractor with the necessary expertise and established infrastructure.

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

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

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

C. Are there 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? WageWorks, Inc. ☒ ☐

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

[Signature]

Signature of Departmental Personal Services Contract Coordinator

Robin Courtney
Print or Type Name
Health Service System
1145 Market St, San Francisco, CA 94103
Address

415-554-1702
Telephone Number
Transmission Report

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: 4/21/11
DEPARTMENT NAME: Health Service System
DEPARTMENT NUMBER: 66
TYPE OF APPROVAL: ☑ EXPEDITED ☑ REGULAR (OMIT POSTING ☐)
☑ CONTINUING ☑ ANNUAL
TYPE OF REQUEST: ☑ INITIAL REQUEST ☑ MODIFICATION (PSC# ________)
TYPE OF SERVICE: Flexible Spending Account Administration
FUNDING SOURCE: Health Service System Operating Budget
PSC AMOUNT: $158,000
PSC DURATION: July 1, 2011 - June 30, 2012

1. DESCRIPTION OF WORK
A. Concise description of proposed work: Administer the Medical and Dependent Care Flexible Spending Account programs for eligible CCSF employees. Services include maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.
B. Explain why this service is necessary and the consequences of denial: Services are required to administer these pre-tax reimbursement accounts for those employees who elect to participate. If denied, these programs cannot be administered.
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 service contract approval number): This service has been provided by Fringe Benefits Management, Inc. (now a Division of WageWorks, Inc.) (PSC # 4142-09/10/)
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):
   - SEIU Local 1021
     - Union Name
     - Signature of person mailing / faxing form 4/21/11
     - Date
   - IFTE Local 21
     - Union Name
     - Signature of person mailing / faxing form 4/21/11
     - Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _______________________

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

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Abbreviations:
- HS: Host send
- PL: Polled local
- MP: Mailbox print
- TU: Terminated by user
- HR: Host receive
- PR: Polled remote
- CP: Completed
- TS: Terminated by system
- WS: Waiting send
- MS: Mailbox save
- FA: Fail
- RP: Report
- G3: Group 3
- EC: Error Correct
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Transmission Report

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Local ID 2:  
Local Name 2:  
Transmit Header Text:  
Health Service System (CCSF)  

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: 4/21/11  
DEPARTMENT NAME: Health Service System  
DEPARTMENT NUMBER: 66  
TYPE OF APPROVAL: ☐ EXPEDITED ☐ REGULAR (OMIT POSTING ☑)  
☐ CONTINUING ☒ ANNUAL  
TYPE OF REQUEST: ☒ INITIAL REQUEST ☐ MODIFICATION (PSC# _______)  
TYPE OF SERVICE: Flexible Spending Account Administration  
FUNDING SOURCE: Health Service System Operating Budget  
PSC AMOUNT: $156,000  
PSC DURATION: July 1, 2011 - June 30, 2012  

1. DESCRIPTION OF WORK
A. Concise description of proposed work: Administer the Medical and Dependent Care Flexible Spending Account programs for eligible CCSF employees. Services include maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.
B. Explain why this service is necessary and the consequences of denial: Services are required to administer these pre-tax reimbursement accounts for those employees who elect to participate. If denied, these programs cannot be administered.
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 provided by Fringe Benefits Management, Inc. (now a Division of WageWorks, Inc.) (PSC 8 9142 09/10.)
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):

SEIU Local 1021  
Signature of person mailing / faxing form  
Date  
4/21/11

IPPE Local 21  
Signature of person mailing / faxing form  
Date  
4/21/11

RFP sent to  
Union Name  
Date  
Signature  

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# ________________  
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (REV)

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Abbreviations:
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PL: Polled local  
MP: Mailbox print  
TU: Terminated by user  
HR: Host receive  
PR: Polled remote  
CP: Completed  
TS: Terminated by system  
W5: Waiting send  
M5: Mailbox save  
FA: Fail  
G3: Group 3  
RP: Report  
EC: Error Correct  
0016
City and County of San Francisco

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/21/10

DEPARTMENT NAME: Health Service System DEPARTMENT NUMBER 66

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING ____ )

☑ INITIAL REQUEST ☑ ANNUAL

TYPE OF REQUEST: ☑ MODIFICATION (PSC# _____ )

TYPE OF SERVICE: Flexible Spending Account Administration

FUNDING SOURCE: Health Service System Operating Budget

PSC AMOUNT: $156,000 PSC DURATION: July 1, 2010 – June 30, 2011

1. DESCRIPTION OF WORK
   A. Concise description of proposed work: Administer the Medical and Dependent Care Flexible Spending Account programs for eligible City and County of San Francisco employees. Services include maintaining required IRS tax reporting records, sending quarterly account statements and adjudicating claims for reimbursement within IRS guidelines.
   B. Explain why this service is necessary and the consequences of denial: Services are required to administer these pre-tax reimbursement accounts for those employees who elect to participate. If denied, these programs cannot be administered.
   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 provided by Fringe Benefits Management, Inc. (PSC# 1017-08/09).
   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):

   SEIU Local 1021
   Union Name

   IFPTE Local 21
   Union Name

   Signature of person mailing/faxing form
   Date

   Signature of person mailing/faxing form
   Date

   RFP sent to , on
   Union Name Date Signature

******************************************************************************************

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4147 - 09 /10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: Specialized knowledge of flexible spending account
      management and administration and applicable IRS regulations governing these types of plans.
   B. Which, if any, civil service class normally performs this work? 1210 Benefit Analyst may perform
      some of these duties but more general in nature.
   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 administration of pre-tax reimbursement
      accounts requires specialized knowledge of the applicable IRS regulations and expertise in flexible
      reimbursement account management.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. It is
      more efficient and effective administratively to use a contractor with the necessary expertise and
      established infrastructure.

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? Yes No
      • 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? 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? Fringe Benefits Management, Inc. Yes No

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

[Signature]  [CFO]
Signature of Departmental Personal Services Contract Coordinator

Robin Courtney  415-554-1702
Print or Type Name  Telephone Number

Health Service System
1145 Market Street, San Francisco,
CA 94103
Address

PSC FORM 1 (9/96)
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4-20-11

DEPARTMENT NAME: Health Service System  DEPARTMENT NUMBER 66

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

□ CONTINUING  □ ANNUAL

TYPE OF REQUEST:  □ INITIAL REQUEST  □ MODIFICATION  (PSC#_______)

TYPE OF SERVICE: Actuarial and Consulting Services

FUNDING SOURCE: Health Service System Operating Budget

PSC AMOUNT:  $500,000  PSC DURATION: July 1, 2011 – June 30, 2012

1. DESCRIPTION OF WORK
   A. Concise description of proposed work: Provide health benefit plan actuarial and consulting services as
      required by City Charter. Services include developing rates; performing prospective review and analysis of
      rates against actual experience; conducting studies of alternative healthcare plans; calculating of Trust
      Fund reserves; developing modeling, reporting and tracking systems; conducting audits and consulting with
      HSS staff.

   B. Explain why this service is necessary and the consequences of denial: Actuarial services are necessary
      to determine the funds required to support the healthcare benefits for employees and dependents enrolled in
      HSS self-insured plan. This includes fund calculations to maintain the solvency of these plans as well as
      reserve requirements. If denied, the independence of the actuarial and financial reporting functions would
      be compromised, and the solvency of the Health Service Trust Fund would be threatened.

   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 provided by Mercer (PSC #4146-09/10.)

   D. Will the contract(s) be renewed: We are conducting a RFP and will award to Mercer or other vendor.

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

   MEA  4/21/11

   Union Name  Signature of person mailing / faxing form  Date

   Union Name  Signature of person mailing / faxing form  Date

   RFP sent to ________________________, on ________________________.

   Union Name  Date  Signature

   ※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※※###

FOR DEPARTMENT OF HUMAN RESOURCES USE  JUN 13 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: Knowledge of actuarial studies. Experience in costing and calculating insurance premiums as well as reserve and contingency fund requirements. Knowledge of healthcare industry costs and trends as well as legal mandates that affect healthcare coverage and delivery.

   B. Which, if any, civil service class normally performs this work? Class 1816 Actuary is located in the Retirement System. There is no comparable civil service class which provides these services outside of The Retirement System. Note: Class 1816 was abolished 8/23/10. A management (MCCP) equivalent should be used in lieu.

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable: This single exempt-status position is located in the Retirement System and is specialized in pension funding and retirement plans. There is no comparable civil service class which provides these services outside of the Retirement System. See note 3/13.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. This is a highly specialized field. It is not practical to acquire and maintain internal actuarial expertise and resources. The outside actuaries have access to historical information, global and comprehensive in nature, that is otherwise unavailable to us with our work. The Retirement System also uses external actuaries in addition to the position cited above.

5. ADDITIONAL INFORMATION (if "yes", attach explanation)
   A. Will the contractor directly supervise City and County employees?  No

   B. Will the contractor train City and County employees?
      - Describe training and indicate approximate number of hours.

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Robin Courtney  415-554-1702
Print or Type Name  Telephone Number
Health Service System
1145 Market St, San Francisco, CA 94103
Transmission Report

Date/Time: 04-22-2011 01:46:04 p.m.  Transmit Header Text
Local ID 1: 4155541721 Local Name 1: Health Service System (CCSF)
Local ID 2: Local Name 2:  

This document: Confirmed (reduced sample and details below)
Document size: 8.5" x 11"

City and County of San Francisco Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/20/11
DEPARTMENT NAME: Health Service System DEPARTMENT NUMBER 60
TYPE OF APPROVAL: □ EXPEDITED □ REGULAR (OMIT POSTING □)
□ CONTINUING □ ANNUAL

TYPE OF REQUEST: □ INITIAL REQUEST □ MODIFICATION (PSC# ________)

TYPE OF SERVICE: Actuarial and Consulting Services
FUNDING SOURCE: Health Service System Operating Budget

PSC AMOUNT: $500,000 PSC DURATION: July 1, 2011 – June 30, 2012

1. DESCRIPTION OF WORK
   A. Concise description of proposed work: Provide health benefit plan actuarial and consulting services as required by City Charter. Services include developing rates, performing prospective review and analysis of rates against actual experience, conducting studies of alternative healthcare plans; calculating of Trust Fund reserves; developing modeling, reporting and tracking systems; conducting audits and consulting with HSS staff.

   B. Explain why this service is necessary and the consequences of denial: Actuarial services are necessary to determine the funds required to support the healthcare benefits for employees and dependents enrolled in HSS self-insured plan. This includes fund calculations to maintain the solvency of these plans as well as reserve requirements. If denied, the independence of the actuarial and financial reporting functions would be compromised, and the solvency of the Health Service Trust Fund would be threatened.

   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 provided by Mercer (PSC #4146-09/10).

   D. Will the contract(s) be renewed: We are conducting a RFP and will award to Mercer or other vendor.

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

   MEA
   Union Name: [REDACTED]
   Signature of person mailing/faxing form: [REDACTED]
   Date: 4/2/11

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

   RFP sent to: [REDACTED]
   Signature: [REDACTED]
   Date: [REDACTED]

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# ________

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 2 (DRM)

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Total Pages Confirmed: 3

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Abbreviations:
HS: Host send
HR: Host receive
WS: Waiting send
PL: Polled local
PR: Polled remote
MP: Mailbox print
CP: Completed
MS: Mailbox save
FA: Fall
TU: Terminated by user
TS: Terminated by system
RP: Report
EC: Error Correct
G3: Group 3
# PERSONAL SERVICES CONTRACT SUMMARY

**DATE:** 4/22/10  
**DEPARTMENT NAME:** Health Service System  
**DEPARTMENT NUMBER:** 66  
**TYPE OF APPROVAL:**  
- [ ] EXPEDITED  
- [ ] REGULAR (OMIT POSTING [ ] )  
- [ ] CONTINUING  
- [ ] ANNUAL  
**TYPE OF REQUEST:**  
- [ ] INITIAL REQUEST  
- [X] MODIFICATION (PSC# 1010-07/08)  
**TYPE OF SERVICE:** Actuarial and Consulting Services  
**FUNDING SOURCE:** Health Service System Operating Budget

**ORIGINAL PSC AMOUNT:** $421,000  
**1st MODIFICATION AMOUNT:** $422,055  
**2nd MODIFICATION AMOUNT:** $250,000  
**3rd MODIFICATION AMOUNT:** $402,165  
**4th MODIFICATION AMOUNT:** $420,000  
**5th MODIFICATION AMOUNT:** $535,275  
**TOTAL PSC AMOUNT:** $2,450,495  
**PSC DURATION:** July 1, 2006 – June 30, 2007  
**PSC DURATION:** July 1, 2007 – June 30, 2008  
**PSC DURATION:** February 28, 2008 – June 30, 2008  
**PSC DURATION:** July 1, 2008 – June 30, 2009  
**PSC DURATION:** July 1, 2009 – June 30, 2010  
**PSC DURATION:** July 1, 2010 – June 30, 2011

1. **DESCRIPTION OF WORK**

A. Concise description of proposed work: *Provide health benefit plan actuarial and consulting services as required by City Charter. Services include developing rates; performing prospective review and analysis of rates against actual experience; conducting studies of alternative healthcare plans; calculating of Trust Fund reserves; developing modeling, reporting and tracking systems; conducting audits and consulting with HSS staff.*

B. Explain why this service is necessary and the consequences of denial: *Actuarial services are necessary to determine the funds required to support the healthcare benefits for employees and dependents enrolled in HSS self-insured plan. This includes fund calculations to maintain the solvency of these plans as well as reserve requirements. If denied, the independence of the actuarial and financial reporting functions would be compromised, and the solvency of the Health Service Trust Fund would be threatened.*

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): *This service has been provided by Mercer (PSC #1010-07/08).*

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):

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<th>Signature of person mailing/faxing form</th>
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RFP sent to [Union Name], on [Date]  
Signature

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

**PSC# 1010-07/08**  
**AFF ANALYSIS/RECOMMENDATION:**

**CIVIL SERVICE COMMISSION ACTION:**
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: Knowledge of actuarial studies. Experience in costing and calculating insurance premiums as well as reserve and contingency fund requirements. Knowledge of healthcare industry costs and trends as well as legal mandates that affect healthcare coverage and delivery.

   B. Which, if any, civil service class normally performs this work? Class 1816 Actuary is located in the Retirement System. There is no comparable civil service class which provides these services outside of the Retirement 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: This single exempt-status position is located in the Retirement System and is specialized in pension funding and retirement plans. There is no comparable civil service class which provides these services outside of the Retirement System.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. This is a highly specialized field. It is not practical to acquire and maintain internal actuarial expertise and resources. The outside actuaries have access to historical information, global and comprehensive in nature, that is otherwise unavailable to us and which assists us with our work. The Retirement System also uses external actuaries in addition to the position cited above.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees? No

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

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

   D. Are there federal or state grant requirements regarding the use of contractual services? No

   E. Has a board or commission determined that contracting is the most effective way to provide this service? No

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

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

Robin Courtney 5/4/10
Signature of Departmental Personal Services Contract Coordinator

Print or Type Name

415-554-1702
Telephone Number

Health Service System
1145 Market Street, San Francisco, CA 94103
Address

PSC FORM 1 (9/96)
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 12, 2011

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: Electronic Media Off-Site Storage Service

FUNDING SOURCE: General Fund

PSC AMOUNT: $350,000

PSC DURATION: July 1, 2011 to June 30, 2016

1. DESCRIPTION OF WORK
A. Concise description of proposed work:
Vendor will coordinate the backup media pickup and delivery with various CCSF departments’ approved backup schedules. The vendor will transport the backup media in secure transport vehicles to a secure facility that is isolated from areas with high flood, earthquake or disaster risk. Upon proper authorization, the vendor will guarantee transport and delivery to any disaster recovery Hot Site as designated by the City & County of San Francisco.

B. Explain why this service is necessary and the consequences of denial:
The ability to recover mission critical and business critical data quickly and completely following any disaster is vital to the City & County of San Francisco business continuity. Offsite Tape Vaulting is a practical and economical solution for backup and archiving and will meet the City's needs for security, control and recovery. Failure to approve this request would put the City & County of San Francisco computer and network infrastructure at an unacceptable risk due to loss of this data. The financial and business cost to the City would be incalculable.

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 service was previously approved by the PSC 4050-04/05.

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):

L853 Bldg Teamsters
6509527490
SEIU L1021 415843611

Union Name

IFPTE L21 415 8642166

Union Name

RFP sent to ______________________ , on __________ Date

Signature

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

PSC# 4000 - 4/12

MAY 13 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Page 1 of 3
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:

To fulfill the requirements for these services, the following skills/expertise will be required:

Courier/Driver: a) Demonstrate safe/efficient-driving skills; b) One year or more route transportation experience; c) Computer proficiency, ability to complete paperwork with attention to detail and accuracy; d) Strong customer service and ability to communicate verbally with customers in a professional manner; e) Ability to adhere to and enforce all security procedures; f) Ability to lift materials weighing up to 70 pounds; able to use tools to maneuver.

Record Center Specialist / Warehouse: a) The vendor serves the City by maintaining its inventory and performing record center tasks to include retrievals, cataloging incoming data, destructions, internal moves, permanent withdrawals and any special projects requested; b) Process all incoming media orders to include, scanning carton barcodes and locations, storing items in record center, downloading scanned information, investigating and resolving all exceptions and, at times, closing the order in Inventory and Tracking system; c) Process media retrieval orders including pulling the items, verifying item, closing service order on Inventory and Tracking system, manifesting all orders, bundling all orders and preparing for shipment to the City; d) Process all internal moves including pulling media from one location and storing it in another location, investigating all exceptions and closing all work orders in inventory and Tracking system; e) Process all destructions including pulling required media, verifying it for accuracy, preparing it for cartage, investigating and resolving all exceptions and closing all work orders in Inventory and Tracking system; f) Research and resolve discrepancies encountered during above processes and communicate difficult issues or problems to manager; g) Prepare and process all record center paperwork necessary to accomplish the above processes; h) Inspect and maintain all equipment including, scanner, wedge, inventory and Tracking system terminal, ladders, etc. and i) Observe safety procedures and report any safety issues.

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

7355 Truck Driver and 1930 Warehouse Worker

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

The vendor will provide Tape Vaulting facilities strategically placed within reach of major commercial centers and hot sites, but removed from high-risk areas like flood plains and earthquake fault zones. The vendor will provide a web-based Inventory and Tracking system to CCSF and the vendor will provide certified Courier/Driver and Record Center Specialist/Warehouse personnel.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:

Civil Service employees are not applicable for this service because the Tape Vaulting facilities must be located outside the City & County of San Francisco in order to meet disaster recovery initiatives.

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

The City & County of San Francisco has the civil service classes to perform these duties, however, because the services and facilities required will be outside of the jurisdiction and boundaries of San Francisco and out of state, it is not feasible to consider this option.
City and County of San Francisco

5. ADDITIONAL INFORMATION (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees?  
      [ ] Yes  [X] No

   B. Will the contractor train City and County employees?
      - Describe the training and indicate approximate number of hours.
      - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
      [ ] Yes  [X] No

   C. Are there legal mandates requiring the use of contractual services?  
      [ ] Yes  [X] No

   D. Are there federal or state grant requirements regarding the use of contractual services?  
      [ ] Yes  [X] No

   E. Has a board or commission determined that contracting is the most effective way to provide this service?  
      [ ] Yes  [X] No

   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  
      [ ] Yes  [X] No

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

[Signature]

Kendall Gary

Print or Type Name

Department of Technology
One South Van Ness Ave., 2nd Flr.,
SF, CA 94103

Telephone Number

Page 3 of 3
* * * Communication Result Report (May 13, 2011 10:12 AM) * * *

Date/Time: May 13, 2011 10:12 AM

File No. Mode Destination Pg(s) Result Page Not Sent

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

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 12, 2011
DEPARTMENT NAME: Department of Technology
DEPARTMENT NUMBER: 78
TYPE OF APPROVAL: [ ] EXPECTED [X] REGULAR (CONTINUOUS)
[ ] ANNUAL

TYPE OF SERVICE:
[ ] INITIAL REQUEST [ ] RENEWAL (FISCAL)

TYPE OF SERVICE:
Electronic Mail Of 511 Service Request

FUNDING SOURCE: General Fund

FISCAL QUARTER: 12/31/2010 - 03/31/2011
FISCAL QUARTER: 04/01/2011 - 06/30/2011
FISCAL QUARTER: 07/01/2011 - 09/30/2011
FISCAL QUARTER: 10/01/2011 - 12/31/2011

1. DISCRIPTION OF WORK
A. General description of proposed work:
B. Details of the nature and the scope of the work:
C. Amount of the contract:
D. The duration of the contract:
E. The parties involved in the contract:
F. The terms and conditions of the contract:
G. The purpose of the contract:
H. The objectives of the contract:
I. The benefits of the contract:
J. The results of the contract:

2. UNION NOTIFICATION:

Employees of (Specify the union or organization):

[Signature]

[Date]

[Signature]

[Date]

[Signature]

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- E.5) Exceeded max. E-mail size
- E.2) Busy
- E.4) No facsimile connection

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**City and County of San Francisco**

**Department of Human Resources**

**PERSONNEL SERVICES CONTRACT SUMMARY**

**DATE:** May 13, 2011

**DEPARTMENT NAME:** Department of Technology

**DEPARTMENT NUMBER:** 75

**TYPE OF APPROVAL:** X REGULAR (ONLY ONE)

**TYPE OF REQUEST:**
- [ ] INITIAL REQUEST
- [ ] RENEWAL (RFP)

**TYPE OF SERVICE:** Electronically Offsite Storage Service

**FUNDING SOURCE:** General Fund

**RFA AMOUNT:** $350.000

**RCF DURATION:** July 1, 2011 to June 30, 2012

---

**1. DESCRIPTION OF WORK**

- Vendor will coordinate the backup media pickup and delivery with Oracle OSSP department's approved backup schedule.
- Vendor will transport the backup media in secure transport vehicles to a secure facility that is isolated from access with high foot, and locate or damage risk.
- Upon proper authorization, the vendor will remove transport and delivery to any designated location.

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

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<th>Name</th>
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<th>Signature</th>
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<tr>
<td>Union Name</td>
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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

**RFP:**

**UNION ANALYSIS/COMMISSION:**

**CIVIL SERVICE COMMISSION ACTIONS:**
**Communication Result Report (May. 13, 2011 10:29AM)**

**Date/Time:** May 13, 2011 10:29AM

**File No.** 0322 Memory TX  
**Mode:** 94316241

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**Reason for error**
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- E. 2) Busy
- E. 3) No answer
- E. 4) Exceeded max. E-mail size

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**PERSONAL SERVICES CONTRACT SUMMARY**

**DATE:** May 23, 2011

**DEPARTMENT NAME:** Department of Technology

**DEPARTMENT NUMBER:** 75

**TYPE OF APPROVAL:**    
- REGULAR (Contracts)    
- MANUAL

**TYPE OF REQUEST:**    
- INITIAL REQUEST    
- MODIFICATION (PHS)

**FUNDING SOURCE:** General Fund

**ORIGINAL AMOUNT:** $55,000

**RECEIVED:** K Left: 0.5

**CONTRACT DATE:** July 1, 2011 to June 30, 2012

---

**DESCRIPTION OF WORK:**

A. **Service Description:**

The provider will perform the following work: The provider will perform the following work:

1. **Description of Work:**

The provider will perform the following work:

2. **UNION MODIFICATION:**

Copy of this agreement to be sent to employee organization as appropriate (refer to Instructions for specific procedures).

---

**STAFF ANALYSIS/RECOMMENDATION:**

CIVIL SERVICE COMMISSION ACTION:

---

**Page 1 of 2**
City and County of San Francisco

Department of Human Resources

Personal Services Contract Summary

Date: November 29, 2004
Department Name: Dept. of Telecommunications and Information Services
Department Number: 75

Type of Approval:
- [x] Regular (Omit posting _____)
- [ ] Expedited
- [ ] Annual
- [ ] Continuing

Type of Request:
- [x] Initial Request
- [ ] Modification (PSC # _____)

Type of Service: Record storage
Funding Source: Interdepartmental work order
PSC Amount: $135,000
PSC Duration: 12-1-04 to 12-31-06

1. Description of Work
   A. Concise description of proposed work:
      
      Pick up, transport, store and return computer backup tapes from the City’s Datacenter at 1 Market Plaza. Store the tapes at contractor’s storage facilities in the Sacramento area and in Colorado. Deliver tapes to the City’s computer recovery site in Colorado for recovery drill purposes and in the event of a disaster in San Francisco.

   B. Explain why this service is necessary and the consequences of denial:
      
      This service is necessary to protect data from the City’s mainframe and other servers, and to ensure that the City’s computer operations can be restarted at a remote location in the event of a disaster in San Francisco. If this request were not approved, then the City’s computer systems would be at an unacceptable risk of failure. The critical systems that run on these platforms include: financial; payroll; Retirement; e-mail; and the property tax rolls.

   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 provided by a contractor.

   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):

   853
   Signature of person mailing / faxing form
   Date

   790
   Signature of person mailing / faxing form
   Date

   RFP sent to N/A on
   Signature

=====================================================================================================================

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC Form 1 (9-96)
3. **Description of Required Skills/Expertise**
   A. Specify required skills and/or expertise:
      Ability to drive delivery trucks; operate warehouse.
   
   B. Which, if any, civil service class normally performs this work?
      7355, Truck driver; 1930, Warehouse worker.
   
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes. The contractor will provide warehouses near Sacramento and in Colorado, and delivery trucks.

4. **Why Classified Civil Service Cannot Perform**
   A. Explain why civil service classes are not applicable:
      Because the City does not own a warehouse, we must use the contractor's employees to pick up, store, retrieve and deliver the computer tapes.
   
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, classes 7355, Truck Driver, and 1930, Warehouse worker, are applicable.

5. **Additional Information** (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees?
      Yes ☐ No ☒
   
   B. Will the contractor train City and County employees?
      ☐
   
   - Describe training and indicate approximate number of hours.
   - Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.
   
   C. Are there 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?
      ☒ ☐
      Iron Mountain Off-Site Data Protection

The above information is submitted as complete and accurate on behalf of the department head:

[Signature]

Departmental Personal Services Contract Coordinator
Shawn Allison 554-0852

875 Stevenson St., 5th Floor
San Francisco 94103
POSTING FOR  
December 3, 2004  

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS  

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<tr>
<th>Contract</th>
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<td>4043-04/05</td>
<td>Telecommunication &amp; Information Services</td>
<td>$1,600,000</td>
<td>Will maintain current Court Management System (which includes CABLE technology); adapt Court Mgmt System to new Trial Courts organization; participate in development of JUSTIS project, which replaces the legacy CABLE and Court Mgmt systems.</td>
<td>Regular</td>
<td>12/31/2006</td>
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<td>4049-04/05</td>
<td>Telecommunication &amp; Information Services</td>
<td>$500,000</td>
<td>Will audit City's telecommunications bills to identify any potential billing errors by the carriers and prepare documentation for the City to request refunds for overcharges; make recommendations to minimize risk of overbilling in the future.</td>
<td>Regular</td>
<td>12/31/2006</td>
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<tr>
<td>4050-04/05</td>
<td>Telecommunication &amp; Information Services</td>
<td>$135,000</td>
<td>Will pick up, transport, store and return computer backup tapes from the City's Datacenter at One Market Plaza. Store the tapes at contractor's storage facilities in Sacramento and Colorado. Deliver tapes to City's computer recovery site in Colorado.</td>
<td>Regular</td>
<td>12/31/2006</td>
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December 22, 2004

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4043-04/05 AND 4049-04/05 THROUGH 4053-04/05.

At its meeting of December 20, 2004 the Civil Service Commission had for its consideration the above matter.

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

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

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachment

C:
- Shawn Allison, Department of Telecommunications & Information Services
- Philip Ginsburg, Human Resources Director
- Ed Harrington, Controller
- Galen Leung, Department of Public Health
- Naomi Little, Office of Contract Administration
- John Marquez, Airport Commission
- Marc Rosaaen, Department of Telecommunications & Information Services
- Tina Tang, Department of Human Resources
- Shawn Wallace, San Francisco Police Department
- Commission File
- Chron
PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 12, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER # 68

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

( ) CONTINUING  ( ) ANNUAL

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

TYPE OF SERVICE: Professional Support Services for Bike to Work Day Coordination and Promotion

FUNDING SOURCE: Proposition K Bicycle Safety and Circulation Funds

PSC AMOUNT: $148,600.00  PSC DURATION: 10/1/2011 - 12/31/2014

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:

   Professional support services to be provided by a contractor to coordinate and promote the City’s Bike to Work Day program for the next three years. The contractor will organize, promote and conduct the annual bicycle commute promotion event, in coordination with the regional event (on the 3rd Thursday in May of each year) and in collaboration with local advocate Bike to Work Day organizers. Event promotion and outreach will target the broadest public audience feasible. Event day activities will include at least 25 geographically distributed “Energizer Stations” located on high volume bicycle routes, to support, encourage and assist bicycle commuters around San Francisco. Incentives will be distributed at these “Energizer Stations” to at least 5,000 bicyclists. These incentives should include, but not be limited to: canvas shopping bags, SF bike maps, SF Bicycle Guides, retro-reflective pant leg straps, “Coexist” campaign stickers, and bicycle theft prevention information. All promotional materials, including comprehensive Bike to Work Day SFMTA website informational content, will be imprinted with event and sponsor names. Report will be prepared on the bike event including ridership counts/estimates, incentive distribution, media outreach, and satellite events or promotions.

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

   This service is necessary to enable the City to promote bicycling as a transportation mode on the streets of San Francisco. San Francisco’s Bicycle Plan identifies promotion and encouragement of safe bicycling as a goal. It includes Bike To Work Day as an opportunity for broad reaching messages promoting safe bicycling and San Francisco’s bicycle network. Denial of this service will result in fewer new bicycle riders beginning to ride their bike for commute and other trips.

   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 provided over the years by a contractor. The previous PSC contract approval number was 4079-08/09 approved on 1/5/09.

   D. Will the contract(s) be renewed: Yes, SFMTA has two one-year optional contract extensions.

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

   Union Name
   Signature of person mailing / faxing form
   Date

   RFP sent to __________________________ on __________________________
   Signature

   FOR DEPARTMENT OF HUMAN RESOURCES USE

   SFMTA approved
   5-12-11

   PSC# 4001 - 11/12
   STAFF ANALYSIS/RECOMMENDATION:
   CIVIL SERVICE COMMISSION ACTION:

   PSC FORM 1 (9/06)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Grassroots organizing experience and expertise in transportation bicycling in San Francisco.
      Demonstrated ability to coordinate and conduct public bicycle events and mobilize at least 150 volunteers
      and conduct widespread public outreach.

   B. Which, if any, civil service class normally performs this work?
      The civil service classes that perform the administrative and planning components of this work are 5289,
      Transit Planner III, 5290, Transit Planner IV, 5502 Project Manager I with experience related to San
      Francisco's bicycle programs. Administrative and coordination roles are performed by these classes. The
      required grassroots outreach, event planning, and volunteer engagement components are not activities
      normally performed by existing civil service classes.

   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 perform appropriate administrative and coordination work involved with Bike to
      work day. It is more efficient and effective both financially and administratively to use a contractor with the
      necessary expertise and volunteer base to perform the remaining event planning and implementation
      work.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No: the work load for promoting and coordinating the Bike to Work Day is seasonal. There will not be
      enough work to adopt a new civil service class just to do this work.

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

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

Signature of Departmental Personal Services Contract Coordinator
Parveen Boparai
Print or Type Name
San Francisco Municipal Transportation Agency
1 So. Van Ness Ave, 7th Floor, S. F. CA 94103

Telephone Number
415-701-5377

8835
Date/Time: May 12, 2011 11:13AM

File No. Mode Destination Pg(s) Result Page
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Reason for error
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E. 2) Busy
E. 3) No answer
E. 5) Exceeded max. E-mail size
E. 4) No facsimile connection

SFMTA | Municipal Transportation Agency

FAX

FROM: Pervin Bolar
TO: Clay Luda (Local 21)
PHONE: 415-701-8277
FAX: 415-701-8267
PHONES:
SUBJECT: PRO
NO. OF PAGES (Including fax cover): 2

COMMENTS:
If you have any questions, please contact Chell Parks at 701-4489.
DATE: December 8, 2008

DEPARTMENT NAME: S.F. Municipal Transportation Agency

DEPARTMENT NUMBER: 35

TYPE OF APPROVAL: ☒ REGULAR (OMIT POSTING ________)

☐ CONTINUING

☐ ANNUAL

TYPE OF REQUEST: ☒ INITIAL REQUEST

☐ MODIFICATION (PSC# __________)

TYPE OF SERVICE: Professional Support Services for Bike to Work Day Coordination and Promotion

FUNDING SOURCE: Proposition K Bicycle Safety and Circulation Funds

PSC AMOUNT: $99,000.00


1. DESCRIPTION OF WORK:

A. Concise description of work: Professional support services to be provided by a contractor to coordinate and promote the City’s Bike to Work Day program for the next two years. The contractor will organize, promote and conduct the annual bicycle commuter promotion event, in accordance with the regional event (on the 3rd Thursday in May of each year) and in collaboration with local advocate Bike to Work Day organizers. Event promotion and outreach will target the broadest public audience feasible. Event day activities will include at least 25 geographically distributed “Energizer Stations” located on high volume bicycle routes, to support encourage and assist bicycle commuters around San Francisco. Incentives will be distributed at these “Energizer Stations” to at least 5,000 bicyclists. These incentives will include, but not be limited to: canvas shopping bags, SF bike maps, SF Bicycle Guides, retro-reflective pant leg straps, “Coexist” campaign stickers, and bicycle injury crash reporting and bicycle theft prevention information. All promotional materials, including comprehensive Bike to Work Day SFMTA website informational content, will be imprinted with event and sponsor names. Report will be prepared on the bike event including ridership counts/estimates, incentive distribution, media outreach, and satellite events or promotions.

B. Explain why this service is necessary and the consequences of denial: This service is necessary to enable the City to promote bicycling as a transportation mode on the streets of San Francisco. Denial of this service will result in less appropriate use of the streets by bicyclists in 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 was provided in the past by outside contractor, most recently under PSC# 4091-07/08 approved on 2/6/08.

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

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate

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****************************************************
SFMTA approved

PSC#

STAFF ANALYSIS/RECOMMENDATION: 12-8-08

CIVIL SERVICE COMMISSION ACTION: P5
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise Grassroots organizing experience and expertise in transportation bicycling in San Francisco. Demonstrated ability to coordinate and conduct public bicycle events with at least 150 volunteers and accompanying public outreach.

   B. Which, if any, civil service class normally performs this work? The civil service classes that could possibly perform this type of work are 5289, Transit Planner III and 5290, Transit Planner IV with experience related to San Francisco's bicycle programs. There are currently two city staff members qualified to perform this 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: Because the work load for promoting and coordinating the Bike to Work Day happens only once a year. There will not be enough work to justify adding staff.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain No, civil service classes already exist but it is impractical to use them for this service.

5. **ADDITIONAL INFORMATION (if yes, attach explanation)**
   A. Will the contractor directly supervise City & County employees?  
      Yes ☐  No ☒

   B. Will the contractor train City & County employees?  
      Yes ☒  No ☐

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

   D. Are there federal or state grant requirements regarding the use of contractual services?  
      Yes ☐  No ☒

   E. Has a board or commission determined that contracting is the most effective way to provide this service?  
      Yes ☒  No ☐

   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  
      Yes ☒  No ☐

The above information is submitted as complete and accurate on behalf of the department head:

Parveen Boparai  
Signature of Departmental Personal Services Contract Coordinator  
Print or Type Name  (415) 554-4160

S. F. Municipal Transportation Agency  
401 Van Ness Ave, Room 320, San Francisco, CA 94102

Address
City and County of San Francisco

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 17, 2011

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

TYPE OF APPROVAL: ( ) EXPEDITED (X) REGULAR (OMIT POSTING____) ( ) CONTINUING ( ) ANNUAL

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

TYPE OF SERVICE: Professional Support Services for Bicycle Safety Education Classes

FUNDING SOURCE: Proposition K Bicycle Safety and Circulation Funds

PSC AMOUNT: $ 305,000.00 PSC DURATION: 11/01/2011 – 12/31/2014

1. DESCRIPTION OF WORK
   A. Concise description of proposed work: The Contractor will plan, coordinate, promote and conduct Bicycle Safety Education classes, in keeping with the goals in "Chapter 4: Education" of the San Francisco Bicycle Plan in offering bicycle education for children, youth and adults. In addition, the Contractor will produce a MUNI Operator Training Video with instructions for MUNI operators and bicyclists on how to safely share the road.

   B. Explain why this service is necessary and the consequences of denial: This service is necessary to enable the City to promote bicycling as a transportation mode, educate and ensure awareness of the law on safe bicycling, as well as to equip bicyclists with adequate street skills to meet complex traffic issues encountered daily on the streets of San Francisco. Denial of this service will result in increased bicycle-related injury collisions and less appropriate use of the streets by bicyclists in 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 was provided by a contractor under PSC#4077-08/08 approved on 1/5/09.

   D. Will the contract(s) be renewed: Yes. SFMTA has two one-year optional contract extensions.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):
   IFPTE Local 21
   Signature of person mailing/faxing form
   Date 5/17/11
   Union Name
   Signature of person mailing / faxing form
   Date
   RFP sent to ______________________ on ______________________
   Union Name
   Date
   Signature

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

SFMTA approved
5-17-11

PSC# 4002-11/12

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

MAY 1, 2011
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   
   A. Specify required skills and/or expertise: Grassroots organizing experience and expertise in transportation bicycling in San Francisco. Minimum one year experience in conducting adult and youth bicycle safety education. Instructors must be League of American Bicyclist (LAB) certified League Cycling Instructors (LCIs).

   B. Which, if any, civil service class normally performs this work? There is no civil service class that performs this type of 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 classifications are not applicable because the employees must have the specialized experience and training to teach bicycle safety education classes.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. The workload for teaching bicycle safety classes is infrequent. The demand for bicycle safety education is only periodic. Teaching of bicycle safety is done only 101 times each year. Additionally, it is more efficient and effective both financially and administratively to use a contractor with the necessary expertise.

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

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

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai

Print or Type Name

San Francisco Municipal Transportation Agency

1 South Van Ness, #7th Floor, San Francisco, CA 94103

Address
DATE: December 8, 2008

DEPARTMENT NAME: S.F. Municipal Transportation Agency
DEPARTMENT NUMBER: 35

TYPE OF APPROVAL: ☐ EXPEDITED ☒ REGULAR (OMIT POSTING _________)
☐ CONTINUING ☐ ANNUAL

TYPE OF REQUEST: ☒ INITIAL REQUEST ☐ MODIFICATION (PSC# _________)

TYPE OF SERVICE: Professional Support Services for Bicycle Safety Education Classes

FUNDING SOURCE: Proposition K Bicycle Safety and Circulation Funds

PSC AMOUNT: $99,000.00 PSC DURATION: 2/1/2009 – 1/31/2011

1. DESCRIPTION OF WORK:
   A. Concise description of work: The work will be performed as professional services by a qualified contractor to organize, promote, and conduct bicycle safety education classes in San Francisco for adults and children in accordance with League of American Bicyclists National Bike Ed curriculum. This will include at least 36 Adult “Street Skills” classroom sessions, 24 Adult “Road 1” on-bike classes, 18 Adult “Learn to Ride” classes, and 18 “Freedom from Training Wheels” classes for young children, to be conducted over a two-year period. All classes must be taught by League of American Bicyclists-certified “League Cycling Instructors” (“LCIs”). Promotional materials, including comprehensive SFMTA website informational content, will acknowledge funders and sponsors and will conform to SFMTA style and “brand.”

   B. Explain why this service is necessary and the consequences of denial: This service is necessary to enable the City to promote bicycling as a transportation mode, educate and ensure awareness of the law on safe bicycling, as well as to equip bicyclists with adequate street skills to meet complex traffic issues encountered daily on the streets of San Francisco. Denial of this service will result in increased bicycle-related injury collisions and less appropriate use of the streets by bicyclists in 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 was provided in the past by outside contractor, mostly recently under PSC# 4091-07/08 approved on 2/6/08.

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

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate

   Local 21

   Union Name ___________________________ Signature of person mailing/faxing form ___________________________ Date 12/08/2008

   RFP sent to Local 21 on 11/7/2008 Shahnam Farhangi ___________________________ Date 12/08/2008

   Union Name ___________________________ Signature of person mailing/faxing form ___________________________ Date

******************************************************************************************************************************************

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# ___________________________

SFMTA APPROVED

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

12-8-08

18

Loc 423641
PSC FORM 1 (9/96)
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise: Grassroots organizing experience and expertise in transportation bicycling in San Francisco. Minimum one year experience in conducting adult bicycle safety education. Instructions must be provided by League Cycling Instructors (LCIs) certified by the League of American Bicyclists (LAB).

   B. Which, if any, civil service class normally performs this work? There is no civil service class that performs this type of 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: Current civil service classifications do not have the experience or training to teach bicycle safety education classes.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain: No, because the work load for teaching bicycle safety classes is infrequent. The demand for bicycle safety education is only periodic. Teaching of bicycle safety is done less than 50 times each year.

5. **ADDITIONAL INFORMATION (if yes, attach explanation)**
   A. Will the contractor directly supervise City & County employees?
      YES ☐ NO ☒
   B. Will the contractor train City & County employees?
      YES ☐ NO ☒
   C. Are there legal mandates requiring the use of contractual services?
      YES ☐ NO ☒
   D. Are there federal or state grant requirements regarding the use of contractual services?
      YES ☐ NO ☒
   E. Has a board or commission determined that contracting is the most effective way to provide this service?
      YES ☐ NO ☒
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?
      YES ☐ NO ☒

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

[Signature]
Parveen Boparai

**Signature of Departmental Personal Services Contract Coordinator**

Parveen Boparai (415) 554-4160
Print or Type Name Telephone

S. F. Municipal Transportation Agency
401 Van Ness Ave. Room 320,
San Francisco, CA 94102

Address

Page dimensions: 612.0x792.0
Image 0x0 to 612x792
**Communication Result Report (May 17, 2011 9:24 AM)**

**Date/Time:** May 17, 2011 9:23 AM

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- E. 2) Busy
- E. 5) No Jean add
- E. 4) No Fax connection

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**FAX**

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**DATE:** May 17, 2011 9:07 AM

**FROM:** Cyndi Hamaker, Safety Officer

**TO:** GLPTE, Local 21

**PHONE:** (618) 701-8381

**FAX:** (618) 701-0397

**SUBJECT:** Personal Services Contract Summary

Professional Support Services for Bicycle Safety Education Classes

**COMMENTS:**

- Please contact Tony Jonas should you have additional questions.
- Tel: 618-701-4100

**NO. OF PAGES (Excluding cover):** 4
**FAX**

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<tr>
<td>TO:</td>
<td>Ging Louie IFPTE, Local 21</td>
</tr>
<tr>
<td>PHONE:</td>
<td>(415) 701-5381</td>
</tr>
<tr>
<td>FAX:</td>
<td>(415) 701-5397</td>
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<tr>
<td>SUBJECT:</td>
<td>Personal Services Contract Summary</td>
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<td>Professional Support Services for Bicycle Safety Education Classes</td>
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<tr>
<td>COMMENTS:</td>
<td>Please contact Tonya Jones should you have additional questions.</td>
</tr>
<tr>
<td></td>
<td>Tel: 415.701.4291</td>
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**NO. OF PAGES (Excluding fax cover): 4**
City and County of San Francisco

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 18, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER # 68

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

( ) CONTINUING ( ) ANNUAL

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

TYPE OF SERVICE: Management Services for Development, Distribution, Installation and Removal of Temporary Towaway Signage

FUNDING SOURCE: SFMTA Operating Budget

PSC AMOUNT: $500,000.00 PSC DURATION: July 1, 2011 to June 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
The City is seeking assistance in consolidating and administering the processes for issuing, posting, monitoring, removing and tracking temporary parking restriction signage required for construction projects and various special projects and events in the public right of way under the purview of the SFMTA, the San Francisco Police Department (SFPD), the Department of Public Works (DPW) and other agencies to be determined in the future. The temporary parking signage for these projects typically provides that vehicles cannot park within the designated location indicated, and that vehicles that are parked in the restricted area will be towed.

B. Explain why this service is necessary and the consequences of denial:
The services needed are currently being handled by three separate agencies. The SFPD is desirous of yielding their portion of responsibilities, in particular posting and removal of signage, which is currently done by Police Officers who under the Administrative Code 10B receive overtime. Neither SFMTA nor DPW has the capacity to absorb this function. In addition, current signage is inconsistent, as some is produced by SFMTA, and others by individual construction companies. Also, citizens must go to a variety of websites to receive instructions on how to obtain special event and construction permits and procedures. Award of the contract would place all these tasks and responsibilities on one vendor in order to have one uniform, City-approved source for signage development, distribution, posting, monitoring and disposal.

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):
Temporary signage for special events can be requested by the SFPD, based on walk-in customer requests or through special events approved by the Interdepartmental Staff Committee on Traffic and Transportation. Temporary signage is generated by the SFMTA Citations division, with assistance from the Sheriff’s Work Alternative Program (SWAP). Signage is posted by the SFPD using 10B Police Officers who work at overtime pay, although some customers post their own signage for smaller events. Police Officers also monitor signage and remove signage.

D. Will the contract(s) be renewed:
SFMTA has an option to renew for up to four additional years, at its discretion.

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

IFPTE, Local 21

Signature of person mailing / faxing form

Date

IFPTE, Local 21

Signature of person mailing / faxing form

Date

IBEW, Local 1021

Signature of person mailing / faxing form

Date

S.F. Police Officers' Association

Signature of person mailing / faxing form

Date

RFP sent to L-21, L-1021, SFPOA, on May 18, 2011.

Signature

SFMTA approved

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4003-11/12

MAY 18, 2011

PSC FORM 1 (03/08)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
   Temporary signage production, posting signage, monitoring status of signage, website development, and providing customer service.

B. Which, if any, civil service class normally performs this work?
   Civil Service classifications have significantly minor reduced responsibilities at SFMTA & DPW:
   SFMTA - 9504 Citation & RPP Clerk; 9506 Sr. Citation & RPP Clerk; 9508 Principal Citation & RPP Clerk
   DPW - 1822 Administrative Analyst; 5201 Jr. Engineer; 5380 Student Design Trainee 1 - Arch., Engr., & Planning; 9920 Public Service Aide and 6230 Street Inspectors. & SFPD – Q2 Police Officer (10B overtime Police Officers)

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
   The SFMTA proposes that the vendor provide a centrally located customer service facility to assist the public with signage requests.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:
   Current duties are handled by on an as needed and/or overtime basis. The City cannot, however, justify hiring additional positions on a full time basis to provide the services needed, as service levels fluctuate throughout the year.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No new classifications are needed for the functions sought.

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

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

B. Will the contractor train City and County employees?  
   Describe training and indicate approximate number of hours.
   - Indicate occupational type of City and County employees to receive training
     (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
   Yes  No
   ( )  (X)

C. Are there legal mandates requiring the use of contractual services?  
   Yes  No
   ( )  (X)

D. Are there federal or state grant requirements regarding the use of contractual services?  
   Yes  No
   ( )  (X)

E. Has a board or commission determined that contracting is the most effective way to provide this service?  
   Yes  No
   ( )  (X)

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  
   Yes  No
   ( )  (X)

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

[Signature]  [Name]

[Print or Type Name]  [Telephone Number]

San Francisco Municipal Transportation Agency

1 So. Van Ness Ave, 7th Floor, S. F. CA 94103

[Address]
Date/Time: May 18, 2011 3:10 PM

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**Reason for error**

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**SFMTA | Municipal Transportation Agency**

**FAX**

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<td>Greg Loebe (Loc121)</td>
</tr>
<tr>
<td>PHONE:</td>
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**COMMENTS:**

Should you have any questions, please contact Lorraine H. Fugua at 415-701-4688.
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**Date/Time:** May 18, 2011 3:10 PM

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**SFMTA | Municipal Transportation Agency**

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<td>Should you have any questions, please contact Lorraine H. Fugua at 415-701-4878.</td>
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*San Francisco Municipal Transportation Agency
One Market Center, Room 4000
San Francisco, CA 94105
Tel: 415-451-6241 | Fax: 415-701-0434 | www.sfmta.com*
**Communication Result Report** (May. 18, 2011 3:12PM) **Communication Result Report** (May. 18, 2011 3:12PM)

Date/Time: May. 18, 2011 3:11PM

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**SFMTA | Municipal Transportation Agency**

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**COMMENTS:**

Should you have any questions, please contact Lenalcono R. Fugur at 415-701-4678.
1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      The SFMTA in collaboration with The Controller’s Office needs to procure the services of a qualified and
      experienced contractor to complete comprehensive environmental review with a focus on transportation
      impacts for the SFMTA’s Transit Effectiveness Project (TEP), and prepare and publish its findings as required
      by the California Environmental Quality Act (CEQA), and National Environmental Policy Act (NEPA) if required.
      The TEP consists of a set of proposals designed to transform and maximize Muni service delivery. Through
      these proposals, the TEP aims to achieve the following goals: 1. Improve service reliability; 2) reduce travel
      time; 3) improve customer experiences; and 4) improve service effectiveness and efficiency.

   B. Explain why this service is necessary and the consequences of denial:
      Comprehensive environmental review must be completed before the SFMTA can implement improvements to
      existing transit service and associated infrastructure as recommended by the TEP. Denial of this request would
      indefinitely delay implementation of the TEP’s recommendations, which are intended to improve transit service,
      attract more riders, and increase the efficiency of transit service by improving transit reliability, reducing transit
      travel delays, and updating transit routes to better match existing and projected travel patterns. Delayed
      implementation of the TEP’s recommendations may result in less efficient transit service delivery, less
      attractive transit service, and increased traffic congestion.

   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. PSC #14145-09/10 for $600,000.00 was requested for these
      services; however, the contract was not executed at anytime as it was for an under-estimated amount and an
      inaccurate timeframe.

   D. Will the contract(s) be renewed: No, this is a one-time project.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to
   instructions for specific procedures):
   IFPTE Local 21
   ________________________________
   Union Name
   ________________________________
   Signature of person mailing / faxing form
   ________________________________
   Date
   ________________________________
   RFP sent to ________________________________ on ________________________________.
   ________________________________
   Union Name
   ________________________________
   Signature
   ________________________________
   Date

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

PSC# 14004-11/12
SFMTA approved
5-23-11
5-23-11

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

MAY 23 2011
City and County of San Francisco

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
   These services require expertise in environmental analysis in accordance with CEQA and NEPA, including recent amendments regarding greenhouse gas emissions effective March 18, 2010; expertise in transportation impact analysis including impacts to multiple travel modes; expertise in environmental analysis of complex transit system components; and experience in the preparation and publication of environmental studies and reports. Previous experience in, and familiarity with, environmental and transportation impact studies peculiar to San Francisco are desirable.
   
   B. Which, if any, civil service class normally performs this work?
   Complex environmental reviews in San Francisco are normally performed by contractors and overseen and reviewed by the Planning Department's Major Environmental Analysis (MEA) Section i.e. 5298 Planner III - Environmental Review and 5299 Planner IV – Environmental Review. The SFMTA anticipates close coordination between the contractor team and City staffs through the environment review process, including staff at SFMTA, 5288 Transit Planner II, 5289 Transit Planner III, and 5283 Planner V are responsible for detailed designs and overall project management.
   
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
   No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
   Existing City staff cannot perform this work in a timely fashion with existing workloads, and may not have the required expertise in certain topic areas, particularly with respect to NEPA. Additionally, the Planning Department lacks infrastructure to produce voluminous documents such as Environmental Impact Report (EIRs) and Environmental Impact Study (EISs).
   
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No. This work is not expected to be ongoing, and is best delivered when provided by a percentage of various specialized staff on an as-needed basis working in close coordination. If individuals were hired full-time for this work, they would not be productive the majority of the time due to the specific skill sets required for this work and the sporadic nature of this work.

5. ADDITIONAL INFORMATION (if “yes,” attach explanation)
   Yes No
   A. Will the contractor directly supervise City and County employees? ( ) (X)
   B. Will the contractor train City and County employees? ( ) (X)
   C. Are there legal mandates requiring the use of contractual services? ( ) (X)
   D. Are there federal or state grant requirements regarding the use of contractual services? ( ) (X)
   E. Has a board or commission determined that contracting is the most effective way to provide this service? ( ) (X)
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? ( ) (X)

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

Signature of Departmental Personal Services Contract Coordinator
Parveen Boparai 415-701-5377
Print or Type Name Telephone Number

San Francisco Municipal Transportation Agency
One S. Van Ness Ave., 7th Floor, San Francisco, CA 94103
Address
**Communication Result Report (May 23, 2011 11:00AM)**

Date/Time: May 23, 2011 11:00AM

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**Reason for error**

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E. 2) Busy
E. 3) No answer
E. 4) Exceeded max. E-mail size

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**SFMTA | Municipal Transportation Agency**

**FAX**

| FROM: Puyuen Bui | TO: City of San Francisco |
| PHONE: 415-701-5377 | FAX: 415-604-2108 |
| PHONE: | |
| SUBJECT: PG | NO. OF PAGES (excluding fax cover): 2 |

**COMMENT:**

Should you have any questions, please contact Trinh Nguyen at 415-701-6602.
June 7, 2010 Regular Meeting

MINUTES
Regular Meeting
June 7, 2010

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

CALL TO ORDER

2:14 p.m.

ROLL CALL

President Morgan R. Gorrono Present
Vice President E. Dennis Normandy Present
Commissioner Donald A. Casper Present
Commissioner Mary Y. Jung Not Present (Notified absence)

President Morgan R. Gorrono presided.

APPROVAL OF MINUTES

Regular Meeting of May 17, 2010
Action: Approve. (Vote of 3 to 0)

0224-10-1 ELECTION OF OFFICERS (Item No. 4)
Action: Commissioner E. Dennis Normandy was elected President for the term of office ending May 31, 2011. (Vote of 3 to 0)
Commissioner Donald A. Casper was elected Vice President for the term of office ending May 31, 2011. (Vote of 3 to 0)

0225-10-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)

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<td>Health Service System</td>
<td>$156,000</td>
<td>Administer the Medical and Dependent Care Flexible Spending Account programs for eligible City and County of San Francisco employees. Services include maintaining required IRS tax reporting</td>
<td>Regular</td>
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<td>4143-09/10</td>
<td>Health Service System</td>
<td>$112,000</td>
<td>Administration of the Management Cafeteria Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.</td>
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<td>4144-09/10</td>
<td>Health Service System</td>
<td>$107,735</td>
<td>Administer COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits for eligible resigned, laid-off and separated members of the Health Service System. Services include providing required initial COBRA notice, enrolling eligible individuals, and conducting open enrollment for COBRA enrollees.</td>
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<td>4145-09/10</td>
<td>Municipal Transportation Agency</td>
<td>$600,000</td>
<td>The SFMTA needs to procure the services of a qualified and experienced contractor to complete comprehensive environmental review with a focus on transportation impacts for the SFMTA’s Transit Effectiveness Project (TEP), and prepare and publish its findings as required by the California Environmental Quality Act (CEQA), and National Environ-mental Policy Act (NEPA) if required.</td>
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<td>4146-09/10</td>
<td>Public Works</td>
<td>$2,500,000</td>
<td>The Consultant will provide as-needed environmental monitoring and oversight services for the San Francisco General Hospital (SFGH) Rebuild Project (SFGHRP) in support of the construction activities involving the abatement of asbestos, lead, and other hazardous materials, naturally-occurring asbestos in soils, soil characterization and profiling, and other hazardous materials. Conduct daily air quality monitoring during all earthmoving activities (trenching and mass excavation) during construction activities to comply with the Bay Area Air Quality Management District's (BAAQMD) Asbestos Dust Monitoring Plan (ADMP) for the project. The Consultant shall also provide as-needed monitoring services.</td>
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City and County of San Francisco

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 6, 2011

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

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

( ) CONTINUING  ( ) ANNUAL

TYPE OF REQUEST: (x) INITIAL REQUEST  ( ) MODIFICATION (PSC#___________)

TYPE OF SERVICE: Furnish and Install Video Surveillance Systems on 358 buses and equipment in three bus yards.

FUNDING SOURCE: I-Bond and Federal Emergency Management Agency (FEMA)

PSC AMOUNT: $6,000,000.00  PSC DURATION: May 16, 2011 through December 31, 2012

1. DESCRIPTION OF WORK:
A. Concise description of proposed work:
The scope of this project to furnish and install video surveillance systems on 358 buses, including but not limited to cameras, digital video recorders (DVR's), Wi-Fi networks on three bus yards complete with servers, computers and software interface package that will enable SFMTA personnel to view, download and store the captured video images wirelessly and view them in real-time or through the internet. The new system will replace the existing cameras and DVR's. The Contractor shall supply all engineering, design calculations, detailed drawings, labor, tools, materials, equipment, software interface package and other related technical documentation needed to install the systems in the buses and all way-side equipment in the yards. The Contractor shall provide training to all designated SFMTA personnel in the proper use, operation and maintenance of the new video surveillance system.

B. Explain why this service is necessary and the consequences of denial:
The existing system does not have wireless download capability. Whenever there is an incident on a vehicle, the hard drive for the DVR must be removed by security staff from the bus and brought back for viewing and downloading into the security office. Furthermore, the existing system does not also have the capability for real-time viewing of the images as seen by the cameras and also viewing of captured images through the Internet. The new system will allow wireless downloading of all captured images through the new Wi-Fi network installed in the yards, which will then allow the users to access the images through the Internet; thereby, eliminating the need for security staff to look for the vehicles in the yards in order to remove the hard drives and view incident videos. In addition, the new system will provide real-time viewing of images, inside and outside the bus, by law enforcement officers, emergency responders, and other authorized personnel on a real-time basis from a distance of about 600 yards in case the bus is hijacked and used for terrorism activities. Denial of this service will result in these buses not having the enhanced capabilities of a more advanced system as described above; therefore decreasing the capability for protecting our patrons, prevent vandalism or aid in counter-terrorism activities on our fleet.

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 the first time this type of system and service is being installed in SFMTA fleet.

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

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

IFPTE, Local 21

Union Name: Signature of person mailing/faxing form: Date: 5-6-11

IEW, Local 6

Union Name: Signature of person mailing/faxing form: Date: 5-6-11

SEIU, Local 1021

Union Name: Signature of person mailing/faxing form: Date: 5-6-11

IAT, Local 1414

Union Name: Signature of person mailing/faxing form: Date: 5-6-11

RFP sent to: Union Name, on: Date: Signature:

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

SFMTA approved 5-6-11

PSC# 4005-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/86)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Knowledge, and experience in designing, integrating, and installing video surveillance systems with wireless
downloading, internet access and real-time viewing capability.

   B. Which, if any, civil service class normally performs this work?
      7318 Electronic Maintenance Technician and 7329 Electronic Maintenance Technician Assistant Supervisor would
be able to perform installation of the equipment. However, they will not be able to provide the design and
integration of the entire system.

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      The Contractor shall provide all labor, test equipment and personnel necessary for testing, adjusting and retesting
all vehicles until they are proven to meet SFMTA's operating parameters prior to returning them to revenue service

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      This is a design, furnish, install contract that will be implemented on a one-time basis only and requires the
Contractor to provide 2 years of warranty on the equipment and installation.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, 7318 – Electronic Maintenance Technicians will operate and maintain the system after receiving training from
the contractor.

5. ADDITIONAL INFORMATION (If "yes", attach explanation)  
   A. Will the contractor directly supervise City and County employees? ( ) (x)

   B. Will the contractor train City and County employees? (x) ( )
      - Describe 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.
      7318 – Electronic Maintenance Technician: 6; 7329 - Electronic Maintenance Technician Assistant Supervisor: 1;
5241 - Senior Maintenance Controller: 1; 1410 Chief Clerk: 1; 1406 Senior Clerk: 3; 8214 Parking Control Officer: 2

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

   D. Are there federal or state grant requirements regarding the use of
   contractual services? (x) ( )
      This grant is from Dept of Homeland Security Transit Security Grant Program with restriction on personnel cost.

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai 415.701.5377
Print or Type Name Telephone Number

San Francisco Municipal Transportation Agency
1 So. Van Ness, 7th Floor, S. F. CA 94103
Address
Date/Time: May. 6, 2011 4:21PM

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E. 2) Busy
E. 3) No answer
E. 5) Exceeded max. E-mail size

SFMTA Municipal Transportation Agency

FAX

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<th>TO:</th>
<th>Arthur Gonzales (Load 141)</th>
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COMMENTER: Should you have any questions, please contact Elsein Hao at 405-3108.
**Communication Result Report (May. 6, 2011 4:23PM)**

**Date/Time:** May. 6, 2011 4:20PM

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**E. 2: Busy**

**E.4: No facsimile connection**

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**SFMTA** Municipal Transportation Agency

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**COMMENTS:**

Should you have any questions, please contact Elson Ito at 415-401-3109.
**Communication Result Report (May. 6, 2011 4:22PM)**

**Date/Time:** May. 6, 2011 4:21PM

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- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
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- E. 5) No facsimile connection

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**SFMTA | Municipal Transportation Agency**

**FAX**

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**COMMENTS:**

Should you have any questions, please contact Elton Hao at 401-3196.
Date/Time: May 6, 2011 4:20PM

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E. 4) Exceeded max. E-mail size
E. 5) No Facsimile connection

SFMTA | Municipal Transportation Agency

**FAX**

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<td>Greg Lord (Local)</td>
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**NO. OF PAGES (Excluding fax cover): 2**

**COMMENTS:**
Should you have any questions, please contact File on HSO at 415-3190.
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05/16/11

DEPARTMENT NAME: Police

DEPARTMENT NUMBER: 38

TYPE OF APPROVAL: ☑️ EXPEDITED ☐ CONTINUING ☐ ANNUAL

REGULAR (OMIT POSTING ______ )

TYPE OF REQUEST:

☑️ INITIAL REQUEST ☐ MODIFICATION (PSC# ______ )

TYPE OF SERVICE:

 Validation of updated software for Applied Biosystems 3130xl genetic analyzers

FUNDING SOURCE:

 NIJ FY10 Forensic DNA Backlog Reduction Program 2010-DN-BX-K124 Grant

PSC AMOUNT: $96,000

PSC DURATION: 8-1-11 – 7-30-12

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The vendor chosen will complete all required tests and performance checks to validate the Identifier Plus PCR amplification kit using 9700 thermal cyclers, the 3130xl genetic analyzers used to separate and visualize the DNA fragments, and the GeneMapper ID v.3.2 to genotype the DNA fragments. Vendor will provide a written report of the validation results.

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

Validation is required due to upgrade of DNA genetic analyzers. If the service is denied it must be performed by Criminalists in the understaffed DNA Unit who are conducting casework on violent crimes (homicides and sexual assaults).

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):

Service has not been provided through a PSC 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, IFPTE

Signature of person mailing/faxing form

5-16-11

Date

Local 21, IFPTE

Signature of person mailing/faxing form

Date

Union Name

RFP sent to

Local 21, IFPTE

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4096 - 11/12

STAFF ANALYSIS/RECOMMENDATION:

JUN 20 2011

CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      The vendor must be approved by the Federal Bureau of Investigation (FBI) as qualified to conduct validation for the newly installed Applied Biosystems 3130xl genetic analyzers. There are currently three vendors approved by the FBI to perform this validation: Applied Biosystems, Sorenson Genomics, and Bode Technology.
   B. Which, if any, civil service class normally performs this work?
      8260, (Criminalist II) and 8262, (Criminalist 111)
   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 DNA Unit is understaffed. To meet the Department's mission of expediting casework for violent crimes (primarily homicides and sexual assaults), Criminalists assigned to this Unit should all be completing casework and not conducting a validation project.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. This is a one time service.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees?
      Yes [ ] No [X]
   B. Will the contractor train City and County employees?
      Yes [ ] No [X]
      • 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?
      Yes [X] No [ ]
   D. Are there federal or state grant requirements regarding the use of contractual services?
      Yes [X] No [ ]
      NIF FY10 Forensic DNA Backlog Reduction Program 2010-DN-BX-K124 Grant
   E. Has a board or commission determined that contracting is the most effective way to provide this service?
      Yes [X] No [ ]
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?
      Yes [X] 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 #1104 553-1096
Print or Type Name Telephone Number
850 Bryant Street San Francisco, CA 94103
Address
SAN FRANCISCO POLICE DEPARTMENT
LEGAL DIVISION

TO: Joe Brenner and Kim Carter
FAX#: 864-2166
DEPT / COMPANY: Local 21
DATE: 5-16-11
FROM: Officer Shawn Wallace, #1104
San Francisco Police Department, Legal Division
Direct extension: 415-553-1096

SUBJECT: PSC

TOTAL NUMBER OF PAGES INCLUDING COVER LETTER: 3
Attached is a PSC for DNA Backlog Validation services. If you have any questions, please contact Martha Blake at Martha.Blake@sfgov.org or Cherisse Boland at Cherisse.Boland@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 transmission 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.
TO: Joe Brenner and Kim Carter

FAX#: 864-2166

DEPT / COMPANY: Local 21

DATE: 5-16-11

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Thanks
Shawn

CONFIDENTIALITY NOTE
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DNA Backlog Validation PSC

From: "Shawn Wallace" <sfpd.contracts@sbcglobal.net>
To: "Joe Brenner" <jebrenner@lftp21.org>, "Kim Carter" <kcarter@lftp21.org>
Cc: "Martha Blake" <martha.blake@sfgov.org>, "Cherisse Boland"
<cherisse.boland@sfgov.org>

File (107KB)

DNA Bac...

Attached is a PSC for the Validation of updated software for the SFPD Crime Lab Applied Biosystems 3130xl genetic analyzers. If you have any questions regarding the service, please contact either Martha Blake Martha.Blake@sfgov.org or Cherisse Boland at Cherisse.Boland@sfgov.org at the SFPD Crime Lab.

When the RFP is ready to go, I'll also send it over to you. I'll also fax over a signed copy of the PSC.

Thanks
Shawn

Officer Shawn Wallace # 1104
SFPD, Legal Division.
415-553-1096

http://us.mc818.mail.yahoo.com/mc/showMessage?smid=23&fid=Sent&filterBy=&rand=1... 6/1/2011
PERSONAL SERVICES CONTRACT SUMMARY

DATE:  06/10/2011 (30-day Union Notice)  
        06/24/2011 (to DHR)-Revised

DEPARTMENT NAME:  San Francisco Public Utilities Commission  DEPARTMENT NUMBER  40

TYPE OF APPROVAL:  ☑ REGULAR  (OMIT POSTING ___ )
☐ EXPEDITED
☐ CONTINUING
☐ ANNUAL

TYPE OF REQUEST:  ☑ INITIAL REQUEST  ☐ MODIFICATION (PSC# ___ )

TYPE OF SERVICE:  Fish Passage Facilities Design and Engineering Service (CS 204)

FUNDING SOURCE:  Water System Improvement Program

PSC AMOUNT:  $2,300,000  PSC DURATION:  12/01/2011 to 06/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Design of several fish passage facilities within the Alameda Creek Watershed, which include a long fish ladder, fish screens, bypass tunnel, and safety improvements (i.e., handrail and/or other improvements) at the Alameda Creek Diversion Dam, and modification of the natural barriers (boulders) at the Little Yosemite. Scope of work includes preparing CER and design documents for the above components. Supplemental geotechnical, hydraulic and hydrologic analysis and studies, and fisheries-related studies may be required to complete the design.

B. Explain why this service is necessary and the consequences of denial:
Expertise in design of fish passage facilities is not available within SFPUC or other City departments. The same is true for geotechnical investigation and hydrologic design recommendations for fish passage facilities involving methods needed to verify appropriate criteria for foundation design, seismic design and hydraulic design for flow velocities within the fish ladder that allow passage and minimize sedimentation. Consequences of denial would prevent improvements for water delivery reliability to SFPUC customers.

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):
Engineering firms have previously provided this service with expertise in design of fish screens and ladders. The most recent project involving selection of a design consultant is for CS/SA Transmission System Upgrade.

D. Will the contract(s) be renewed:  Contract renewal is not anticipated.

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

L21

Union Name  Shamica Jackson  Signature of person mailing/signing form
06/10/2011 (30-day Union Notice)  06/24/2011 (to DHR)-Revised  Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC #  4007-11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

B. MCGEE  PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
   
   Expertise is required in engineering and design of long fish ladders, fish screens, natural barrier improvement, and bypass tunnel within the dam, and engineering expertise in geotechnical investigation, fisheries related studies, hydraulic and hydrology analysis.

   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 is no continuous, long term workload for this service.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No. There is no long term need for the design of fisheries passage facilities in SFPUC watershed.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees?
   X

   B. Will the contractor train City and County employees?
   X
   • 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?
   X

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

   E. Has a board or commission determined that contracting is the most effective way to provide this service? 12/15/2003 Res. #03-0245
   X

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

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

______________________________
Signature of Departmental Personal Services Contract Coordinator
Shamica Jackson
Print or Type Name
415-554-0727
Telephone Number
1155 Market Street, 9th Floor
San Francisco, CA 94103
Address

B. MCGEE
PSC FORM 1 (9/96)
PUBLIC UTILITIES COMMISSION
City and County of San Francisco

RESOLUTION NO. 03-0245

WHEREAS, Implementation of the Capital Improvement Program requires that the SFPUC process contract actions more efficiently; and

WHEREAS, Some contract action approval practices can be simplified to accelerate the approval procedure while still providing the Commission with all essential information; and

WHEREAS, To improve the efficiency and speed of the contract action approval process and its consequent impact on the contracting process, SFPUC staff proposes certain changes to its current contract action process; and

WHEREAS, SFPUC staff is proposing to create a monthly General Manager’s Report to the Commission for approval of all contract advertisement actions; and

WHEREAS, SFPUC staff shall present contract awards as consent calendar items for CIP contracts under $5 million and routine water/sewer main repairs, and all other awards shall be presented as regular calendar items; and

WHEREAS, SFPUC staff shall present contract modifications over 10% of cost or schedule as regular calendar items; and

WHEREAS, SFPUC staff shall present contract closeouts as consent calendar items for all contracts under $5 million and as regular calendar items for all contracts with a value of $5 million or above; and

WHEREAS, SFPUC staff shall present all emergency declarations as consent calendar items; now, therefore, be it

RESOLVED, That this Commission hereby approves and authorizes the General Manager to implement an SFPUC staff proposal to modify current Commission contract action approval practices by using a combination of a General Manager’s Report, the consent calendar, and the regular calendar to approve contract actions.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of December 15, 2003

[Signature]
Secretary, Public Utilities Commission
RE: CS-204, PSC Summary Form (Initial Request)-Revised

Jackson, Shamica
06/24/2011 03:06 PM
Cc: "Wade, Dan", "Hou, Susan S"
Hide Details
From: "Jackson, Shamica" <SJackson@sfwater.org> Sort List...

To: "Jackson, Shamica" <SJackson@sfwater.org>, "Birrer, Joe" <Joe.Birrer@flysfco.com>, "Byrne, Ed" <Ed.Byrne@sfrsport.com>, "Chan, Norman" <NormanChan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey" <HElwin@sfwater.org>, "How, Kathryn" <KHow@sfwater.org>, "Isen, Carol" <CIsen@sfwater.org>, "Koleini, Amir" <Amir.Koleini@flysfco.com>, "Lee, Tedman C" <tlee@sfwater.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfnta.com>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Bowman, Lora" <lbowman@sfwater.org>, "Brenner, Joe" <jebrenner@ifpte21.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo" <KDomingo@sfwater.org>, "Jackson, Prentiss" <PJackson@sfwater.org>, "Jackson, Shamica" <SJackson@sfwater.org>, "Kyaun, Florence" <FKyaun@sfwater.org>, "Lee, Tedman C" <tlee@sfwater.org>, "Louie, Ging" <glouie@ifpte21.org>, "McGee, Bonita" <BMcGee@sfwater.org>, "Reed, Margot" <Margot.Reed@sei1021.org>, "Scott, David E" <DScott@sfwater.org>, "Tamura, Pattie" <pattie.tamura@sei1021.org>, "Tanner, Joe" <joe.tanner@sei1021.org>, "Warshauer, Ed" <ed.warshauer@sei1021.org>, "Wong, Larrry" <lwong@ifpte21.org>, "Yun, Pauson" <PYun@sfwater.org>

Cc: "Wade, Dan" <DWade@sfwater.org>, "Hou, Susan S" <SHou@sfwater.org>

1 Attachment
1. For Engineering Resources Committee: Attached for your review is the PSC1, Summary Form for CS-204, Fish Passage Facilities Design and Engineering Service, initial request for $2,300,000.

2. For DHR: We will forward to you for posting upon notification of L21 and other applicable unions.

3. Thirty-day Union notification required? If no, please explain. Yes. This was approved by Local 21 to go forward before the 30 day time period. ☑

4. For July 18, 2011 Commission Meeting at 2:00 PM, City Hall Room 400.

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@sewater.org

Please consider the environment before printing this email

From: Jackson, Shamica
Sent: Friday, June 24, 2011 11:45 AM
To: Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Rivera, Patrick; Wang, Jane; Baker, Deborah; Bowman, Lora; Brenner, Joe; DHR-PSCCoordinator; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Kyaun, Florence; Lee, Tedman C; Louie, Ging; McGee, Bonita; Reed, Margot; Scott, David E; Tamura, Pattie; Tanner, Joe; Warshauer, Ed; Wong, Larry; Yun, Pauson
Cc: Wade, Dan; Hou, Susan S
Subject: CS-204, PSC Summary Form (Initial Request)

1. For Engineering Resources Committee: Attached for your review is the PSC1, Summary Form for CS-204, Fish Passage Facilities Design and Engineering Service, initial request for $2,000,000.

2. For DHR: We will forward to you for posting upon notification of L21 and other applicable unions.

3. Thirty-day Union notification required? If no, please explain. Yes. This was approved by Local 21 to go forward before the 30 day time period.

4. For July 18, 2011 Commission Meeting at 2:00 PM, City Hall Room 400.
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
e-mail: sjackson@sfwater.org
Please consider the environment before printing this email
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 5/25/2011
DEPARTMENT NAME: Office of Economic and Workforce Dev. DEPARTMENT NUMBER: 21

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

TYPE OF REQUEST: [X] MODIFICATION (PSC #) 3041-10/11

TYPE OF SERVICE: Real estate economic feasibility and General Fund-impact analyses

FUNDING SOURCE: Time, materials and administrative charges to be fully reimbursed
PSC AMOUNT: $49,500
PSC DURATION: January 1, 2011 – June 30, 2011
Mod #1 amount: $30,000
Mod #1 duration: July 1, 2011 – August 31, 2011
1. DESCRIPTION OF WORK
   Total PSC Amount $79,500
   Total Duration: 1/1/11 - 8/31/11
   A. Concise description of proposed work:
      Contractor will provide in-depth, independent fiscal and economic analysis and generate reports to assist the City during the implementation of a Pilot Infrastructure Finance District (IFD) at Rincon Hill as well as evaluating the feasibility of IFDs to assist in the implementation of the Eastern Neighborhoods Area Plans. Contractor will: evaluate net incremental General Fund Revenues associated with the rezoning of soft site parcels; prepare a draft Infrastructure Financing Plan for the Pilot IFD; determine the funding capacity of the Pilot IFD; and evaluate the net increase General Fund Revenues and IFD funding capacity of key development soft sites within the Eastern Neighborhoods.
   B. Explain why this service is necessary and the consequence of denial:
      The services are necessary to assist the City with an independent review of the financial feasibility of the Pilot IFD, as well as the establishment of IFDs in the Eastern Neighborhoods area, as well as to fully understand the project's fiscal and economic impacts on the City. A denial of this contract would prohibit the City from moving forward with the Pilot IFD program (and future IFD programs as well), as the City will be unable to assess its fiscal feasibility and impacts.
   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):
      Nearly identical technical services have been provided to O/EWD to support negotiation of development agreements at Parkmerced, Hunters Point Shipyard / Candlestick Point and Treasure Island. However, the latter two were executed through the Redevelopment Agency and the Treasure Island Development Authority, respectively.
   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 procedure):

   [X] Local 21
   Union Name
   Signature of person mailing/faxing form
   5/4/2011
   Date

   [X] MEA
   Union Name
   Signature of person mailing/faxing form
   5/4/2011
   Date

RFP sent to N/A, on N/A Date N/A Signature

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

PSC# 3041-10/11

STAFF ANALYSIS/RECOMMENDATION: MAY 25 2011

CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE:
   A. Specify required skills and/or expertise:
      Must have specific skills and expertise in the San Francisco/Bay Area residential real estate market, tax increment financing as well as structuring infrastructure financing plans for public improvements. Must also have skills and expertise in fiscal analysis and economic forecasting.

   B. Which, if any, civil service class normally performs this work?
      0933 - Manager V, 0932 - Manager IV, 1824 - Principle Administrative 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:
      The City is seeking services which are highly specialized, unique and specific to the San Francisco/Bay Area residential real estate market, which cannot be provided by existing Civil Service classifications. Specific technical knowledge of tax increment financing and structuring infrastructure financing plans for public improvements is required.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. The City is seeking an independent, third-party analysis. The work is short-term and highly specialized in nature.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees?
      Yes [ ] No [x]

   B. Will the contractor train City and County employees?
      Yes [x]
      • Describe the training and indicate approximate number of hours.
      • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained.

   C. Are there legal mandates requiring the use of contractual services?
      Yes [x]

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

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

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

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

______________________________
Signature of Departmental Personal Services Contract Coordinator

Merrick Pasqual
Print or Type Name

415-701-5511
Telephone Number

1 Dr. Carlton B. Goodlett Place,
Room 448
San Francisco, CA 94102
Address
Please find the attached PSC Form 1 - Modification for your review. I am happy to answer any questions that you might have.

PSC Form 1 - Modification - KMA - 5.2.11.pdf

- Tamsen Drew
**
Project Assistant
Office of Economic and Workforce Development
City Hall, Rm 496
415-554-6297
tamsen.drew@sfgov.org
Please find the attached PSC Form 1 - Modification for your review. I am happy to answer any questions that you might have.

PSC Form 1 - Modification - KMA - 5.2.11.pdf

- Tamsen Drew

--
Project Assistant
Office of Economic and Workforce Development
City Hall, Rm 496
415-554-6297
tamsen.drew@sfgov.org
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 18, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA) DEPARTMENT NUMBER: #68

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

TYPE OF REQUEST: ( ) INITIAL REQUEST ( X ) MODIFICATION (PSC# 3005-10/11)

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

FUNDING SOURCE: General Funds

PSC AMOUNT: $49,000.00 PSC DURATION: August 1, 2010 – July 31, 2012
PSC MODIFICATION: $49,000.00 PSC MODIFICATION: June 1, 2011 – August 31, 2012
PSC TOTAL: $98,000.00 PSC DURATION: August 1, 2010 – August 31, 2012

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

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

   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
      This service was last provided in 2010 through current personal services contract, PSC No. 3005-10/11 approved on 7/19/10.

   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):

   IFPTE Local 21
   Union Name

   Signature of person mailing / faxing form

   Date

   Union Name

   Signature of person mailing / faxing form

   Date

   RFP sent to __________, on __________, __________.

   Signature

   ********************************************************************************

   FOR DEPARTMENT OF HUMAN RESOURCES USE

   SFMTA approved
   8-18-11

   STAFF ANALYSIS/RECOMMENDATION:
   CIVIL SERVICE COMMISSION ACTION:

   MAY 18, 2011
   PSC FORM 1 (9/86)
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

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

   B. Which, if any, civil service class normally performs this work?
      Data research and analysis may feasibly be performed by the following classes: 1803 Performance Analyst I, 1805 Performance Analyst II, 1804 Statistician, 1806 Sr. Statistician, 1823 Sr. Administrative Analyst, and 1824 Principal Administrative Analysts, provided that the classifications meet the required skills and expertise in 3.A above.

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

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**

   A. Explain why civil service classes are not applicable:
      These customer survey services have been provided in the past through an independent client research firm to remove any perceived conflict of interest. Additionally, these services will be provided on an as-needed basis. It is anticipated that only a fraction of the contractor's assigned staff positions will be dedicated to this project at any time for the duration of the project.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No; This service is limited to skills and expertise in 3.A.

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

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

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

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

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai

Print or Type Name

San Francisco Municipal Transportation Agency

1 S, Van Ness Ave., 7th Floor, San Francisco, CA 94103

Address

Parveen Boparai

415-701-5377

Telephone Number
**Communication Result Report (May. 18, 2011 10:44AM)**

**Date/Time:** May 18, 2011 10:43AM

**File No.** 3350 Memory TX  
**Mode:**  
**Destination:** 98642166  
**Pg(s):** P. 3  
**Result:** OK  
**Page Not Sent:**

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

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**SFMTA**  
**Municipal Transportation Agency**

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**FAX**

**FROM:** Pavleen Bepartal  
**TO:** Geling Li (Local 21)  
**PHONE:** 415-101-6597  
**FAX:** 415-101-6597  
**SUBJECT:** PBO  
**NO. OF PAGES (Excluding fax cover):** 2  
**COMMENTS:** Should you have any questions, please contact Ashish Patel at 701-4239.
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/23/2011 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission                      DEPARTMENT NUMBER  40

TYPE OF APPROVAL:   □ EXPEDITED   □ REGULAR (OMIT POSTING ________ )
                      □ CONTINUING   □ ANNUAL

TYPE OF REQUEST:
□ INITIAL REQUEST   □ MODIFICATION (PSC# 4045-09/10)

TYPE OF SERVICE: Peninsula Pipeline Seismic Upgrade Engineering Design Services (CS-101)

FUNDING SOURCE: Water System Improvement Program Operating Budget

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<th>Modification Two</th>
<th>Total Amount</th>
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<td>$1,300,000</td>
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<table>
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<th>Total Amount</th>
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<tbody>
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<td>PSC Duration:</td>
<td>PSC Duration:</td>
<td>Total PSC Duration:</td>
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<td>02/01/2010 to 07/01/2016</td>
</tr>
</tbody>
</table>

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Engineering design services and geotechnical support for three pipes crossing the Serra Fault and possible areas of liquefaction. Scope of work includes verification of fault crossing and liquefaction locations, generation of geotechnical design recommendations, development and completion of fault crossing and possible liquefaction zone design (including production of geotechnical investigation report, alternatives analysis report, conceptual engineering report, and all 100% design documents). This modification is necessary to increase contracting capacity due to changes in the pipeline project cost and configuration, liquefaction conditions at the sites, and the need retain these services throughout the construction phase.

B. Explain why this service is necessary and the consequences of denial:
Expertise in design of large diameter pipes crossing an active seismic fault and geotechnical investigation experience for situations involving verifying fault location and liquefaction zones, is required Consequences of denial could cause pipe breakage during a seismic event at fault crossing sites and disruption of water delivery to SFPUC customers, in addition to potentially high repair costs.

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 provided in the past via PSC No. 4080-05/06.

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):

<table>
<thead>
<tr>
<th>L21</th>
<th>Shamina Jackson</th>
<th>06/23/2011 (to DHR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Union Name</td>
<td>Signature of person mailing/faxing form</td>
<td>Date</td>
</tr>
</tbody>
</table>

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

PSC# 4045-09/10
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

D. SCOTT

PSC FORM 1 (9/96)
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
   Expertise is required in engineering and design of large diameter pipelines crossing earthquake faults and engineering expertise in geotechnical investigation of fault locations and liquefaction.
   B. Which, if any, civil service class normally performs this work?
   Civil Service classes performing this work could include 5241-Engineer or 5211-Senior Engineer.
   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:
   Previous jobs, similar to this in scope have hired consultants to perform the conceptual engineering and design of the fault crossings. Because of this, engineers in the appropriate civil service classifications do not have past experience with developing fault crossing/liquefaction zone design options and carrying out the fault crossing design in-house.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   While personnel in the appropriate classifications could possibly be trained to perform this design, there is no long term need for the design of large diameter pipelines crossing earthquake faults. Jobs that require this special experience are only on an as-needed basis (i.e. as the jobs arise) and therefore opening a civil service class with the expertise required would not be practical.

5. **ADDITIONAL INFORMATION** (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees? 
   No.
   B. Will the contractor train City and County employees?
      - Describe the training and indicate approximate number of hours.
      - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
   C. Are there legal mandates requiring the use of contractual services?
   No.
   D. Are there federal or state grant requirements regarding the use of contractual services?
   No.
   E. Has a board or commission determined that contracting is the most effective way to provide this service?
   Yes via resolution no. #03-0245 adopted 12/15/2003.
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?
   No.

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

[Signature]

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

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

Address

D. SCOTT

PSC FORM 1 (9/96)
MEMORANDUM

DATE: January 22, 2010
TO: Mary Ng, PSC Analyst
Department of Human Resources (Dept. 33)
FROM: Shamica Jackson, PSC Coordinator [Signature]
Bonita McGee, Contract Analyst
San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4045-09/10 ✓ Approval Date: 10/05/2009 ✓

Description of Service(s): Peninsula Pipeline Seismic Upgrade Engineering Design Services (CS-101)

Original Approved Amount: $1,000,000 ✓
Modification Amount: $300,000
Total Amount as Modified: $1,300,000

Original Approved Duration: 02/01/2010 to 02/01/2013 ✓
Modification of Duration: N/A
Total Duration as Modified: 02/01/2010 to 02/01/2013

Reason for the modification:
Amending PSC to amount to match certified contract amount.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: ✓ Approved

Approval Date: January 22, 2010

By: [Signature] [Name]
Micki Callahan, Human Resources Director
Jackson, Shamica

From: Jackson, Shamica
Sent: Friday, September 04, 2009 5:06 PM
To: Byrne, Ed; Divine, Peg; Eavis, Ernie; Elwin, Harvey; Isen, Carol; Jindal, Roop; Sadden, Brian; Wang, Jane; Baker, Deborah; Bowman, Lora; 'Brenner, Joe'; 'Chapman, Jet'; 'Delcampo, Frank'; Domingo, Kofo; Jackson, Shamica; Kyaun, Florence; 'Louie, Ging'; McGee, Bonita; Morrison, Emily M.; Ng, Mary; Rockett, Briggette; Scott, David E; Yun, Pauson; Jackson, Prentiss
Subject: CS-101, PSC Summary Form-Revised
Importance: High
Attachments: CS-101 PSC Summary Form to DHR 090809.DOC

1. For Engineering Resources Committee: Attached for your review is the PSC1, Summary Form for CS-101, Peninsula Pipeline Design Services, initial request for $1,000,000.

2. For DHR: We will forward you for posting upon notification of L21 and other applicable unions.

3. For October 5, 2009 Commission Meeting at 2:00 PM, City Hall Room 400.

Shamica L. Jackson
Commission Agenda Item & Task Order Manager
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@sfwater.org
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/02/2009

DEPARTMENT NAME: San Francisco Public Utilities Commission

DEPARTMENT NUMBER 40

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING ________)

TYPE OF REQUEST: ☑ INITIAL REQUEST ------- MODIFICATION (PSC# ________)

TYPE OF SERVICE: Peninsula Pipeline Seismic Upgrade Engineering Design Services (CS-101)

FUNDING SOURCE: Water System Improvement Program Operating Budget

PSC AMOUNT: $1,000,000

PSC DURATION: 02/01/2010 to 02/01/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Engineering design services and geotechnical support for three pipes crossing the Serra Fault and possible areas of liquefaction. Scope of work includes verification of fault crossing and liquefaction locations, generation of geotechnical design recommendations, development and completion of fault crossing and possible liquefaction zone design (including production of geotechnical investigation report, alternatives analysis report, conceptual engineering report, and all 100% design documents).

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

Expertise in design of large diameter pipes crossing an active seismic fault and geotechnical investigation experience for situations involving verifying fault location and liquefaction zones, is required. Consequences of denial could cause pipe breakage during a seismic event at fault crossing sites and disruption of water delivery to SFPUC customers, in addition to potentially high repair costs.

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 provided in the past via PSC No. 4080-05/06.

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):

L.21

Union Name

Shamica Jackson [Signature]

Signature of person mailing/faxing form

09/03/2009

Date

******************************************************************************

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

B. MCGEE

PSC FORM 1 (9/96)
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
   Expertise is required in engineering and design of large diameter pipelines crossing earthquake faults and engineering expertise in geotechnical investigation of fault locations and liquefaction.
   B. Which, if any, civil service class normally performs this work?
   Civil Service classes performing this work could include 5241-Engineer or 5211-Senior Engineer.
   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:
   Previous jobs, similar to this in scope have hired consultants to perform the conceptual engineering and design of the fault crossings. Because of this, engineers in the appropriate civil service classifications do not have past experience with developing fault crossing/liquefaction zone design options and carrying out the fault crossing design in-house.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   While personnel in the appropriate classifications could possibly be trained to perform this design, there is no long term need for the design of large diameter pipelines crossing earthquake faults. Jobs that require this special experience are only on an as-needed basis (i.e. as the jobs arise) and therefore opening a civil service class with the expertise required would not be practical.

5. **ADDITIONAL INFORMATION** (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees?  
      Yes [ ] No [x]
   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.
      Yes [ ] No [x]
   C. Are there legal mandates requiring the use of contractual services?  
      Yes [ ] No [x]
   D. Are there federal or state grant requirements regarding the use of contractual services?  
      Yes [ ] No [x]
   E. Has a board or commission determined that contracting is the most effective way to provide this service?  
      Yes via resolution no. #03-0245 adopted 12/15/2003.  
      Yes [x] No [ ]
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  
      Yes [x] No [ ]

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

[Signature]

Shamica Jackson
Print or Type Name
415-554-0727
Telephone Number
1155 Market Street, 9th Floor
San Francisco, CA 94103
Address

B. MCGEE

PSC FORM 1 (9/96)
City and County of San Francisco  
Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 7, 2005

DEPARTMENT NAME: San Francisco Public Utilities Commission  
DEPARTMENT NUMBER: 40

TYPE OF APPROVAL: ☒ EXPEDITED  
REGULAR (OMIT POSTING)

TYPE OF REQUEST: ☒ INITIAL REQUEST  
CONTINUING  
ANNUAL  
MODIFICATION (PSC#)

TYPE OF SERVICE: CS-805, Specialty Pipeline Services, BDPL Reliability Upgrade

FUNDING SOURCE: BDPL WSIP Project Budget

FSC AMOUNT: $5 million  
PSC DURATION: April 2005-December 2011

1. DESCRIPTION OF WORK:
   A. Concise description of work:
   Provide specialized engineering services to support the SFPUC in the design and construction of the pipeline sections of Bay Division Pipeline No. 5.
   
   B. Explain why this service is necessary and the consequences of denial:
   Geotechnical investigations are needed to identify possible liquefaction, landslide, and other hazards caused in a seismic event. The expertise in seismic structure engineering is needed to design pipeline to withstand these seismic hazards. Such expertise is not available in within SFPUC or other City departments. Denial of this contract will prevent improvements needed for increasing reliability of water delivery to SFPUC customers.
   
   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 provided by consultants 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):
   
   Union Name  
   Signature of person mailing/faxing form  
   Date

   Union Name  
   Signature of person mailing/faxing form  
   Date

   RFP sent to  
   on  
   Union Name  
   Date  
   Signature


FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4080-05/06

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Approved

[Signature]

06/13/06

[Date]

[Signature]
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      The pipeline engineering consultant should have experience in the design of large diameter welded steel pipeline for water services within Seismic IV, including design and analysis of large diameter pipeline crossing major faults with expected large fault displacement. The pipeline engineering consultant should also be competent in geotechnical investigation and site characterization, corrosion engineering, and structural engineering.
   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: None.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      Geotechnical investigation and design of large diameter pipelines crossing strong seismic zones occur infrequently. There is no continuous, long-term workload for these services.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain
      No, because there is insufficient continuous, long-term workload to support a staff of specialized pipeline engineers.

5. ADDITIONAL INFORMATION (if yes, attach explanation)
   A. Will the contractor directly supervise City & County employees?
      ☑ ☑
   B. Will the contractor train City & County employees?
      116 hours of civil engineers training on the methodology used in the technical analysis, design process and operation of the new facilities.
      ☑ ☑
   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?
      12/15/03 #03-0245
      ☑ ☑
   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]

Signature of Departmental Personal Services Contract Coordinator
Lee Okamoto (415) 551-4589
Print or Type Name Telephone
1145 Market Street, 1st Floor
San Francisco, CA 94103 Address
RESOLUTION NO. 03-0245

WHEREAS, Implementation of the Capital Improvement Program requires that the SFPUC process contract actions more efficiently; and

WHEREAS, Some contract action approval practices can be simplified to accelerate the approval procedure while still providing the Commission with all essential information; and

WHEREAS, To improve the efficiency and speed of the contract action approval process and its consequent impact on the contracting process, SFPUC staff proposes certain changes to its current contract action process; and

WHEREAS, SFPUC staff is proposing to create a monthly General Manager’s Report to the Commission for approval of all contract advertisement actions; and

WHEREAS, SFPUC staff shall present contract awards as consent calendar items for CIP contracts under $5 million and routine water/sewer main repairs, and all other awards shall be presented as regular calendar items; and

WHEREAS, SFPUC staff shall present contract modifications over 10% of cost or schedule as regular calendar items; and

WHEREAS, SFPUC staff shall present contract closeouts as consent calendar items for all contracts under $5 million and as regular calendar items for all contracts with a value of $5 million or above; and

WHEREAS, SFPUC staff shall present all emergency declarations as consent calendar items; now, therefore, be it

RESOLVED, That this Commission hereby approves and authorizes the General Manager to implement an SFPUC staff proposal to modify current Commission contract action approval practices by using a combination of a General Manager’s Report, the consent calendar, and the regular calendar to approve contract actions.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of December 15, 2003.

Secretary, Public Utilities Commission
CS-101, PSC Summary Form (Modification No. 2 Request)
Jackson, Shamica
to:
06/23/2011 05:01 PM
Hide Details
From: "Jackson, Shamica" <SJackson@sfwater.org> Sort List...

To: "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sfport.com>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey" <HElwin@sfwater.org>, "How, Kathryn" <KHow@sfwater.org>, "Isen, Carol" <Clisen@sfwater.org>, "Koleini, Amir" <Amir.Koleini@flysfo.com>, "Lee, Tedman C" <tclee@sfwater.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Bowman, Lora" <lbowman@sfwater.org>, "Brenner, Joe" <jebrenner@ifp21.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo" <KDomingo@sfwater.org>, "Jackson, Prentiss" <PJackson@sfwater.org>, "Jackson, Shamica" <sjackson@sfwater.org>, "Kyaun, Florence" <FKyaun@sfwater.org>, "Lee, Tedman C" <tclee@sfwater.org>, "Louie, Ging" <glouie@ifp21.org>, "McGee, Bonita" <bmcgee@sfwater.org>, "Reed, Margot" <Margot.Reed@sei1021.org>, "Scott, David E" <DESScott@sfwater.org>, "Tamura, Pattie" <pattie.tamura@sei1021.org>, "Tanner, Joe" <joe.tanner@sei1021.org>, "Warshauer, Ed" <ed.warshauer@sei1021.org>, "Wong, Larry" <lwong@ifp21.org>, "Yun, Pauson" <PYun@sfwater.org>

1 Attachment

CS-101 Modification Two PSC Form to DHR 062311.pdf

file://C:\Documents and Settings\administrator\Local Settings\Temp\notes87944B\~web38... 6/27/2011
1. For Engineering Resources Committee: Attached for your review is the PSC1, Summary Form for CS-846, Survey and Right of Way Engineering Services, money and time modification request of $1,300,000 and duration to July 01, 2016.

2. For DHR: We will forward to you for posting upon notification of L21 and other applicable unions.

3. Thirty-day Union notification required? If no, please explain. No. This is a modification to an already approved PSC.

4. For July 18, 2011 Commission Meeting at 2:00 PM, City Hall Room 400.

Shamica L. Jackson
Commission Agenda Item & Task Order Manager
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@sfwater.org
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/16/2011

DEPARTMENT NAME: San Francisco Public Utilities Commission
DEPARTMENT NUMBER: 40

TYPE OF APPROVAL: ☑ REGULAR
☐ EXPEDITED
☐ CONTINUING
☐ ANNUAL

(OMIT POSTING ________ )

TYPE OF REQUEST: ☑ MODIFICATION
☐ INITIAL REQUEST

TYPE OF SERVICE: Environmental Analysis Services for WSIP San Francisco Recycled Water Projects
(CS-822)

FUNDING SOURCE: Capital Improvement Program (CIP) Bonds

| Original Amount: | $450,000 | PSC Duration: | 12/12/2006 to 12/04/2009 |
| Modification One | $320,000 | PSC Duration: | 12/05/2009 to 06/04/2011 |
| Modification Two | $0 | PSC Duration: | 06/05/2011 to 08/04/2011 |
| Modification Three | $2,000,000 | PSC Duration: | 07/18/2011 to 07/04/2016 |
| Total Amount: | $2,770,000 | Total PSC Duration: | 12/12/2006 to 07/04/2016 |

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; mitigation monitoring plan preparation, and preparation of environmental permit applications. The increased capacity requested for this modification is necessary as the SFPUC implemented a comprehensive public outreach process for the project, which resulted in the development of several new project alternatives which will be analyzed in the environmental review.

   B. Explain why this service is necessary and the consequences of denial:
   Implementation of the Water System Improvement Program San Francisco Recycled Water Projects will help meet the future water needs of SFPUC retail customers in a more reliable and sustainable manner and would diversify the City's water supply portfolio. The personal services contract is necessary to complete required environmental analyses and document preparation. If the identified services are denied, completion of the required environmental analysis will delay the overall project completion.

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

   This service was provided in the past by PSC #4113-05/06.

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

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

   L21
   Union Name

   Shamica Jackson
   Signature of person mailing/faxing form

   Date 06/16/2011

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

PSC# 4113-05/06
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

D. SCOTT
PSC FORM 1 (9/96)
City and County of San Francisco

Department of Human Resources

3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
   Detailed knowledge of California Environmental Quality Act (CEQA) statutes, regulations, and guidance; comprehensive expertise in environmental disciplines (e.g., biology, archaeology, geology, hydrology, transportation, etc.), survey protocols, mitigation, and environmental permitting/approval requirements; and expert environmental analysis and report writing skills.

   B. Which, if any, civil service class normally performs this work?
   5278 (Planner II, Environmental Review), 5298 (Planner III, Environmental Review), and 5299 (Planner IV, Environmental Review)

   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:
   While classes 5278, 5298, and 5299 work in support of the SF Planning Department and produce CEQA-related documentation, the classes do not have the training and expertise necessary to conduct the environmental surveys and analyses necessary for the completion of required CEQA certification and environmental documents. These classifications are generalists, typically without the necessary specialized expertise in specific disciplines (biology, archaeology, geology, hydrology, transportation) and environmental management (for example, environmental permitting related to endangered species, wetlands, etc.). Furthermore, specialized expertise is most often required "as-needed" rather than on a consistent, full-time basis.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   It would **not** be practical to adopt a new class due to the specialized nature of the many environmental services required for completion of CEQA certification.

5. **ADDITIONAL INFORMATION** (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees?  
      Yes [ ]  No [X]

   B. Will the contractor train City and County employees?
      Yes [ ]  No [X]
      • 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? [ ] Yes  [X] No

   D. Are there federal or state grant requirements regarding the use of contractual services? [X] Yes  [ ] No

   E. Has a board or commission determined that contracting is the most effective way to provide this service? SFPUC Resolution #09-0135 dated August 11, 2009. [X] Yes  [ ] No

   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? [X] Yes  [ ] No

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

[Signature]
Signature of Departmental Personal Services Contract Coordinator

[Name]
Shamica Jackson
Print or Type Name

[Telephone Number]
415-554-0727

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

D. SCOTT
PSC FORM 1 (9/96)
MEMORANDUM

DATE: May 16, 2011
TO: Maria Ryan, DHR-PSC Coordinator
    Department of Human Resources (Dept. 33)
FROM: David E. Scott for Shamica Jackson, PSC Coordinator
       San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

<table>
<thead>
<tr>
<th>PSC No: 4113-05/06</th>
<th>Approval Date: October 5, 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of Service(s): The Consultant provides environmental analysis services for the Recycled Water Project, support for preparation of the draft Environmental Impact Report (EIR), the final EIR, and resource agency permit applications. Tasks include: coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; mitigation monitoring plan preparation, and preparation of environmental permit applications. (CS-822).</td>
<td></td>
</tr>
<tr>
<td>Original Approved Amount: $450,000</td>
<td>Original Approved Duration: 12/12/2006 to 12/4/2009</td>
</tr>
<tr>
<td>Modification One Amount: $320,000</td>
<td>Modification of Duration: 12/5/2009 to 06/04/2011</td>
</tr>
<tr>
<td>Total Amount as Modified: $770,000</td>
<td>Total Duration as Modified: 12/12/2006 to 08/04/2011</td>
</tr>
</tbody>
</table>

Reason for the modification:
The modification is necessary to allow additional time to publish the Comments and Responses Document, EIR Certification and Final Permitting for the Westside Recycled Water Treatment Facility Project. These documentation changes are needed due to changes in the location, design and construction methods of the treatment facility.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: ☑ Approved

Approval Date: 5/18/11

By: Mlicki Callahan, Human Resources Director
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/03/2009

DEPARTMENT NAME: San Francisco Public Utilities Commission
DEPARTMENT NUMBER 40

TYPE OF APPROVAL: ☑ REGULAR  (OMIT POSTING _____ )

TYPE OF REQUEST: ☒ MODIFICATION (PSC# 4113-05/06)

TYPE OF SERVICE: Environmental Analysis Services for WSIP San Francisco Recycled Water Projects (CS-822)

FUNDING SOURCE: Capital Improvement Program (CIP) Bonds

Original Amount: $450,000  PSC Duration: 12/12/2006 to 12/4/2009
Modification Amount: $320,000  PSC Duration: 12/5/2009 to 06/04/2011
Total Amount: $770,000  Total PSC Duration: 12/12/2006 to 06/04/2011

1. DESCRIPTION OF WORK
A. Concise description of proposed work:
Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; mitigation monitoring plan preparation, and preparation of environmental permit applications. The increased work under this modification is necessary as the project description was changed partway through the contract.

B. Explain why this service is necessary and the consequences of denial:
Implementation of the Water System Improvement Program San Francisco Recycled Water Projects would help meet the future water needs of SFPUC retail customers in a more reliable and sustainable manner and would diversify the City’s water supply portfolio. The personal services contract is necessary to complete required environmental analyses and document preparation. If the identified services are denied, completion of the required environmental analysis will delay the overall project completion.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
This service was provide in the past by PSC #4113-05/06.

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

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

L21

Shamica Jackson

Signature of person mailing/faxing form

09/03/2009

Date

************************************************************************************************************
FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# ______________________

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

B.MCGEE

PSC FORM 1 (9/96)
City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Detailed knowledge of California Environmental Quality Act (CEQA) statutes, regulations, and guidance; comprehensive expertise in environmental disciplines (e.g., biology, archaeology, geology, hydrology, transportation, etc.), survey protocols, mitigation, and environmental permitting/approval requirements; and expert environmental analysis and report writing skills.
   B. Which, if any, civil service class normally performs this work?
      5278 (Planner II, Environmental Review), 5298 (Planner III, Environmental Review), and 5299 (Planner IV, Environmental Review)
   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:
      While classes 5278, 5298, and 5299 work in support of the SF Planning Department and produce CEQA-related documentation, the classes do not have the training and expertise necessary to conduct the environmental surveys and analyses necessary for the completion of required CEQA certification and environmental documents. These classifications are generalists, typically without the necessary specialized expertise in specific disciplines (biology, archaeology, geology, hydrology, transportation) and environmental management (for example, environmental permitting related to endangered species, wetlands, etc.).
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      It would not be practical to adopt a new class due to the specialized nature of the many environmental services required for completion of CEQA certification.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees? Yes No
      ☑
   B. Will the contractor train City and County employees?
      ☑
      Describe the training and indicate approximate number of hours.
      Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate 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? SFPUC Resolution #09-0135 dated August 11, 2009.
      ☑
   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
Shamica Jackson
Print or Type Name
415-554-0727
Telephone Number
1155 Market Street, 9th Floor
San Francisco, CA 94103
Address

B.MCGEE

PSC FORM 1 (9/96)
RE: CS-822, PSC Summary Form (Modification No. 3 Request) REVISED
Scott, David E

to:
06/17/2011 03:47 PM
Hide Details
From: "Scott, David E" <DEScott@sfwater.org> Sort List...

To: "Jackson, Shamica"<SJJackson@sfwater.org>, "Birrer, Joe"<Joe.Birrer@flsysfo.com>, "Byrne, Ed"<Ed.Byrne@sfport.com>, "Chan, Norman"<Norman.Chan@sfdpw.org>, "Divine, Peg"<Peg.Divine@sfdpw.org>, "Elwin, Harvey"<HElwin@sfwater.org>, "How, Kathryn"<KHow@sfwater.org>, "Isen, Carol"<CIsen@sfwater.org>, "Koleini, Amir"<Amir.Koleini@flsysfo.com>, "Lee, Tedman C"<tlee@sfwater.org>, "Rivera, Patrick"<Patrick.Rivera@sfdpw.org>, "Wang, Jane"<Jane.Wang@sfmta.com>, "Baker, Deborah"<Deborah.Baker@sfgov.org>, "Brenner, Joe"<jbrenner@ifpte21.org>, "DHR-PSCCoordinator"<DHR-PSCCoordinator@sfgov.org>, "Jackson, Prentiss"<PJJackson@sfwater.org>, "Jackson, Shamica"<SJJackson@sfwater.org>, "Lee, Tedman C"<tlee@sfwater.org>, "Louie, Ging"<glouie@ifpte21.org>, "Morrison, Emily M."<Emily.M.Morrison@sfgov.org>, "Reed, Margot"<Margot.Reed@sei1021.org>, "Tamura, Pattie"<pattie.tamura@sei1021.org>, "Tanner, Joe"<joe.tanner@sei1021.org>, "Warshauer, Ed"<ed.warshauer@sei1021.org>, "Wong, Larry"<lwong@ifpte21.org>, "Yun, Pauson"<PYun@sfwater.org>

History: This message has been replied to.

2 Attachments

image002.jpg CS-822 Mod 3 PSC Summary Form to DHR 06172011 REVISED.pdf
Engineering Resources Committee and DHR:

Please discard the previous version of the CS-822 PSC Summary Form (Modification No. 3 Request) and replace it with the attached. The only change is to the modified contract duration which has been corrected, through July 4, 2016.

1. For Engineering Resources Committee: Attached for your review is the PSC1, Summary Form for CS-822, Recycled Water Program, modification request amount for $2,000,000 and duration to July 4, 2016.

2. For DHR: We will forward to you for posting upon notification of L21 and other applicable unions.

3. Thirty-day Union notification required? If no, please explain. No. This is a modification for an already approved PSC.

4. For July 18, 2011 Commission Meeting at 2:00 PM, City Hall Room 400.

David E. Scott, Senior Contract Analyst
Office: (415) 551-4672
descott@sfwater.org

San Francisco Water, Power and Sewer | Services of the San Francisco Public Utilities Commission

From: Jackson, Shamica
Sent: Thursday, June 16, 2011 5:36 PM
To: Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Rivera, Patrick; Wang, Jane; Baker, Deborah; Bowman, Lora; Brenner, Joe; DHR; PSCCoordinator; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Kyaun, Florence; Lee, Tedman C; Loule, Ging; McGee, Bonita; Morrison, Emily; Reed, Margot; Scott, David E; Tamura, Pattie; Tanner, Joe; Warshauer, Ed; Wong, Larry; Yun, Pauson
Subject: CS-822, PSC Summary Form (Modification No. 3 Request)
Importance: High

1. For Engineering Resources Committee: Attached for your review is the PSC1, Summary Form for CS-822, Recycled Water Program, modification request amount for $2,000,000 and duration to December 4, 2015.

2. For DHR: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **No. This is a modification for an already approved PSC.**

4. For **July 18, 2011** Commission Meeting at 2:00 PM, City Hall Room 400.

---

Shamica L. Jackson  
Commission Agenda Item & Task Order Manager  
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@sfwater.org