

Per Commission's request, PSC#4038-11/12 is being re-posted due to department's correction to add one (1) year to PSC duration end date.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

March 8, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

KATE FAVETTI
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4074-12/13 THROUGH 4080-12/13; 4057-11/12; 4140-07/08; 3040-11/12; 4138-09/10; 4043-04/05; 4038-11/12.

SCOTT R. HELDFOND
VICE PRESIDENT

At its meeting of March 4, 2013 the Civil Service Commission had for its consideration the above matter.

MARY Y. JUNG
COMMISSIONER

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

E. DENNIS NORMANDY
COMMISSIONER

The Commission:

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

1. Adopted the report; Approved the request for approval of PSC# 3040-12/13 as amended to reflect contract duration of five years instead of seven. Notified the Office of the Controller and the Office of Contract Administration.
2. Continued PSC# 4138-09/10 to a later meeting after the department has gone back to the Public Utilities Commission to get clarification on the Public Utilities Commission's resolution.
- 3. Continued PSC # 4038-11/12 after the department has re-posted the contract to reflect the correct ending date.
4. Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport Commission
 - Parveen Boparai, Municipal Transportation Agency
 - Jeanne Buick, Department of Human Resources
 - Micki Callahan, Human Resources Director
 - Leorah Dang, Department of Human Resources
 - Kendall Gary, Technology Department
 - Shamica Jackson, Public Utilities Commission
 - Rebekah Krell, Art Commission
 - Sheila Layton, Juvenile Probation
 - Joan Lubamersky, General Services Agency
 - Shawn Wallace, San Francisco Police Department
 - Commission File
 - Commissioners' Binder
 - Chron

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 5, 2013
REVISED

DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER 75

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

TYPE OF REQUEST:
[] INITIAL REQUEST [X] MODIFICATION (PSC# 4038-11/12)

TYPE OF SERVICE: Digital Audio/Video Equipment, Installation and System Upgrade-Phase II

FUNDING SOURCE: Cable Franchise Grant Funds

Table with 4 columns: Item, Amount, PSC Duration, Total PSC Duration. Rows include Original Amount, Modification #1, Modification #2, and Total Amount.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Phase II of SFGovTV's Digital Upgrade will continue SFGovTV's plans for transitioning to an all digital HD SDI and G3 capable system by adding a control room and replacing the analog signal sources located in City Hall meeting rooms.

B. Explain why this service is necessary and the consequences of denial:
The Digital upgrade for SFGovTV was planned in two phases. This request for Phase II must be completed to replace aging equipment that are likely to malfunction to reduce labor costs by improving operational efficiency and enhanced and expand delivery of public information through both the Internet and television technology.

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):
Phase I was completed by a vendor who was awarded the contract after an RFP process.

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

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

Local 21 1/16/13 revised 3/6/13
415 864 2166
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The skill set required to install and integrate and trouble shoot the digital audio and video system is highly specialized and is specific to the type of equipment used to run a cable television channel. Similar systems do not exist in any other city facilities. The manufacturer requires that all work must be performed by trained and certified audio and video installers and engineers.

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:

The skills required are so specialized and are applied only to specific products and manufacturers. The equipment is unique to highly specialized integrated audio/video/remote control systems.

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

~~*No, the work is specialized and the need is temporary for this project only.*~~

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, this will be completed by Diversified Systems.

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

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

Kendall Gary *3/6/13*

 Signature of Departmental Personal Services Contract Coordinator
 Kendall Gary 415 581 4066

 Print or Type Name Telephone Number

One South Van Ness Ave., 2nd Floor
 San Francisco, CA 94103

 Address

Union Notification(s)

◆ Local 21

Dang, Leorah

From: Gines, Jolie
Sent: Wednesday, March 06, 2013 3:49 PM
To: DHR-PSCCoordinator, DHR
Cc: Ging Louie (glouie@ifpte21.org); Vinson, Ron; Chin, Jack; Gary, Kendall
Subject: REVISED PSC Summary for 4038-11/12
Attachments: CSC PSC Summary Mod Diversified Mar 5 2013.doc; REVISED Diversified 4038-11 12 Mar 6 2013.pdf

This request was presented before the Civil Service Commission meeting where DT requested an extension to the term of service to September 30, 2014.

CSC recommended a re-posting of the PSC.

Please advise if you require additional information regarding this request.

*Thank You,
Jolie*

*Jolie Gines
City and County of San Francisco
Department of Technology
Contract Administration
One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103*

*415 581 3974
415 581 3970 FAX*