Date: July 1, 2013

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR
Kevin Quan, ART
Jesusa Bushong, FIR
Shamica Jackson, PUC
Merrick Pascual, ECN
Parveen Boparai, MTA
Cynthia Goldstein, PAB

Subject: Personal Services Contracts Approval Request

This report contains ten (10) 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 2012-2013</th>
<th>Total for FY 2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>$7,914,500</td>
<td>$2,989,212</td>
<td>$927,672,903</td>
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<tr>
<td>PSC No</td>
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<td>Dept Name</td>
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</tr>
<tr>
<td>4000-13/14</td>
<td>27</td>
<td>Airport Commission</td>
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<tr>
<td>4001-13/14</td>
<td>27</td>
<td>Airport Commission</td>
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<tr>
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<td>4003-13/14</td>
<td>28</td>
<td>Art Commission</td>
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<tr>
<td>4004-13/14</td>
<td>31</td>
<td>Fire Department</td>
</tr>
<tr>
<td>4005-13/14</td>
<td>40</td>
<td>Public Utilities Commission</td>
</tr>
</tbody>
</table>

**Total Amount - Regular:** $7,676,000
### PROPOSED PERSONAL SERVICES CONTRACTS

#### MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

<table>
<thead>
<tr>
<th>PSC No</th>
<th>DeptNo</th>
<th>Dept Description</th>
<th>Approval Type</th>
<th>Modified Amount</th>
<th>Cumulative Total</th>
<th>Description of Work</th>
<th>Start Date – End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3001-12/13</td>
<td>21</td>
<td>Business, Economic Development</td>
<td>Regular</td>
<td>$110,000</td>
<td>$159,000</td>
<td>The Office of Economic and Workforce Development (OEWD) received a training cost reimbursement grant from the California Employment Training Panel (ETP). In order for OEWD to be reimbursed for its training cost, training information and data used to be reported to Employment Development Department (EDD) on a monthly basis. Steve Duscha Advisories is responsible for submission of all data collected, through ETP's online system. This service is essential services to OEWD being reimbursed.</td>
<td>8/1/2012 – 12/31/2015</td>
</tr>
<tr>
<td>3036-11/12</td>
<td>28</td>
<td>Art Commission</td>
<td>Regular</td>
<td>$50,000</td>
<td>$150,000</td>
<td>A Bay Area consultant who specializes in coordinating multiple City, state and federal requirements for the construction of culturally based renovations and construction, will serve in a critical advisory capacity to assist with the management of a renovation project at Bayview Opera House located at 4705 Third Street. This work entails working with and maintaining relationships, as well as coordinating efforts with other city agencies, principally with the Department of Public Works, San Francisco Municipal Transit Agency, Mayor's Office of Disability, Department of Real Estate, and others. This will also include coordinating with the Bayview Opera House tenant organization and its board, the San Francisco Architectural Heritage Foundation and other neighborhood groups. The consultant will advise on preservation requirements, programmatic use of a cultural facility, coordinate multiple high visibility restoration projects and help to improve project efficiency and coordination.</td>
<td>9/1/2011 – 6/30/2014</td>
</tr>
<tr>
<td>3062-10/11</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$53,500</td>
<td>$100,000</td>
<td>The consultant will facilitate the formation of an Independent Review Panel (IRP) to review and evaluate aspects of the Central Subway (Program) tunneling program impact on the Bay Area Rapid Transit District (BART) facilities within the zone of influence. The IRP will review contract documents and provide expertise, advice and consultation as to tunneling design and the construction performance of the contractor.</td>
<td>3/15/2011 – 3/31/2015</td>
</tr>
<tr>
<td>3041-11/12</td>
<td>37</td>
<td>Permit Appeals</td>
<td>Regular</td>
<td>$25,000</td>
<td>$57,000</td>
<td>Research names and addresses of property owners and occupants within 150 feet of properties subject to appeals filed at the Board of Appeals; format information on mailing labels; create and deliver map (to scale), list and three sets of mailing labels to Board. Department's need for this services is ongoing. Additional funding necessary for second one-year extension.</td>
<td>1/1/2012 – 6/30/2014</td>
</tr>
</tbody>
</table>

**Sum of Modified Amounts:** $238,500
Cynthia Avakian  
Airport Commission  
Contracts Administration Unit  
PO Box 8097  
San Francisco, CA 94128  
(650) 821-2014

Kevin Quan  
San Francisco Arts Commission  
25 Van Ness, Suite 345  
San Francisco, CA 94102  
(415)252-4604

Jesusa Bushong  
Fire Department  
698 2nd Street, Rm 209  
San Francisco, CA 94107  
(415) 558-3615

Shamica Jackson  
Public Utilities Commission  
525 Golden Gate Ave., Flr. 8  
San Francisco, CA 94102  
(415) 554-0727

Merrick Pascual  
Mayor's Office  
Economic & Workforce Dev.  
1 South Van Ness, 5th Floor  
San Francisco, CA 94102  
(415) 701-4811

Parveen Boparai  
Municipal Transportation Agency  
1 South Van Ness, 6th Flr  
San Francisco, CA 94103  
(415) 701-5377

Cynthia Goldstein  
Board of Appeals  
1650 Mission St., Ste. 304  
San Francisco, CA 94103  
(415) 575-6881
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PSC Submissions

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<tr>
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<td>4004-13/14</td>
<td>Fire</td>
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<tr>
<td>4005-13/14</td>
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<td>63</td>
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<tr>
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<tr>
<td>3041-11/12</td>
<td>Board of Appeals</td>
<td>99</td>
</tr>
</tbody>
</table>
PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 25, 2013

DEPARTMENT NAME: AIRPORT COMMISSION
DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: □ EXPEDITED □ CONTINUING □ ANNUAL

TYPE OF REQUEST:
□ INITIAL REQUEST □ MODIFICATION

TYPE OF SERVICE: Veterinary Services for the San Francisco Police Dept Airport Bureau K9 Unit

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: $450,000 PSC DURATION: 10/1/2013 -- 6/30/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Veterinary care services for at approximately 14 canine members of the K9 Unit of the San Francisco Police Dept Airport Bureau. Care will include as-needed examinations, disease prevention programs, diet and weight management services, medications, and treatments as necessary for various conditions and illnesses.

B. Explain why this service is necessary and the consequences of denial: This service is critical for the continued high performance of the working dogs for the San Francisco International Airport to provide safe and secure facilities for the traveling public, airlines, tenants, and its employees and to assure the Transportation Security Administration that the working dogs have access to veterinary services. If veterinary care and services are denied, the safety and security of the Airport may be compromised.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): Services have been previously provided through a contract, most recently under PSC #4178-07/08.

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at SFO.

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

IFPTE, Local 21, Physicians and Dentist 8CC, Teamster, Local 856
Health Workers, & SEIU 1021 Misc. 3/25/13

Union Name

Signature of person mailing/taxing form Date

RFP sent to: IFPTE, Local 21, Physicians and Dentist 8CC, Teamster, Local 856 Health Workers, & SEIU 1021 Misc.

Union Name

Date

Signature

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4013 - 13/14

STAFF ANALYSIS/RECOMMENDATION: Approved 6/13/2013

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: Licensed veterinarians with expertise in providing prevention and medical treatment services to working dogs.
   B. Which, if any, civil service class normally performs this work? Portions of the work could be performed by the following classifications: 2292 Shelter Veterinarian, 3370 Animal Care Attendant, and 3375 Animal Health Technician.
   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 applicable; however, the volume of work to be done is not adequate to support the civil service classifications needed for the work. The work is intermittent and typically as-needed. Further, the services must be available if emergencies occur.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. The volume of work to be done is too small to support civil service positions on an on-going basis.

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 (e.g., clerks, civil engineers, etc.) and approximate numbers 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? No, however the Airport Commission approved the RFP for these services on March 19, 2013.
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP is being conducted and the results of that process are not known at this time.

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

[Signature]
Cynthia Avakian
Jun 5 2013 10:31 PM

Signature of Departmental Personal Services Contract Coordinator
Cynthia P. Avakian (650) 821-2014
Print or Type Name Telephone Number
Airport Commission, Contracts Administration Unit
P.O. Box 6097, San Francisco, CA 94128
Address
AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR CONTRACT NO. 9351 FOR VETERINARY CARE SERVICES FOR THE SAN FRANCISCO POLICE DEPARTMENT'S AIRPORT BUREAU (SFPD-AB) K9 UNIT AND AUTHORIZE STAFF TO CONDUCT NEGOTIATIONS WITH THE HIGHEST-RANKED PROPOSER

WHEREAS, on May 6, 2008, the Airport Commission adopted Resolution No. 08-0092, authorizing Airport staff to issue an RFP for Veterinary Services for the SFPD-AB K9 Unit; and

WHEREAS, on August 19, 2008, the Airport Commission approved Resolution No. 08-0161 awarding Contract No. 8854 to White Ivy Pet Hospital; and

WHEREAS, the terms of Contract No. 8854 was three (3) years beginning October 1, 2008 through September 30, 2011, with two 1-year options; and

WHEREAS, both options to extend have been exercised and Contract No. 8854 expires September 30, 2013; and

WHEREAS, in order to continue veterinary care services that are required for the canine members of the SFPD-AB K9 Unit, and because these services must be provided by licensed veterinary medical professionals; and

WHEREAS, the new contract term will be two years and nine months with two one-year options to extend, now, therefore be it

RESOLVED, that this Commission authorizes the issuance of an RFP for Contract No. 9351, Veterinary Care Services, and authorizes staff to conduct negotiations with the highest-ranked proposer and return to the Commission to award the contract.

I hereby certify that the foregoing resolution was adopted by the Airport Commission

at its meeting of                       MAR 19 2013

[Signature]
Secretary
Union Notification(s)
♦ Local 21
♦ UAPD
♦ Local 856
♦ Local 1021
Cynthia Avakian

From: Cynthia Avakian
Sent: Monday, March 25, 2013 4:14 PM
To: L21PSC Review <L21PSCReview@ifpue21.org>; Ging Louie (glouie@ifpue21.org); 'al@uapd.com'; 'jduritz@uapd.com'; 'pat@uapd.com'; 'jlanthier@ibt856.org'; pattie.tamura@seiu1021.org; 'roxanne.sanchez@seiu1021.org'; Jelina Enriquez; Theresa Lopez
Cc:
Subject: DRAFT PSC for Veterinary Services for the San Francisco Police Dept Airport Bureau K9 Unit.
Attachments: DRAFT PSC Form 1 Ct. 9351 Veterinary Services SFPD K9 Unit.pdf

All,

Attached is the Airport’s DRAFT PSC for Veterinary Services for the San Francisco Police Dept Airport Bureau K9 Unit. We will forward the link to the RFP as soon as it is posted.

Please let me know if you have further questions. Thanks,

Cynthia Avakian
Contracts Administration Unit
San Francisco International Airport
P. O. Box 8097, San Francisco, CA 94128
E-mail: cynthia.avakian@flysfbo.com
Phone: (650) 821-2014, Fax: (650) 821-2011
All,

The RFP has now been posted at the following link: [http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=6570](http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=6570)

Please let me know if you have further questions. Thanks,

Cynthia Avakian
Contracts Administration Unit
650-821-2014
Prior DHR Approved – Original – Current
Prior Administrative Approval – Mod1 - Current

PSC #4178-07/08
PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 14, 2008

DEPARTMENT NAME: AIRPORT COMMISSION
DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: ☑ INITIAL REQUEST
☐ MODIFICATION

TYPE OF SERVICE: Veterinary Services for the SF Police Department, Airport Bureau K9 Unit

FUNDING SOURCE: Airport Operating Funds and U.S. Transportation Security Administration

PSC AMOUNT: $300,000 (or $60,000 per year) PSC DURATION: 7/1/2008 – 6/30/2013 (5 years)

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      Veterinary services for the 11- soon-to-be 13-member canine (K9) unit of the San Francisco Police Department – Airport Bureau, including examinations, disease prevention programs, diet and weight management services, medications, and treatments, if necessary, for different conditions or illnesses.

   B. Explain why this service is necessary and the consequences of denial:
      The service is critical for the continued high performance of these working canines and to provide assurance to the Transportation Security Administration that the dogs they provide have access to veterinary services when needed. If the services are denied, the safety and security of the Airport may be compromised.

   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 through a purchase order in the past. Purchasing requested a competitive process and a formal professional services contract because of insurance/liability concerns and the growth of the purchase order.

   D. Will the contract(s) be renewed? Yes, as there continues to be a need for such services at the Airport.

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

   SEIU Local 1021
   Union Name
   Teamsters Local 856
   Union Name
   UAPD-8CC
   Union Name

   Galen W.M. Leung
   Signature of person mailing/faxing form
   Galen W.M. Leung
   Signature of person mailing/faxing form
   Galen W.M. Leung
   Signature of person mailing/faxing form

   MAY 16 2008
   Date
   MAY 16 2008
   Date
   MAY 16 2008
   Date

RFP sent to: Union Name on Date Signature

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4178-07/08
STAFF ANALYSIS/RECOMMENDATION: Approved 6/16/08

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
   Licensed veterinarian with expertise in providing prevention and treatment services to working canines.

   B. Which, if any, civil service class normally performs this work?
   Portions of the work can be performed by the following classifications: 2392 Shelter Veterinarian, who “examines, diagnoses and performs emergency treatment for impounded animals (and) ... supervises the training of ... staff in administering first aid and vaccinations,” 3370 Animal Care Attendant, who “humanely handles and kennels all animals,” 3375 Animal Health Technician, who “assists in providing ... medical care and treatment ... performs a variety of diagnostic procedures (and) ... assists the veterinarian in surgery,” and ... .

   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 applicable; however, the volume of work to be done is too low to support the civil service classifications needed for the work. The work is intermittent and mostly as-needed. Services must be available if emergencies occur.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No; the volume of work to be done is too small to support civil service positions on an on-going basis.

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

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

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

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

   E. Has a board or commission determined that contracting is the most effective way to provide this service?  
   Airport Commission resolution #08-0092 is attached.

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

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

[Signature]

Signature of Departmental Personal Services Contract Coordinator

Galen W.M. Leung  (650) 821-2012
Print or Type Name  Telephone Number

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

Address
MEMORANDUM

DATE: October 2, 2012
TO: Leorah Dang, PSC Analyst
   Department of Human Resources (Dept. 33)
FROM: Cynthia Averkam, PSC Coordinator
      Airport Commission (Dept. 27)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4178-07/08
Approval Date: June 16, 2008

Description of Service(s): Veterinary Services for the SF Police Department, Airport Bureau K9 Unit

Original Approved Amount: $300,000
Duration: 7/1/08 - 8/30/13
Admin Mod 1 Amount: $60,000
Modification of Duration: 7/1/13 - 12/31/13
Total Modified Amount: $360,000
Total Modified Duration: 7/1/08 - 12/31/13

Reason for the modification:
To extend the term to address delays in getting the original contract certified and to address unexpected emergency surgeries for our geriatric canines.

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: [✓] Approved

Approval Date: 10/7/2012

By: MicK Callahan, Human Resources Director

San Francisco International Airport
PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 25, 2013

DEPARTMENT NAME: AIRPORT COMMISSION (SFO) [W] DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Guest Service Enhancement Services

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: $900,000 PSC DURATION: 6/17/2013 through 12/31/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The contractor will provide specialized customer service training to all members of the airport community via facilitated guest service enhancement sessions on site. The contractor will design and deliver workshops intended for single airport tenant employee groups and for mixed sessions, consisting of multiple tenant participants. Vendor will also write a customer service introductory script for use in computer-based learning sessions that will be required by SFO of all new employees within the airport.

B. Explain why this service is necessary and the consequences of denial: Customers judge their overall airport experience in large part by the quality of the service they receive airport-wide. If SFO is to reach the goal of providing an exceptional airport in service to the community, it will require that all staff share the same mission of providing excellent service at all points. The key features of this program will expose each employee to a defined SFO service culture that would otherwise be very difficult to communicate airport-wide. The consequences of not having this training include a decline in customer service at the airport and a potential loss of revenue.

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

This is a new service.

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at SFO.

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

IFPTE, Local 21
SEIU 1021

Union Name

Cynthia Avakian
Jun 5 2013 11:02 PM

Signature of person mailing/faxing form

March 25, 2013

Date

RFP sent to:

IFPTE, Local 21
SEIU 1021

Union Name

on

May 22, 2013

Date

Cynthia Avakian
Jun 5 2013 11:02 PM

Signature

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4001-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved 11/2/2013

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

A. Specify required skills and/or expertise: SFO seeks to hire a customer service professional with significant experience developing and facilitating service enhancement and focus sessions in a classroom environment, with mixed and single-vendor groups, at medium and large hub airports. Specifically, the facilitator needs to have verifiable experience in developing motivational, customer based curriculum. Additionally, the vendor must be able to write a script used for computer based learning to familiarize new staff to the SFO service culture.

B. Which, if any, civil service class normally performs this work? Portions of the work are currently performed by a 0922 Manager I, and 1844 Senior Management Assistant.

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 classes do not have the expertise to develop and facilitate the specialized curriculum.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. The training sessions will be held two weeks per quarter, which does not guarantee the minimum number of hours for full or part time civil service class.

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? X No

The program is designed specifically for airport tenant employees, however, select groups of Airport Commission employees will be trained as well. The occupational type of Airport Commission employees to receive training include custodial staff, management, and other staff whose work responsibilities routinely expose them to SFO customers. Employees targeted for training will undergo an initial 90 minute training, with the possibility of completing a 90 minute refresher training session at a later date.

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution #13-0045 for this work.

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

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

Cynthia Avakian

signatures of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian (650) 821-2014

Print or Type Name Telephone Number

Airport Commission, Contracts Administration Unit

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

Address

PSC FORM 1 (9/96)
Airport Commission
City and County of San Francisco
Resolution No.: 13-0045
AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR CONTRACT NO. 9299, GUEST SERVICE ENHANCEMENT SERVICES AND AUTHORIZE STAFF TO ENTER NEGOTIATIONS WITH THE HIGHEST RANKED PROPOSER

WHEREAS, the San Francisco International Airport (the “Airport”) is committed to providing world-class customer service to all guests; and

WHEREAS, the Airport recognizes that most service is provided by tenant employees and staff and generally has little influence over the quality of the service delivered; and

WHEREAS, the Airport wishes to establish a new, airport-wide guest service culture and enhancement training program that includes all Airport tenants and employees; and

WHEREAS, the Airport also wishes to establish a customer service training academy to offer curriculum to up to 7,000 Airport employees annually; and

WHEREAS, the Airport completed a pilot guest service enhancement program in 2012 which was positively received by Airport tenants. As the Airport wishes to continue this beneficial program; now, therefore, be it

RESOLVED, that this Commission approves issuance of the Request for Proposal (RFP) for Guest Service Enhancement services and approves negotiations with the highest ranked proposer for the contract, which has a three-year period with two, one-year options, and to negotiate with the next highest rank proposer if necessary; and be it further

RESOLVED, that staff will return to the Commission with recommendations for the proposed consultant(s) and scope of work.

I hereby certify that the foregoing resolution was adopted by the Airport Commission at its meeting of __________________________ MAR 04 2013

[Signature]
Secretary

1
Union Notification(s)

♦ Local 21
♦ Local 1021
All,

Attached is the Airport's DRAFT PSC for Guest Service Enhancement Services. We will forward the link to the RFP as soon as it is posted.

Please let me know if you have further questions. Thanks,

Cynthia Avakian
Contracts Administration Unit
San Francisco International Airport
P. O. Box 8097, San Francisco, CA 94128
E-mail: cynthia.avakian@flysfo.com
Phone: (650) 821-2014, Fax: (650) 821-2011
PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 8, 2013

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: ☑ REGULAR

(OMIT POSTING ___)

☑ INITIAL REQUEST

☑ MODIFICATION

TYPE OF REQUEST:

TYPE OF SERVICE: Lenel OnGuard Access Control System – Maintenance and Integration Services

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: $1,500,000

PSC DURATION: 9/1/2013 – 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Airport has an ongoing need for hardware and software support which must be provided by a Lenel OnGuard trained and certified vendor. The Lenel OnGuard Access Control System provides measures for controlling access to the secured areas of the Airport, as required by Transportation Security Regulation Part 1542 (http://www.tsa.gov/stakeholders/subchapter-c-civil-aviation-security), through card readers, door locks and sensors. Due to the complexities of the system and consequence of error, the manufacturer does not grant this certification to its end users, but rather certifies third parties as Lenel certified vendors to perform the work.

B. Explain why this service is necessary and the consequences of denial: These services are necessary to keep both the software and hardware components of the Airport’s access control system fully functional and integrated across terminals. If manufacturer certified maintenance and support services are not maintained, the availability of the system would be compromised which could jeopardize the security of the Airport and traveling public.

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

This is a new service.

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at SFO.

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

IFTPE, Local 21
Local 6, IBEW

Cynthia Avakian
Cynthia Avakian
Jun 6 2013 12:35 PM

Date

Signature of person mailing/faxing form

April 8, 2013

Date

RFP sent to:

Local 6, IBEW

Union Name

Cynthia Avakian
Cynthia Avakian
Jun 6 2013 12:35 PM

Date

Signature

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4002-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise: Manufacturer provided training and certification that is not available to end users of the product. Specific skills include the ability to support a variety of physical security hardware, as well as the ability to support interfaces to camera systems and other Access Controls Systems like Intergraph, Physical Security Information Manager and Quantum Secure. The certified technician must also know all aspects of the control software, from hardware configuration, monitoring, user and access-class configuration, data back-ups to reporting.

   B. Which, if any, civil service class normally performs this work? There is no civil service class that performs this work. However, the following classifications will be involved in supervising this work: 1054, 0923, and 7287.

   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 manufacturer does not grant the necessary certifications to end users of the product. Purchasing of the system software and hardware mandates use of manufacturer-approved and certified vendors.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No, as the manufacturer does not grant the necessary certifications to its end users.

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

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

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

   E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution # 13-0061 for this work.

   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP is being conducted the results of that process are not known at this time.

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

Cynthia P. Avakian  
Jun 6 2013 12:35 PM

---

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian  
(650) 821-2014

Print or Type Name  
Telephone Number

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

PSC FORM 1 (9/96)
Airport Commission
City and County of San Francisco
Resolution No.: 13-0061
AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 13-0061

AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR CONTRACT NO. 9357 – LENEL ON-GUARD ACCESS CONTROL SYSTEM MAINTENANCE AND INTEGRATION SERVICES AND AUTHORIZE STAFF TO ENTER INTO NEGOTIATIONS WITH THE HIGHEST RANKED PROPOSER

WHEREAS, in 2011, under the Terminal 2 Redevelopment Project, the Airport purchased the Lenel On-Guard Access Control System to replace the aging Monitor Dynamics Incorporated Access Control System; and

WHEREAS, the first two years of maintenance and support service for the system were included in the Terminal 2 Project and is due to expire on September 30, 2013; and

WHEREAS, the Airport continues to have a need for ongoing maintenance and support of the system along with integration to new locations throughout the Airport; and

WHEREAS, a qualified and authorized Lenel On-Guard Access Control System provider is required to maintain the system; now therefore, be it

RESOLVED, that this Commission approves the issuance of an RFP for Contract No. 9357 – Lenel On-Guard Access Control System Maintenance and Integration Services and authorize staff to enter into negotiations with the highest ranked proposer and return to the Commission to award the contract.

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

MAR 19 2013

Secretary
Union Notification(s)
♦ Local 21
♦ Local 6
All,

Attached is the Airport’s DRAFT PSC for Lenel OnGuard Access Control System – Maintenance and Integration Services. We will forward the link to the RFP as soon as it is posted.

Please let me know if you have further questions. Thanks,

Lisa Randall

Contracts Administration Unit
San Francisco International Airport
PO Box 8057, San Francisco, CA 94128
Email: lisa.randall@sfo.com
Phone: (650) 821-2012 | Fax: (650) 821-2011
Cynthia Avakian

From: Cynthia Avakian
Sent: Tuesday, June 04, 2013 8:48 AM
To: 'tdonovan@ibew6.org'; 'khughes@ibew6.org'; 'L21PSCReview@ifpte21.org'; 'glouie@ifpte21.org'
Cc: Lisa Randall
Subject: FW: DRAFT Lenel OnGuard Access Control System - Maintenance and Integration Services PSC Form 1
Attachments:
DRAFT Lenel OnGuard Access Control System - Maintenance and Integration Services PSC Form 1.pdf

All,

The RFP has now been posted at the following link: http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=6829.

Please let me know if you have further questions. Thanks,

Cynthia Avakian
Contracts Administration Unit
San Francisco International Airport
P. O. Box 8097, San Francisco, CA 94128
E-mail: cynthia.avakian@flysfo.com
Phone: (650) 821-2014
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 5/30/13

DEPARTMENT NAME: Arts Commission
DEPARTMENT NUMBER: 28

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

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

TYPE OF SERVICE: Design and fabricate ceramic tile mosaic for Vermont Street Stairs Public Art Project.

FUNDING SOURCE: Art Enrichment

PSC AMOUNT: $76,000
PSC DURATION: July 1, 2013 to December 31, 2014

1. DESCRIPTION OF WORK
A. Concise description of proposed work:
Artist or artist team will design and fabricate a ceramic tile mosaic for the Vermont Street Stairs Public Art Project.

B. Explain why this service is necessary and the consequences of denial:
City Administrative code section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit Department of Public Works from complying with this ordinance. This work is being funded under art enrichment funds generated from the 2013 Potrero Streetscape Improvement Project.

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):
Contracts for artists to design, fabricate, transport and install an artwork have been sought by the Arts Commission in the past and have been previously approved, including PSC 4063 – 12/13 for the Arellous Walker Stair Replacement Project.

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 1021 [ ]
Union Name [ ]
Signature of person mailing/faxing form [ ]
Date 6/3/13

Local 21/MEA [ ]
Union Name [ ]
Signature of person mailing/faxing form [ ]
Date 6/3/13

RFP sent to [ ]
Union Name [ ]
on Date [ ]
Signature [ ]

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4003-13/14
STAFF ANALYSIS/RECOMMENDATION: Approved [ ] 6/13/2013

CIVIL SERVICE COMMISSION ACTION:
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
   Contractor must be a professional fine artist who is selected by independent selection panel and approved by the Arts Commission to enter into contract to design and fabricate artwork for Vermont Street Stairs. These artists must have their design approved by the Arts Commission as required by City Charter.

   B. Which, if any, civil service class normally performs this work?
   None. Artist is not a Civil Service classification.

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

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**
   A. Explain why civil service classes are not applicable:
   There is no Civil Service classification for fine artist. Contractor must be the professional fine artist who has been selected by an independent selection panel and judged by the Arts Commission as being appropriate for the unique requirements of this site.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No. Each art enrichment project is unique and requires different skills, as determined by an independent selection panel. It is in the City’s interest to develop an art collection that is diverse in style, media, and artists represented.

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

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

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

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

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

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

[Signature]

Signature of Departmental Personal Services Contract Coordinator

---

Kevin R. Quan

Print or Type Name

252-4604

Telephone Number

25 Van Ness Ave., Ste. 345

San Francisco, CA 94102

PSC FORM 1 (9/96)
Union Notification(s)
♦ Local 1021
♦ Local 21
Zoe thank you for PSC documentation, including the copy of the prior approval. Very beneficial and speeds up the process. I do remember the prior PSC due to I thought what a great project. It seems like we have everything needed and personally I see no problems. Please let me know how the projects are going and hope you have a great day.

Shari Zinn
SEIU 1021

From: "Taleporos, Zoe" <zoe.taleporos@sfgov.org>
To: "Pattie.tamura@seiu1021.org" <Pattie.tamura@seiu1021.org>; "Brook.demmerle@seiu1021.org" <Brook.demmerle@seiu1021.org>; "Tonette.garcia@seiu1021.org" <Tonette.garcia@seiu1021.org>; "Tiya.Thlang@seiu1021.onmicrosoft.com" <Tiya.Thlang@seiu1021.onmicrosoft.com>; "David.canham@seiu1021.org" <David.canham@seiu1021.org>; "Kirsten.clemons@seiu1021.org" <Kirsten.clemons@seiu1021.org>; "sharizinn@yahoo.com" <sharizinn@yahoo.com>; "JTanner940@aol.com" <JTanner940@aol.com>; "L21PSCReview@ifpte21.org" <L21PSCReview@ifpte21.org>
Cc: "Davies, Marcus" <marcus.davies@sfgov.org>; "DHR-PSCCoordinator, DHR" <dhr-psccoordinator@sfgov.org>
Sent: Monday, June 3, 2013 12:44 PM
Subject: Arts Commission PSC Summary - Vermont Street Stairs

Hello,

Please see the attached PSC Summary from the Arts Commission for the Vermont Street Stairs Public Art Project.

As an example of a similar project that has been approved by the Civil Service Commission, I have attached the minutes of the February 4, 2013 Civil Service Commission meeting demonstrating the approval of the Arelius Walker Stair Replacement Project (PSC 4063-12/13). The PSC Summary for the Arelius Walker Stair Replacement Project is also included at the end of that document. Please let me know if you have any questions.

Best,

Zoe Taleporos
Public Art Program Associate

San Francisco Arts Commission
25 Van Ness Avenue, Suite 345
San Francisco, CA 94102
T: 415-252-3215 F: 415-252-2595
sfartscommission.org

e-Newsletter | Twitter | Facebook | YouTube | Flickr
We have no objections at this time to this PSC.

Kim Carter

---

From: Taleporos, Zoe [zoe.taleporos@sfgov.org]
Sent: Thursday, June 06, 2013 1:55 PM
To: L21PSC Review
Subject: RE: Arts Commission PSC Summary - Vermont Street Stairs

Hello,

Would it be possible to expedite a response to this PSC summary? I am trying to have the item calendared on the Civic Service Commission meeting agenda this month or early July, provided you see no problems.

Thanks,

Zoë Taleporos
Public Art Program Associate
San Francisco Arts Commission
25 Van Ness Avenue, Suite 345
San Francisco, CA 94102
T: 415-252-3215 F: 415-252-2595
sfartscommission.org

---

From: Taleporos, Zoe
Sent: Monday, June 03, 2013 12:45 PM
To: 'Pattie.tamura@sei1021.org'; 'Brook.demmerle@sei1021.org'; 'Tionate.garcia@sei1021.org'; 'Tiya.Thlang@sei1021.onmicrosoft.com'; 'David.canham@sei1021.org'; 'Kirsten.demons@sei1021.org'; 'sharzinn@yahoo.com'; 'JTanner940@aol.com'; 'L21PSCReview@lfp21.org'
Cc: Marcus Davies marcus.davies@sfgov.org (marcus.davies@sfgov.org); DHR-PSCCoordinator, DHR
Subject: Arts Commission PSC Summary - Vermont Street Stairs

Hello,

Please see the attached PSC Summary from the Arts Commission for the Vermont Street Stairs Public Art Project.

As an example of a similar project that has been approved by the Civil Service Commission, I have attached the minutes of the February 4, 2013 Civil Service Commission meeting demonstrating the approval of the Arellous Walker Stair Replacement Project (PSC 4063-12/13). The PSC Summary for the Arellous Walker Stair Replacement Project is also included at the end of that document. Please let me know if you have any questions.

Best,
Hello,

Please see the attached PSC Summary from the Arts Commission for the Vermont Street Stairs Public Art Project.

As an example of a similar project that has been approved by the Civil Service Commission, I have attached the minutes of the February 4, 2013 Civil Service Commission meeting demonstrating the approval of the Arelious Walker Stair Replacement Project (PSC 4083-12/13). The PSC Summary for the Arelious Walker Stair Replacement Project is also included at the end of that document. Please let me know if you have any questions.

Best,

Zoe Taleporos
Public Art Program Associate

San Francisco Arts Commission
25 Van Ness Avenue, Suite 345
San Francisco, CA 94102
T: 415-252-3215 F: 415-252-2595
sfartscommission.org

e-Newsletter | Twitter | Facebook | YouTube | Flickr
Prior DHR Approved – Similar and Regular Meeting Minutes

PSC #4063-12/13
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/12/12

DEPARTMENT NAME: Arts Commission

DEPARTMENT NUMBER: 28

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

□ CONTINUING   □ ANNUAL

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

TYPE OF SERVICE: Design and fabricate ceramic tile mosaic for Arellous Walker Stair Replacement Project

FUNDING SOURCE: Art Enrichment

PSC AMOUNT: $77,200      PSC DURATION: January 1, 2013 to December 31, 2016

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      Artist team will design and fabricate a ceramic tile mosaic for the Arellous Walker Stair Replacement Project.

   B. Explain why this service is necessary and the consequences of denial:
      City Administrative code section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit Recreation and Parks Department from complying with this ordinance. This work is being funded under art enrichment funds generated from the renovation of Arellous Walker Stairs.

   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):
      Contracts for artists to design, fabricate, transport and install and artwork have been sought by the Arts Commission in the past and have been previously approved, including PSC 3112-11/12, 4062-10/11, 4104-10/11, and 4009-08/09.

   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 10211  ______________________  Signature of person mailing/faxing form
   Union Name  12/12/12

   Local 21  ______________________  Signature of person mailing/faxing form
   Union Name  12/12/12

   RFP sent to  N/A, on  ______________________  Signature
   Union Name  Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40163-12/13

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:
   Contractor must be a professional fine artist who is selected by independent selection panel and approved by the Arts Commission to enter into contract to design and fabricate artwork for Arellous Walker Stair. These artists must have their design approved by the Arts Commission as required by City Charter.

   B. Which, if any, civil service class normally performs this work?
   None. Artist is not a Civil Service classification.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
   There is no Civil Service classification for fine artist. Contractor must be the professional fine artist who has been selected by an independent selection panel and judged by the Arts Commission as being appropriate for the unique requirements of this site.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No. Each art enrichment project is unique and requires different skills, as determined by an independent selection panel. It is in the City's interest to develop an art collection that is diverse in style, media, and artists represented.

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

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

Signature of Departmental Personal Services Contract Coordinator

Rebekah Krell 252-4665
Print or Type Name Telephone Number

25 Van Ness Ave., Ste. 345
San Francisco, CA 94102
Address

PSC FORM 1 (9/96)
February 04, 2013 Regular Meeting

MINUTES
Regular Meeting
February 4, 2013

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

CALL TO ORDER
2:00 p.m.
ROLL CALL.

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

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of January 7, 2013
Action: Adopted. (Vote of 4 to 0)

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

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

No report.

0021-13-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

<table>
<thead>
<tr>
<th>PSC#</th>
<th>Department</th>
<th>Amount</th>
<th>Type of Service</th>
<th>Type of Approval</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4050-12/13</td>
<td>Controller</td>
<td>$75,000</td>
<td>The Contractor will conduct a benchmarking study to identify best practices in community engagement, specifically as they relate to planning the City’s general obligation bond programs’ construction &amp; capital projects. In this context, community engagement includes information, consultation, engagement, and empowering activities that provide members of the public with direct ways to be involved in public life &amp; decision making, particularly on issues in which they have a direct interest. The City greatly values citizen input &amp; community engagement, as they are vital components for the City’s construction planning &amp; decision making. The goal of this study is to determine potential cost savings by identifying improvements to the City’s current community engagement practices. The Contractor will (1) describe the City’s current policies &amp; practices for engaging communities &amp; soliciting public input; (2) identify &amp; research at</td>
<td>Regular</td>
<td>11/30/13</td>
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<tr>
<td>Project</td>
<td>Type</td>
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<tr>
<td>4060-12/13</td>
<td>Controller</td>
<td>$75,000</td>
<td>The Contractor will conduct a benchmarking study to map San Francisco's project compliance &amp; approval process &amp; policies, specifically as they relate to the City's general obligation bond programs' construction &amp; capital projects. The goal of this study is to determine opportunities for time &amp; cost efficiency gains by identifying improvements to the process. As such, the selected Contractor will (1) describe the City's current project compliance &amp; approval process &amp; policies; (2) identify &amp; research at least three comparable jurisdictions to determine project compliance &amp; approval process best practices; and (3) recommend a roadmap of strategies &amp; plans for how to improve the City's project compliance &amp; approval process, making it more time and cost efficient.</td>
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<tr>
<td>4061-12/13</td>
<td>Environment</td>
<td>$1,000,000</td>
<td>A qualified environmental professional contractor to conduct environmental site assessments, prepare cleanup plans and conduct remediation of privately-owned and public properties located in the Southeast area of San Francisco, as part of a Brownfield's project supported by federal grant awards from the U.S. Environmental Protection Agency (EPA). Specifically, the environmental professional is required to develop opinions and conclusions regarding conditions indicative of releases or threatened releases of hazardous substances and petroleum chemicals, as specified by EPA regulations (70 FR 66070, Nov. 1, 2005), for Brownfield sites.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4062-12/13</td>
<td>Environment</td>
<td>$5,000,000</td>
<td>Assist the Department of designing, developing, facilitating, and implementing outreach and social marketing programs and creative multilingual campaigns in various areas including waste reduction, reuse, recycling, toxics reduction,</td>
<td></td>
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</tr>
<tr>
<td>Item</td>
<td>Department</td>
<td>Amount</td>
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<tr>
<td>4063-12/13</td>
<td>Art Commission</td>
<td>$77,200</td>
<td>Artist team will design &amp; fabricate a ceramic tile mosaic for the Arelius Walker Stair 28 Replacement Project.</td>
<td></td>
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</tr>
<tr>
<td>4064-12/13</td>
<td>City Planning</td>
<td>$75,000</td>
<td>The San Francisco Planning Department is soliciting a vendor to conduct a market analysis of selling Transferable Development Rights (TDRs) from City-owned properties, including studying the impact of proposed San Francisco zoning amendments on the existing TDR program and benchmarking other cities that has implemented TDR programs in which TDRs from publicly owned properties are sold.</td>
<td></td>
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</tr>
<tr>
<td>4065-12/13</td>
<td>Human Resources</td>
<td>$600,000</td>
<td>Provide a web-based, vendor-hosted human resources system for City job application, recruitment, testing, certification/referral processing and applicant demographics reporting capabilities. Services will include implementation planning and delivery, data migration, and robust technical support, including system upgrades and maintenance, as well as as-needed system training and customization services.</td>
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</tr>
<tr>
<td>4066-12/13</td>
<td>Public Utilities Commission</td>
<td>$800,000</td>
<td>The work under this agreement includes identifying surplus SFPUC properties that are candidates for revenue enhancement; accessing project and entitlement feasibility and economics; making entitlement applications; building and sustaining local government and community relationships to generate project support; beginning and managing environmental review; securing necessary local government entitlement approvals; and generating sale or lease publicity and arranging a sale and or lease program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4067-12/13</td>
<td>Public Utilities Commission</td>
<td>$950,000</td>
<td>Design a visitor's center, named the Alameda Creek Watershed Center (Center), in close proximity to the historic Sunol Water temple in Sunol, CA. The center, approximately 7,500 sf, is to be</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resolution</td>
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<td>Amount</td>
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<tr>
<td>4068-12/13</td>
<td>Public Utilities Commission</td>
<td>$1,500,000</td>
<td>To design and construct an interpretive exhibit area including an aquarium, an auditorium/conference area, learning laboratory, event gathering space, classes and staff offices. The grounds of the Center are to be integrated fully into the buildings) design and should engage visitors in experiential water-inspired learning, bioregionalism and watershed dynamics as well as provide a peaceful retreat. The architectural/engineering team will need to work closely with City landscape architects to develop an inspirational and functional project. There will be an option to provide construction support services.</td>
<td></td>
<td></td>
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<tr>
<td>4069-12/13</td>
<td>Municipal Transportation Agency</td>
<td>$500,000</td>
<td>The consultant will analyze the San Francisco Municipal Transportation Agency's (SFMTA) transportation (all modes) impacts on potential land use, employment, housing, transit service, and transportation infrastructure changes. The SFCHAMP San Francisco Regional travel Model is the official transportation modeling tool for</td>
<td></td>
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</tr>
<tr>
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<td>Description</td>
<td>Amount</td>
<td>Approval Date</td>
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<tr>
<td>Municipal Transportation Agency</td>
<td>Develop and maintain an employee wellness program that enables employees to reach optimal physical wellbeing, fitness, injury prevention, and complements existing San Francisco Municipal Transportation Agency (SFMTA) services and programs by implementing, providing and managing the following services: (1) Comprehensive Risk Assessments to include: blood pressure screening; orthopedic assessments; nutrition; stress reduction; weight control; and chronic illness screening. (2) Exercise and Education Centers (up to eight locations) to include professional quality fitness equipment with supervision and training; and healthy lifestyle and training programs (3) Therapeutic Program to include yoga, zumba, tai chi, massage, and similar therapeutic modalities (4) Data tracking, data management, and data reporting to measure outcomes.</td>
<td>$2,000,000</td>
<td>02/28/18</td>
<td></td>
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</tr>
<tr>
<td>Emergency Management</td>
<td>The contractor will provide training and exercise curriculums for the Bay Area urban Areas Security Initiative (UASI). Services will include review of existing regional catastrophic plans for each operational area; develop and conduct Homeland Security Exercise and Evaluation Program (HSEEP) tabletop exercises; develop a web-based interactive training curriculum for each Bay Area County; coordinate with CalEMA Golden Guardian regarding exercise design for use in Urban Shield; create a strategic plan addressing future growth and best practices from regional catastrophic training and exercise projects.</td>
<td>$1,200,000</td>
<td>12/31/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Health</td>
<td>The contractor will perform neuromonitoring services for patients undergoing operating room procedures at San Francisco.</td>
<td>$1,200,000</td>
<td>02/28/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Department/Agency</td>
<td>Current Approved Amount</td>
<td>Increase Amount Requested</td>
<td>New Total Amount Requested</td>
<td>Type</td>
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<tr>
<td>4073-12/13</td>
<td>Department of Technology</td>
<td>$28,000,000</td>
<td></td>
<td></td>
<td>Technical Support services for the Motorola radios used by the San Francisco Police Department, the Sheriff's Department, the Fire Department, the Department of Emergency Management, the Department of Public Works and the Public Utilities Commission.</td>
</tr>
<tr>
<td>4094-10/11</td>
<td>Treasurer/Tax Collector</td>
<td>Current Approved Amount</td>
<td>$100,000</td>
<td>Increase Amount Requested</td>
<td>$250,000</td>
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<tr>
<td>4009-07/08</td>
<td>Environment</td>
<td>Current Approved Amount</td>
<td>$2,249,000</td>
<td>Increase Amount Requested</td>
<td>$2,750,000</td>
</tr>
<tr>
<td>4023-09/10</td>
<td>Public Utilities Commission</td>
<td>Current Approved Amount</td>
<td>$2,300,000</td>
<td>Increase Amount Requested</td>
<td>$0</td>
</tr>
</tbody>
</table>
The San Francisco Public Library (Library) seeks a Contractor to develop a program to interpret and coordinate data, design form format, and issue notices and forms for the Library in multiple languages. The services include transforming electronic data, via File Transfer Protocol (FTP) to generate around 1,000 library notices per day, printing text of notices onto designated forms, and mailing them to library patrons first class presorted on the same day. Initially, the Contractor and Library staff will meet to define the specifications for and design each of the required forms: reserves, overdue, billed items, holds expired, and holds cancelled. Subsequent changes and/or additions to the forms would be made as-needed and, on occasion, the Library would provide additional inserts, or camera-ready copy of same, to be included in the mailings.

0021-13-8 (continued)

Speakers:

Lily Conover and Mark dela Rosa, Controller's Office spoke on PSC# 4059-12/13.
Micki Callahan and Donna Kotake spoke on PSC# 4065-12/13.
David Scott and Rosanna Russell, PUC spoke on PSC# 4066-12/13.
Shari Zinn, SEIU Local 1021, Jacquie Hale, Patricia Coggan and Lawrence Nichols, Department of Public Health spoke on PSC# 4072-12/13.
Jolie Gines and Joseph John, Department of Technology spoke on PSC# 4073-12/13.

Action:

(1) Approved the request to withdraw PSC# 4065-12/13 at the request of Department of Human Resources. (Vote of 4 to 0)
(2) Adopted the report; Approved the request for approval of PSC# 4066-12/13 as amended to reflect contract duration of five years instead of six. Notified the Office of the Controller and the Office of
Contract Administration. (Vote of 4 to 0)

(3) Adopted the report; Approved the request for approval of PSC # 4072-12/13 on the condition that the department reports back on its discussion with SEIU after one year. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

(4) Adopted the report; Approved the request for approval of PSC # 4073-12/13 as amended to reflect that the contract will be renewed after it has come before the Board of Supervisors. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

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

0022-13-1  Municipal Transportation Agency’s Summary of Appealed Future Employment Restrictions Placed by SFMTA. (Item No. 8)

Speakers: None.

Action: Adopted the report. (Vote of 4 to 0)

0017-13-1  Department of Human Resources Report of Provisional Appointments. (Item No. 9) - Action Item

Speakers: None.

Action: Adopted the report. (Vote of 4 to 0)

0018-13-1  Department of Human Resources Report on Promotive Only Announcements. (Item No. 10)

Speakers: None.

Action: Adopted the report. (Vote of 4 to 0)

0019-13-1  Department of Human Resources Report on Position-Based Testing Program. (Item No. 11)
PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 1, 2013

DEPARTMENT NAME: Fire Department DEPARTMENT NUMBER: 31

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

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

TYPE OF SERVICE: Clinical and Teaching Quality Assurance for the Fire Department Emergency Medical Services and the Department of Emergency Management Medical Dispatch Services

FUNDING SOURCE: Annual Budget

PSC AMOUNT: $1,250,000 PSC DURATION: January 1, 2013 – December 31, 2013

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      Contractor provides clinical quality assurance services for Fire Department Emergency Medical Services (EMS) and the Department of Emergency Management (DEM).
   
   B. Explain why this service is necessary and the consequences of denial:
      The Fire Department and DEM need clinical quality assurance services to ensure that quality medical services are being provided by the Emergency Medical Technicians and Paramedics who work on Fire Department engines, trucks, special squads, and ambulances and oversee the EMS training program. DEM needs to ensure that medical dispatch protocols are properly used and evaluated. Denial of this agreement would leave both Departments without clinical quality assurance of EMS activities from a licensed medical specialist in emergency medicine.
   
   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 approved by the Civil Service Commission on November 5, 2006. (PSC # 4061-06/07.)
      Dec. 19, 2008 W 4062-08/09
   
   D. Will the contract(s) be renewed:
      Yes. This is the final, one-year renewal on this contract.

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE:

PSC# 4064-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved W 12/13/2013

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (996)
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
      Physician with an emergency medicine license and experience in administration, research, teaching, and clinical and academic quality assurance for emergency medical services.

   B. Which, if any, civil service class normally performs this work?
      2237 Medical Director, Emergency Medical Services Agency, DPH, and 2233 Supervising Physician Specialist.

   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 provide academic or teaching quality assurance activities or teach EMS classes to practitioners. These skills are needed by the Fire Department and DEM.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. The service requires the use of an academic institution in the practice of Medicine to provide the appropriate oversight for these specialized medical services.

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?
      No

   C. Are there legal mandates requiring the use of contractual services?
   D. Are there federal or state grant requirements regarding the use of contractual services?
   E. Has a board or commission determined that contracting is the most effective way to provide this service?
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The Department currently has a contract with The Regents of the University of California, on behalf of the San Francisco General Hospital Clinical Practice Group for Emergency Medicine Service, to provide these services.
THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Jesus Bushong
Signature of Departmental Personal Services Contract Coordinator

Jesus Bushong
Print or Type Name
558-3615
Telephone Number

698 Second Street, San Francisco, CA 94107
Address
Union Notification(s)

♦ UAPD
Dang, Leorah

From: Bushong, Jesusa
Sent: Tuesday, May 21, 2013 10:37 AM
To: jduritz@uapd.com
Cc: DHR-PSCCoordinator, DHR
Subject: RE: Reg-Initial: Clinical & Teaching Quality Assurance for the Fire Dept ER Medical Services and... (Dept 31)
Attachments: 201305211103414719.pdf

Dear Mr. Duritz:

Attached for your reference is the revised PSC for the service above with clerical amendments. There were no changes to the scope, amount or duration. I simply added items 1 through 3 below as instructed by DHR’s PSC Coordinator. For your information, this PSC item will be calendared for the July 1, 2013 Civil Service meeting.

Thank you.

Jesusa Bushong
San Francisco Fire Department
Human Resources Division
(415) 558-3615
Dear Mr. Duritz:

Attached for your review and comment is a request to modify an existing personal services contract with The Regents of the University of California for clinical quality assurance services to the EMS staff of the Fire Department and to the dispatch staff of the Department of Emergency Management. This is the final renewal on this existing contract.

If you have any questions or require further information, please contact Mark Corso, Fire Department Chief Financial Officer, at (415) 558-3417. In accordance with the review period for UAPD, we would appreciate receiving your response by the 30-day deadline of May 31, 2013.

Thank you for your assistance.

Jesusa Bushong
San Francisco Fire Department
Human Resources Division
(415) 558-3615
Notice of Civil Service Commission Action – Original - Expired

PSC #4062-08/09
PSC #4061-06/07
December 18, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4062-08/09 AND 4064-08/09.

At its meeting of December 15, 2008 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

1. Adopt the Human Resources Director’s report on PSC #4062-08/09. Notify the offices of the Controller and the Purchaser.

2. Adopt the Human Resources Director’s report on PSC #4064-08/09 as verbally amended to note that the contractor will train City and County employees. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Jesusa Bushong, San Francisco Fire Department
Micki Callahan, Human Resources Director
Connie Chang, Public Utilities Commission
Shamica Jackson, Public Utilities Commission
Jennifer Johnston, Department of Human Resources
Naomi Kelly, Office of Contract Administration
Brigette Rockett, Department of Human Resources
Ben Rosenfield, Controller
Commission File
Chron
## RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

<table>
<thead>
<tr>
<th>PSC No.</th>
<th>DeptNo</th>
<th>Deptname</th>
<th>Approval Type</th>
<th>Contact Amount</th>
<th>Description of Work</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>4060-08-09</td>
<td>22</td>
<td>Department of the Environment</td>
<td>Regular</td>
<td>$84,000.00</td>
<td>Will accept left over latex paint from San Francisco residents giving it to fourteen sites (11 vendors) and storing it on-site until contractor picks it up for recycling.</td>
<td>30-Jun-13</td>
</tr>
<tr>
<td>4066-08-09</td>
<td>31</td>
<td>Fire Department</td>
<td>Regular</td>
<td>$471,000.00</td>
<td>Will provide development and administration of exams for the Fire Dept. Rank of H-2 Firefighter, H-4 Inspector, H-6 Investigator, and H-33 EMS Captain, and will defend those selection processes against legal challenges as necessary.</td>
<td>31-Dec-09</td>
</tr>
<tr>
<td>4062-08-09</td>
<td>31</td>
<td>Fire Department</td>
<td>Regular</td>
<td>$1,250,000.00</td>
<td>Will provide clinical quality assurance services for Fire Department Emergency Medical Services (EMS) and the Dept. of Emergency Mgmt. (DEM).</td>
<td>31-Dec-12</td>
</tr>
<tr>
<td>4083-08-09</td>
<td>35</td>
<td>San Francisco Municipal</td>
<td>Regular</td>
<td>$158,000.00</td>
<td>Will install fifteen (15) re-conditioned engines into Municipal Railway Neoplan Standard coaches.</td>
<td>30-Jun-09</td>
</tr>
<tr>
<td>4064-08-09</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$1,500,000.00</td>
<td>Will conduct hydrologic, geomorphic, biological and related river ecosystem science work on an as-needed basis.</td>
<td>14-Jan-14</td>
</tr>
<tr>
<td>4065-08-09</td>
<td>70</td>
<td>City Administrator</td>
<td>Regular</td>
<td>$150,000.00</td>
<td>Will provide day laborers with access to work and vital social services and increasing their skill levels through educational opportunities.</td>
<td>31-Dec-09</td>
</tr>
</tbody>
</table>
PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 29, 2008

DEPARTMENT NAME: Fire Department
DEPARTMENT NUMBER: 31

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

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

TYPE OF SERVICE: Clinical and Teaching Quality Assurance for the Fire Department Emergency Medical Services and the Department of Emergency Management Medical Dispatch Services

FUNDING SOURCE: Annual Budget

PSC AMOUNT: $1,250,000
PSC DURATION: January 1, 2009 – December 31, 2011

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

   Contractor provides clinical quality assurance services for Fire Department Emergency Medical Services (EMS) and the Department of Emergency Management (DEM).

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

   The Fire Department and DEM need clinical quality assurance services to ensure that quality medical services are being provided by the Emergency Medical Technicians and Paramedics who work on Fire Department engines, trucks, special squads, and ambulances and oversee the EMS training program. DEM needs to ensure that medical dispatch protocols are properly used and evaluated. Denial of this agreement would leave both Departments without clinical quality assurance of EMS activities from a licensed medical specialist in emergency medicine.

   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 approved by the Civil Service Commission on November 6, 2006. (PSC # 4061-06/07.)

   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):

   ___________  ____________________________  11-24-08
   Union Name  Signature of person mailing / faxing form  Date

   ___________  ____________________________  Date
   Union Name  Signature of person mailing / faxing form

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

PSC# 4061-09
STAFF ANALYSIS/RECOMMENDATION: Approved

CIVIL SERVICE COMMISSION ACTION: ☒

5554
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
      Physician with an emergency medicine license and experience in administration, research, teaching, and clinical and academic quality assurance for emergency medical services.

   B. Which, if any, civil service class normally performs this work?
      2237 Medical Director, Emergency Medical Services Agency, DPH, and 2233 Supervising Physician Specialist.

   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 current civil service classifications do not provide academic or teaching quality assurance activities or teach EMS classes to practitioners. These skills are needed by the Fire Department and DEM.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. The service requires the use of an academic institution in the practice of Medicine to provide the appropriate oversight for these specialized medical services.

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.

   Oversight of Fire Department instructors (H20, H28, H33, H43) who currently are required by law to provide initial certification and continuing education training for EMTs and Paramedics. (EMT recertification, 24 hours education over two years, 8 hours CPR. Paramedics, 48 hours state mandated, 24 hours county mandated training annually). SFFD has 1,065 EMTs and 326 Paramedics.

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

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

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

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

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

---

*Signature of Departmental Personal Services Contract Coordinator*

Jesus Bushong 

*Print or Type Name* 

558-3615 

*Telephone Number* 

698 Second Street, San Francisco, CA 94107
PLEASE NOTE THE MESSAGE BELOW HAS CHANGED.

Enclosed for your review is a PSC for clinical and teaching QA for the Fire Department’s EMS Division and the City’s Department of Emergency Management Medical Dispatch Services. Please note the PSC amount has changed from $950,000 to $1,250,000. I’m sorry if this has caused any inconvenience. Please let me know if you have questions or concerns.

Thank you.
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NOTICE OF CIVIL SERVICE COMMISSION ACTION

November 22, 2006

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4055-06/07 THROUGH 4067-06/07.

At its meeting of **November 6, 2006** the Civil Service Commission had for its consideration the above matter.

It was the decision of the Commission to **postpone PSC 4060-06/07 to the meeting of December 18, 2006 at the request of the San Francisco Fire Department**; **Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.**

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

CIVIL SERVICE COMMISSION

[Signature]

KATE FAVETTI
Executive Officer

Attachment

C: Parveen Boparai, Municipal Transportation Agency
Rachel Buerkle, Department of the Environment
Jessua Bushong, San Francisco Fire Department
Connie Chang, Public Utilities Commission
Bonita Davenport, City Planning
Philip Ginsburg, Human Resources Director
Ed Harrington, Controller
Jennifer Johnston, Department of Human Resources
Naomi Kelly, Office of Contract Administration
Donna Marion, San Francisco Public Library
Jonathan Nelly, Department of Human Resources
Joyce O. Smith, Human Rights Commission
Commission File
Chron
## RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

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<tr>
<th>PSC No</th>
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<th>Approval Type</th>
<th>Contract Amount</th>
<th>Description of work</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4055-06/07</td>
<td>34</td>
<td>Human Rights Commission</td>
<td>Regular</td>
<td>$350,000.00</td>
<td>Will provide technical and specialized services that help increase Disadvantaged business Enterprises (DBE) participation in City construction projects by assisting DBE contractors or subcontractors in obtaining or increasing bonding and financing.</td>
<td>30-Jun-10</td>
</tr>
<tr>
<td>4056-06/07</td>
<td>41</td>
<td>Public Library</td>
<td>Regular</td>
<td>$212,000.00</td>
<td>Will provide on-line live tutoring services to student patrons of the Public Library 7 days a week from 2:00pm to 9:00pm PST, at the library or at the students' homes. Tutoring services include Spanish-language assistance on math and science subjects.</td>
<td>31-Jan-10</td>
</tr>
<tr>
<td>4057-06/07</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$290,000.00</td>
<td>Will provide On-Site Back Strengthening and a Comprehensive health Awareness and Wellness Program for the Municipal Transportation Agency and the Department of parking and Traffic employees who have sustained work related injuries.</td>
<td>30-Jun-08</td>
</tr>
<tr>
<td>4058-06/07</td>
<td>29</td>
<td>City Planning Commission</td>
<td>Regular</td>
<td>$500,000.00</td>
<td>Will conduct historic resource surveys within the boundaries of the Eastern Neighborhoods Program and Western SoMa Citizen's Planning Taskforce Plan Areas.</td>
<td>30-Mar-08</td>
</tr>
<tr>
<td>4059-06/07</td>
<td>29</td>
<td>City Planning Commission</td>
<td>Regular</td>
<td>$480,000.00</td>
<td>Will employ modeling, window and shadow analysis to recommend new planning policies and controls for development and will identify mechanisms to harness area development to contribute funding to the Transbay Transit Center project.</td>
<td>31-Dec-07</td>
</tr>
<tr>
<td>4060-06/07</td>
<td>31</td>
<td>Fire</td>
<td>Regular</td>
<td>$180,000.00</td>
<td>Will perform maintenance and repair of exhaust extractors, controls, and motors at fire facilities as necessary, and be available 24 hours per day, and 7 days per week.</td>
<td>30-Jun-09</td>
</tr>
<tr>
<td>4061-06/07</td>
<td>31</td>
<td>Fire</td>
<td>Regular</td>
<td>$492,876.80</td>
<td>Will provide medical direction and clinical quality control for paramedics in the SFFD. Will authorize and obtain pharmaceuticals and other prescription-based supplies.</td>
<td>30-Oct-08</td>
</tr>
<tr>
<td>4062-06/07</td>
<td>22</td>
<td>Environment</td>
<td>Regular</td>
<td>$117,000.00</td>
<td>Will develop long term strategy for Clean air Program support, including fundraising and implementing funding options.</td>
<td>28-Feb-10</td>
</tr>
</tbody>
</table>
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/02/06
DEPARTMENT NAME: Fire Department
TYPE OF APPROVAL: EXPEDITED
DEPARTMENT NUMBER: 31
CONTINUING □ ANNUAL

TYPE OF REQUEST: XXX MODIFICATION
XXX INITIAL REQUEST
TYPE OF SERVICE: Provide medical direction and practice oversight for Advanced Life Support (paramedics) clinicians in the Pre-hospital setting
FUNDING SOURCE: Budget Funding
PSC AMOUNT: $492,876.80 over the two year contract
PSC DURATION: Two (2) calendar years (11/01/06 - 10/30/08)

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      Provide medical direction and clinical quality control for paramedics in the SFFD. Authorize and obtain pharmaceuticals and other prescription-based supplies

   B. Explain why this service is necessary and the consequences of denial:
      SFFD is obligated under County DPH Policy 4000 to "...ALS providers shall employ a physician knowledgeable in pre-hospital care and quality improvement to act as a provider Medical Director..." Consequence of denial will void the SFFD's Advanced Life Support certification and prevent the SFFD from providing paramedic services to the City.

   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
      Services have been provided by Work Order/OUN between UCSF and the San Francisco Dept of Health

   D. Will the contract(s) be renewed:
      If performance is acceptable, yes.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):
   VAPD
   Physicians & Dentists 8CC
   Union Name
   Signature of person mailing/faxing form 10-6-06 Date
   Signature of person mailing/faxing form Date
   RFP sent to , on Date 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: Five years experience as Emergency Physician. Knowledgeable in Quality Improvement for EMS services. Experience with Pre-hospital research. Base Station physician accreditation
   B. Which, if any, civil service class normally performs this work?
   No Civil Service classification currently provides these services
   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 do not perform this service. Base Station physicians are employees of UCSF.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No. Not practical at this time due to specialty skills necessary to perform work and the necessity of determination by UCSF, so as to avoid duplication of responsibilities in Civil Service classifications.

5. ADDITIONAL INFORMATION (if "yes", attach explanation)
   A. Will the contractor directly supervise City and County employees?
      Yes   No
      □     XX
   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.
      □     XX
   C. Are there legal mandates requiring the use of contractual services?
      □     XX
   D. Are there federal or state grant requirements regarding the use of contractual services?
      □     XX
   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?
      XX

UCSF

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

______________________________
JESSICA BUSHONG
Signature of Departmental Personal Services Contract Coordinator

______________________________
(415) 558-3915
Print or Type Name
Telephone Number

698 Second Street, San Francisco, CA 94107
Address
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/03/2013

DEPARTMENT NAME: San Francisco Public Utilities Commission (SFPUC)  DEPARTMENT NUMBER 40

TYPE OF APPROVAL:  ☑ REGULAR  (OMIT POSTING ________)

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

TYPE OF SERVICE:  Professional Ecological & Botanical Services (CS-317)

FUNDING SOURCE:  Water Enterprise Funding

PSC AMOUNT: $3,500,000  PSC DURATION: 11/26/2013 to 11/26/2020 (7 years)

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   Contractor to provide staff, equipment and services to complete monitoring of vegetation restoration of Water System Improvement Program (WSIP) Construction Sites to support the SFPUC's permit compliance. Perform field work including vegetation transect surveys, invasive species identification, photo documentation, and field training for Contractors; perform management tasks including recommendations for remedial actions needed to meet restoration success criteria, Quality Assurance/Quality Control of Contractor work, schedule and budget management, and regular correspondence with the SFPUC; develop tools for data collection and communicating required actions (i.e., forms and checklists); and prepare annual monitoring reports including supporting photos, figures, and maps.

   B. Explain why this service is necessary and the consequences of denial:
   Contractor will supplement full-time SFPUC staff by providing temporary staff during peak field and report preparation efforts and with staff that have technical expertise and training not otherwise required on full time basis or beyond 7 years. If the contract is denied, the SFPUC would not be able to meet its California Environmental Quality Act (CEQA) and/or regulatory agency permit requirements (i.e., from the U.S. Fish and Wildlife Service) without annual hiring and firing of seasonal workers and technical experts.

   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 not required 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):

   L21/L39  Shamica Jackson  05/01/2013
   Union Name  Signature of person mailing/faxing form  Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4005-13/14  STAFF ANALYSIS/RECOMMENDATION: Approved W 6/13/2013

CIVIL SERVICE COMMISSION ACTION:

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

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Botanist, biologist, ecologist, geomorphologist, geographic information specialist (GIS) and appropriate scientists and engineers.
   B. Which, if any, civil service class normally performs 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:
      Civil service classes are applicable; however, supplemental, temporary labor is needed to perform the work that is concentrated at specific peaks during the year and with specific technical expertise needed to accomplish discrete portions of the work.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      Civil service classes already exist. Contractor is requested to supplement the new staff for episodic work.

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?
      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?
      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?
      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

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

K. DOMINGO PSC FORM 1 (9/96)
Union Notification(s)
✧ Local 21
✧ Local 39
To All Interested Parties,

Pursuant to recently negotiated provisions in the City’s memoranda of understanding ("MOUs") with City labor unions, Departments must now send such notices to affected unions either at the time the City issues a Request for Proposals/Request for Qualifications, or 30 days prior to the submission of a PSC request to DHR and/or the Commission, whichever occurs first. Such notice must include a copy of the draft PSC summary form.

Best regards,

Shamica L. Jackson
San Francisco Public Utilities Commission
Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
voice: 415-554-0727
fax: 415-554-3225
email:sjackson@sfwater.org

Please consider the environment before printing this email
City and County of San Francisco  

Department of Human Resources  

PERSONAL SERVICES CONTRACT SUMMARY  

DT: 5/6/2013  

DEPARTMENT NAME: Office of Economic and Workforce Development  

DEPARTMENT NUMBER 21  

TYPE OF APPROVAL: ☑ REGULAR  

(OMIT POSTING _______ )  

TYPE OF REQUEST:  

☐ INITIAL REQUEST  

☑ MODIFICATION (PSC# 3001-12/13 )  

TYPE OF SERVICE: Workforce Consulting – Employment Training Panel (ETP) reporting  

FUNDING SOURCE: State grant funds  

Original Amount: $49,000  

Modification Amount: $110,000  

Total Amount: $159,000  

PSC Duration: 8/1/12-12/31/13  

PSC Duration: 01/01/14 through 12/31/15  

Total PSC Duration: 8/1/12-12/31/15  

1. DESCRIPTION OF WORK  

A. Concise description of proposed work:  

The Office of Economic and Workforce Development (OEWD) received a training cost reimbursement grant from the California Employment Training Panel (ETP). In order for OEWD to be reimbursed for its training cost, training information and data need to be reported to the Employment Development Department (EDD) on a monthly basis. Steve Duscha Advisors is responsible for submission of all training data collected through ETP’s online system. This service is essential services to OEWD being reimbursed.  

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

ETP strongly recommended that OEWD enter into a contract with Steve Duscha Advisors because the paperwork is complex and laborious and because Steve Duscha Advisors has extensive experience with the design and implementation of the reimbursement system. If the service is not delivered, then OEWD will not be able to be reimbursed for its training 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):  

The same contractor has been providing this service to the department; the department was awarded another year of ETP funding therefore an extension is being sought. PSC 3001-12/13 is the most recent approval number.  

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

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

MCA  

Signature of person mailing/faxing form  

gessed 5/6/13 signed 6/1/13  

Date  

Local 21  

Signature of person mailing/faxing form  

5/6/13  

Date  

RFP sent to ________ on ________ by ________  

Signature  

FOR DEPARTMENT OF HUMAN RESOURCES USE  

PSC# 3001-12/13  

STAFF ANALYSIS/RECOMMENDATION: Approved WO 6/13/2013  

CIVIL SERVICE COMMISSION ACTION:  

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Extensive knowledge and expertise for the collection, analysis, and submission of the training data that will be submitted to the California Employment Training Panel. (Please see additional attachment) [W]

   B. Which, if any, civil service class normally performs this work?
      None. The closest would be: 0922 Manager I, 0923 Manager II, or 1824 Principal 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:
      ETP contracts have never been operated by any agency in the City and County of San Francisco and there is no current City and County staff that has experience with working on an ETP contract. Therefore, a consultant is needed to assist with collecting, analyzing the data, and submitting it to ETP.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. The work is dependent on an annual competitive application process and State funding levels.

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 [ ] 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? Steve Duscha Advisories is the current vendor for these services.
      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

Morrick Pascual
__________________________________________
Print or Type Name ________________________________ Telephone Number

(415) 701-4811

1 South Van Ness Ave, 5th Floor
San Francisco, CA 94103

Address

PSC FORM 1 (9/96)
Additional Attachment(s)

◊ Section 3. Description of Required Skills/Expertise

3A. Specify Required Skills and/or Expertise

State of California
Employment Training Panel
April 29, 2013
FOR IMMEDIATE RELEASE: April 29, 2013

Employment Training Panel Approves Over $5.5M to Train California Workers, Including a Pre-Apprenticeship Program With SF CityBuild to Support Individuals With Multiple Barriers to Employment

SACRAMENTO – The State of California’s Employment Training Panel approved 19 contracts worth over $5.5M in job training funds at its regularly held public meeting on April 26. Additionally, since the last Panel meeting on March 22, Panel Chair, Barry Broad and Acting Executive Director, Jill McAloon have approved more than $740,000 to help fund training for 16 small business and small-scope projects under $100,000 each.

Proposals approved today included training projects from various industry sectors, including priority industries vital to California’s economic growth, such as manufacturing, information technology services, multi-media/entertainment, and construction trades. Among training proposals in the construction trades was a proposal from the City and County of San Francisco, which proposes to train 70 new hires through the CityBuild Academy program.

CityBuild Academy is a construction pre-apprenticeship program designed to assist unions and private construction contractors meet their workforce needs for entry-level apprentices. It was enacted by the City of San Francisco’s Office of Economic and Workforce Development (OEWD) in partnership with construction trade unions, the City College of San Francisco, the San Francisco Construction Trades Council, and community based organizations. The program also assists private sector employers in meeting city-mandated hiring requirements for large public and private construction projects.

Since the CityBuild Academy program launched in 2005, it has played a vital role in providing training and employment opportunities in the construction trades to economically disadvantaged San Francisco residents. Under this proposal, all training is for new hires and will include 50 trainees with multiple barriers to employment. Upon completion of the program, successful graduates of the CityBuild Academy program may become registered apprentices.

“CityBuild is a dynamic program that supports the development of a highly skilled workforce through job training. By providing education and workforce training to individuals who face multiple barriers to employment, the CityBuild Academy Program is helping to meet local workforce demand while creating career opportunities for those in greatest need,” said Marc Majors, Workforce Development Manager for CityBuild.

Through Special Employment Training Funds, ETP is able to help fund programs like San Francisco’s CityBuild Academy, a program that not only supports job creation and economic development, but helps change people’s lives.

ETP is a business and labor supported state agency that assists employers in strengthening their competitive edge in the economy by providing funds to partially offset the costs of necessary job skills training. California’s ETP is a performance-based program, providing funds for trainees who
successfully complete training and are retained in good-paying jobs at a required minimum wage, for at least 90 days.

The program, funded by the Employment Training Tax paid by California employers, helps businesses threatened by out-of-state and international competition. The Panel also serves employers under its Special Employment Training Program, funding projects designed to improve skills and employment security of frontline workers in projects that do not meet standard employer/trainee eligibility requirements. Since its inception in 1983, the ETP program has provided approximately $1.25 billion to train over 800,000 workers for more than 78,000 California companies. Employers match training funds awarded by ETP, making these projects true public-private partnerships. For more information about the program, please visit www.etp.ca.gov, or call 916-327-5368.

PROJECTS APPROVED
April 26, 2013

REVIEW AND ACTION ON PROPOSALS

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<tr>
<th>Contractor</th>
<th>City/County</th>
<th>Contract Amt</th>
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<td>Los Angeles, Orange, San Diego, San Francisco, Santa Clara &amp; Tulare</td>
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<td>RGB Systems, Inc, DBA Extron Electronics</td>
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<td><strong>San Francisco Bay Area Regional Office</strong></td>
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<tr>
<td>Agilent Technologies, Inc. (Amendment)</td>
<td>Santa Clara &amp; Sonoma</td>
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<tr>
<td>City and County of San Francisco</td>
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<td>$387,240</td>
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FormFactor, Inc.  
SVC Manufacturing, Inc.  
Tesla Motors, Inc. (AB118)  
Sacramento Regional Office  
Dry Creek Corporation DBA E&J Gallo Winery (Withdrawn)  
Gerawan Farming Inc.  
GNB Corporation  
Innovation Commercial Flooring Inc.  
Johns Manville Corporation  
Quad Knopf, Inc.  
Alameda  
Alameda  
Alameda  
Fresno  
Sacramento  
Fresno  
Glenn  
Fresno, Kern, Placer, & Tulare  
$99,360  
$67,640  
$648,000  
$0  
$254,880  
$48,308  
$3,640  
$249,876  
$18,200  

SMALL BUSINESS AND SMALL SCOPE PROJECTS APPROVED

Fast Track April 2013-1  
ACM Technologies, Inc.  
eClinicalWorks, LLC  
Gate Gourmet, Inc.  
Inspec Testing, Inc.  
MSC Software Corporation  
The Cheesecake Factory Bakery Incorporated  
TLI Enterprises, Inc. DBA TLI-Metal Processing, Inc.  
Riverside  
Alameda  
San Diego  
San Diego  
Los Angeles, Orange & Santa Clara  
Los Angeles  
Alameda  
$56,300  
$78,960  
$67,040  
$78,312  
$61,880  
$21,500  
$99,840  

Small Business April 2013-1  
Gar Tootelian, Inc.  
Hallmark Metals, Inc.  
Hope Builders, Inc.  
Innovative Construction Solutions  
Mars Air Systems, LLC  
Stanford Medical Billing Services, Inc.  
Surface Mount Distribution Sales, Incorporated DBA SMD, Inc.  
Fresno  
Los Angeles  
Orange  
Orange  
Los Angeles  
Fresno  
Los Angeles & Orange  
$49,456  
$31,200  
$20,600  
$36,660  
$20,930  
$14,960  
$49,500  

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<td>Contra Costa</td>
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Union Notification(s)
  ♦ MEA
  ♦ Local 21
Hi Rebecca,

Attached please find a PSC modification that we’ve requested be heard at the 7/1 civil service meeting. I had faxed this one over on 5/6 but Leorah reminded me when I sent it on to DHR that I should have emailed it you.

Please let me know if you have any questions about the request. I included in the attachment a press release from the State with information about the program they want the contractor to assist with to give you some context.

Thanks!
-Kris

Kris Damalas
Contracts and Performance Director
City and County of San Francisco
Office of Economic and Workforce Development
Email: kristine.damalas@sfgov.org
NEW Ph: 415-701-4870
Website: www.workforcedevelopmentsf.org
This document: Confirmed
(reduced sample and details below)
Document size: 8.5" x 11"

CITY AND COUNTY OF SAN FRANCISCO
EUNICE M. LEE, MAYOR
OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT
RICHARD SIMMONS, DIRECTOR OF
WORKFORCE DEVELOPMENT

Facsimile Transmittal

To: MEA
Fax: 415-992-7357

From: Kris Damalas
Date: 6/6/13

Re: 1 PSC Summary Form for review

☐ Urgent ☒ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Message:
Attached find two PSC summary forms for review. Should you have any questions or concerns, please don't hesitate to contact me.

Thanks,
Kris

Kris Damalas
Contracts and Performance Director
City and County of San Francisco
Office of Economic and Workforce Development
Email: kristina.damalas@sfgov.org
Phone: 415-701-4910

Total Pages Scanned: 9
Total Pages Confirmed: 9

No. Job Remote Station Start Time Duration Pages Line Mode Job Type Results
001 244 4159897077 09:29:32 a.m. 05-06-2013 00:03:26 9/9 1 EC HS CP14400

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

Attached please find one PSC modification we are seeking to increase above the administrative approval level. If you have any questions or want to discuss this request, please don’t hesitate to contact me. If you don’t have any questions, we’ll be requesting the matter be heard at the July 1 Civil Service Commission meeting.

Thanks!
-Kris

Kris Damalas
Contracts and Performance Director
City and County of San Francisco
Office of Economic and Workforce Development
Email: kristine.damas@sf.gov
NEW Ph: 415-701-4870
Website: www.workforcedevelopmentsf.org
PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 3, 2012

DEPARTMENT NAME: Office of Economic Workforce and Development

DEPARTMENT NUMBER: 21

TYPE OF APPROVAL:  X EXPEDITED

REGULAR (OMIT POSTING ________) 

CONTINUING 

ANNUAL

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

TYPE OF SERVICE: Workforce Consulting – Employment Training Panel

FUNDING SOURCE: State Funding

PSC AMOUNT: $49,000 PSC DURATION: 8/1/12-12/31/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
OEWD received a training cost reimbursement grant from the California Employment Training Panel (ETP). In order for OEWD to be reimbursed for its training costs, training information and data need to be reported to EDD on a monthly basis. Steve Dousha Advisories is responsible for submission of all training data collected, through ETP’s online system. This service is essential to OEWD being reimbursed.

B. Explain why this service is necessary and the consequences of denial:
ETP strongly recommended that OEWD enter into a contract with Steve Dousha Advisories, because the paperwork is complex and laborious, and because Steve Dousha Advisories has extensive experience with the design, and implementation of the reimbursement grant. If the service is not delivered, then OEWD will not be able to be reimbursed for its training cost.

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 service has been provided for the Office of Economic and Workforce Development.

D. Will the contract(s) be renewed: N/A

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

7/9/12 Date

MEA

Union Name

Signature of person mailing/faxing form

7/9/12 Date

RFQ sent to _____________________, on ______________ Date __________________ Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3001 - 12/13

Approval Date: 7/18/12

Received 7/10/12

By: Micki Callahan, Human Resources Director

PSC FORM 1 (9/98)
City and County of San Francisco

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Extensive knowledge and expertise for the collection, analysis and submission of the training data that will be submitted to the California Employment Training Panel.
   
   B. Which, if any, civil service class normally performs this work?
      None. The closest would be: 0922, 0923 or 1824.
   
   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:
      ETP contracts have never been operated by any agency in the City and County of San Francisco and there is no current City and County staff that has experience with working on an ETP contract. Therefore, a consultant is needed to assist with collecting, analyzing the data and submitting it to ETP; and this is a one time contract.
   
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, because this is possibly a one time contract.

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?
      No
   
   C. Are there legal mandates requiring the use of contractual services? N/A
      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? N/A
      No
   
   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 of Departmental Personal Services Contract Coordinator

Merrick Pascual
Print or Type Name

(415) 701-5511
Telephone Number

1 South Van Ness, 5th Floor
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: 06/03/2013

DEPARTMENT NAME: Arts Commission

DEPARTMENT NUMBER 28

TYPE OF APPROVAL: ☑ REGULAR

(OMIT POSTING ________ )

TYPE OF REQUEST:

☑ INITIAL REQUEST

MODIFICATION (PSC# 3036-11/12)

TYPE OF SERVICE: Cultural capital and historic preservation consulting and advising service

FUNDING SOURCE: Capital and Mayor’s Office on Disability

Original Amount: $50,000  PSC Duration: 09/01/11 – 6/30/12

Modification #1 Amount: $50,000  PSC Duration: 07/01/12 – 06/30/13

Modification #2 Amount: $50,000  PSC Duration: 07/01/13 – 06/30/14

Total Amount $150,000  Total PSC Duration: 09/01/11 – 06/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work: See additional attachment.

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

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has been approved in the past with PSC #3036-11/12.

D. Will the contract(s) be renewed: This contract may be renewed, based on the timeline of the completion of the renovation project.

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

6/03/2013
Date

SEIU Local 1021
Union Name

Signature of person mailing/faxing form

6/03/2013
Date

RFP sent to ____________________________ on ____________________________

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3036-11/12
STAFF ANALYSIS/RECOMMENDATION: Approved W 6/13/2013

CIVIL SERVICE COMMISSION ACTION:
City and County of San Francisco

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: Experience in the coordination of multiple City, state and federal requirements for the construction of culturally based renovations and construction, coordinating multiple efforts which other City agencies (principally with Department of Public Works, San Francisco Municipal Transit Agency, Mayor's Office of Disability, Department of Real Estate), knowledge of City rules and regulations, knowledge of preservation requirements and programmatic use of a cultural facility, and project management around high visibility restoration projects.
   B. Which, if any, civil service class normally performs this work? There are no classifications that possess this level and type of expertise.
   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: Due to the variety of skills one person must have, there is no civil service position that retains all the required qualifications.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. This contract requires highly specialized skills, for one unique cultural facility in the City.

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? 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? The Arts Commission supports the creation of this contract to assure that all ADA, historic preservation and federal hiring requirements are successfully coordinated along with the completion of all pending design work and the creation of a single coordinated scope of work from multiple funding sources.
   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 of Departmental Personal Services Contract Coordinator

Kevin Quan
Print or Type Name

252-4604
Telephone Number

25 Van Ness Ave, Ste 345
San Francisco, CA 94102
Address

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC FORM 1 (9/96)
Additional Attachment(s)

◊ Section 1. **Description of Work**

1A. Concise Description of Proposed Work

1B. Explain why this Service is Necessary and the Consequences of Denial
ATTACHMENT

1A:
A Bay Area consultant who specializes in coordinating multiple City, state, and federal requirements for the construction of culturally based renovations and construction, will serve in a critical advisory capacity to assist with the management of a renovation project at Bayview Opera House located at 4705 Third Street. This work entails working with and maintaining relationships, as well as coordinating efforts with other city agencies, principally with the Department of Public Works, San Francisco Municipal Transit Agency, Mayor’s Office of Disability, Department of Real Estate, and others. This will also include coordinating with the Bayview Opera House tenant organization and its board, the San Francisco Architectural Heritage Foundation, and other neighborhood groups. The consultant will advise on preservation requirements programmatic use of a cultural facility, coordinate multiple high visibility restoration projects, and help to improve project efficiency and coordination.

1B:
Due to project delays and increase in oversight by contractor, the contract needs to be modified and increased through the end of next year. The project requires unique skills to support the successful coordination of multiple funding and design outcomes. The renovation projects at the Bayview Opera House, which was recently named on the National Register of Historic Places, must successfully meet all preservation, American Disabilities Act (ADA), and federal hiring requirements. In addition, specific attention needs to be on the cultural programmatic use of the restored space. Without this centralized service, there will be a lack of coordination on spending, construction time lines, and outcomes, and will jeopardize the successful completion of the project. The San Francisco Arts Commission (SFAC) as a property owner and the multiple City agencies that are also stakeholders advocate for a single point of contact to successfully complete this critical Bayview project.
Union Notification(s)

♦ Local 21
♦ Local 1021
To Whom It May Concern:

Attached, please find a PSC modification request for current PSC # 3036-11/12. The modification is to extend the PSC by $50,000 through 6/30/14 for a total amount of $150,000 for dates 09/01/11 through 06/30/14. If you should have any questions, please do not hesitate to email me.

Regards,
Cristal

Cristal Fiel
Program Associate, Community Arts & Education
San Francisco Arts Commission
25 Van Ness Avenue, Suite 345
San Francisco, CA 94102
T: 415-252-3145  F: 415-252-2595
sfartscommission.org

e-Newsletter | Facebook | Twitter | YouTube | Flickr
Notice of Civil Service Commission Action – Original - Current

PSC #3036-11/12
June 6, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4126-11/12 THROUGH 4132-11/12; 4107-10/11; 4086-08.09; 3036-11/12; AND 4115-07/08.

At its meeting of June 4, 2012 the Civil Service Commission had for its consideration the above matter.

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

The Commission:
Adopted the report; Approved the request for proposed personal services 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.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Parveen Boparai, Municipal Transportation Agency
Rachel Bueckle, Department of the Environment
Micki Callahan, Human Resources Director
Marie de Vera, Department of Human Resources
Jacquie Hale, Department of Public Health
Rebecca Krell, Arts Commission
Diane Lim, Adult Probation
Maria Ryan, Department of Human Resources
Jeannie Wong, Office of the Controller
Commission File
Chron
**POSTING FOR**

6/6/2012

**PROPOSED PERSONAL SERVICES CONTRACTS**

**MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

<table>
<thead>
<tr>
<th>PSC No</th>
<th>DeptNo</th>
<th>Dept Description</th>
<th>Approval Type</th>
<th>Modified Amount</th>
<th>Cumulative Total</th>
<th>Description of Work</th>
<th>Start Date – End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4107-10/11</td>
<td>13</td>
<td>Adult Probation</td>
<td>Regular</td>
<td>$20,000</td>
<td>$100,000</td>
<td>PSC Modification requested to extend the PSC duration and increase PSC amount. The Adult Probation Department has not entered into a drug testing contract pending a final department operational Drug Testing policy and procedure. The extended duration will allow the department to enter into a contract and the additional amount is estimated to cover the contract until June 30, 2015. The Court ordered conditions of probation require all probationers to not use any illegal drugs. Drug Testing will enable the Adult Probation Department to better protect public safety by monitoring and enforcing probationer compliance with Court orders.</td>
<td>7/3/2011 – 6/30/2015</td>
</tr>
<tr>
<td>4084-08/09</td>
<td>22</td>
<td>Environment</td>
<td>Regular</td>
<td>$120,000</td>
<td>$240,000</td>
<td>SBE requires a contractor to provide Charter Bus transportation for the School of Education Program’s environmental field trips for grades K-12 students.</td>
<td>3/1/2009 – 12/31/2015</td>
</tr>
<tr>
<td>3038-11/12</td>
<td>28</td>
<td>Art Commission</td>
<td>Regular</td>
<td>$50,000</td>
<td>$100,000</td>
<td>A Bay Area consultant who specializes in coordinating multiple City, state and federal requirements for the construction of culturally-based renovations and construction, will serve in a critical advisory capacity to assist with the management of a renovation project at Bayview Opera House located at 4705 Third Street. This work entails working with and maintaining relationships, as well as coordinating efforts with other City agencies, principally with the Department of Public Works, MUNI, Mayor’s Office of Disability, Department of Real Estate, the Redevelopment Agency, and others. This will also include coordinating with the Bayview Opera House tenant organization and the board, the San Francisco Architectural Heritage Foundation and other neighborhood groups. The consultant will advise on preservation requirements, programmatic use of a cultural facility, coordinate multiple high visibility restoration projects and help to improve project efficiency and coordination.</td>
<td>5/1/2011 – 6/30/2013</td>
</tr>
<tr>
<td>4115-07/08</td>
<td>81</td>
<td>Public Health</td>
<td>Regular</td>
<td>$550,000</td>
<td>$1,752,000</td>
<td>To serve as backup to provide year round 24/7 day a week access to telephone interpreters for San Francisco General Hospital, the Public Health Centers, Laguna Honda Hospital, Health at Home other Department locations. The telephone interpreters must be skilled in phone based medical interpreting services and must be able to provide two-way, real time interpretation in a multitude of languages. This modification covers the anticipated needs of the Department through December 31, 2013. The Department has experienced an increase in the volume of telephone interpreter services due to the full implementation of Healthy San Francisco, the roll out of videoconferencing, dual handsets, and Polycom phones which are used in the Health Centers and Emergency Department. The Department has hired and is in the process of hiring additional interpreters to meet the demand.</td>
<td>4/1/2003 – 12/31/2013</td>
</tr>
</tbody>
</table>

**Total:** $740,000

**CCSF: DHR PCSF Posting**

Page 1 of 2

Posting Date: May 18, 2012
PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 30, 2013
DEPARTMENT NAME: San Francisco Municipal Transportation Agency  Department Number 68

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

□ CONTINUING  □ ANNUAL

TYPE OF REQUEST: □ INITIAL REQUEST  ☑ MODIFICATION (PSC# 3062-10/11)

TYPE OF SERVICE: Independent Review Panel

FUNDING SOURCE: Federal, State and Local Funds

PSC AMOUNT: $46,500.00  PSC DURATION: March 15, 2011 - March 31, 2016
MOD AMOUNT: $53,500.00  PSC Mod #1 Duration: No Change
TOTAL AMOUNT: $100,000.00  TOTAL DURATION: March 15, 2011 - March 31, 2015

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      The consultant will facilitate the formation of an Independent Review Panel (IRP) to review and evaluate aspects of the Central Subway (Program) tunneling program impact on the Bay Area Rapid Transit District (BART) facilities within the zone of influence. The IRP will review contract documents and provide expertise, advice and consultation as to the tunneling design and the construction performance of the contractor.

   B. Explain why this service is necessary and the consequences of denial:
      BART has requested the formation of the IRP as part of the Cooperative Agreement between BART and SFMTA. The IRP members and facilitator of the IRP shall be independent experts in tunnel engineering and construction. If these professional services cannot be provided, it will adversely impact the Program due to lack of a cooperative agreement with BART.

   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
      This service has not been provided in the past.

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

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organization 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
   Union Name
   on_________ Date
   ____________________________
   Signature

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

PSC# 3062-10/11  Approved [W]  6/13/2013

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Engineers with specialized skills and expertise in peer review and peer review facilitation of major tunneling projects.
   B. Which, if any, civil service class normally performs this work?
      Classifications such as 5212 Principal Engineer and 5508 Project Manager IV may perform this type of work. However, these classifications may not possess the expertise of tunneling projects.
   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 the civil service classes are not applicable:
      Civil service classes already exist. Although certain civil service classifications may perform some of the work, they do not possess the specific tunneling technical expertise for these tasks. Furthermore, we require consultants who are independent and are not employees of SFMTA or BART.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. It is not practical to adopt new civil service classes for as-needed specialized and technical work.

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 (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
      ☐ 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]
Paryeen Boparai
Print or Type Name
415-701-5377
Telephone Number
San Francisco Municipal Transportation Agency, Human Resources
1 South Van Ness Avenue, 6th Floor, San Francisco, CA 94103
Address
Union Notification(s)
♦ Local 21
IFPTE L21 - 30-day notification period review.

DHR-PSC Coordinator - For your review, posting and submission.

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

-----Original Message-----
From: Cynthia [mailto:Cynthia.Hamada@sfmta.com]
Sent: Thursday, May 30, 2013 7:06 AM
To: Hamada, Cynthia
Subject:

This E-mail was sent from "OSV6-K2-RC" (Aficio MP C2800).

Scan Date: 05.30.2013 10:05:45 (-0400)
PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 2, 2011

REQUESTING DEPARTMENT: S. F. Municipal Transportation Agency
Department Number: 36

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

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

TYPE OF SERVICE: Independent Review Panel

FUNDING SOURCE: Federal, State and Local Funds

PSC AMOUNT: $46,500.00
PSC DURATION: 3/15/11 - 3/31/15

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
The consultant will facilitate the formation of an Independent Review Panel (IRP) to review and evaluate aspects of the Central Subway (Program) tunneling program impact on the Bay Area Rapid Transit District (BART) facilities. The IRP will review contract documents and provide expertise, advice and consultation as to the tunneling design and the construction performance of the contractor.

B. Explain why this service is necessary and the consequences of denial:
BART has requested the formation of the IRP as part of a Cooperative Agreement that is being negotiated between BART and SFMTA. The IRP members and facilitator of the IRP shall be independent experts in tunnel engineering and construction. If these professional services cannot be provided, it will adversely impact the Program due to inability to conclude negotiations with BART on the Cooperative Agreement.

C. Explain how this service has been provided in the past (If this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
This service has not been provided in the past.

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

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

IFPTE, Local 21
Union Name

Signature of person mailing/faxing form

Date

RFP sent to

Union Name

Date

Signature

PSC# 3062 - 10/11

FOR DEPARTMENT HUMAN RESOURCES USE

SFMTA approved

3-2-11

Approval Date:

3/3/11

By:

Mark Callahan, Human Resources Director

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
A. Specify required skills and/or expertise:
Engineers with specialized skills and expertise in peer review and peer review facilitation of major tunneling projects.

B. Which, if any, civil service class normally performs this work?
Classifications such as 5212 Principal Engineer and 6508 Project Manager IV may perform this type of work. However, these classifications may not possess the expertise of tunneling projects.

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 the civil service classes are not applicable:
Civil service classes already exist. Although certain civil service classifications may perform some of the work, they do not possess the specific tunneling technical expertise for these tasks. Furthermore, we require consultants who are independent, and are not employees of the SFMTA or BART.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. It is not practical to adopt new civil service classes for as-needed specialized and technical 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.

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) ( )

One of the proposed members of the IRP is a tunneling expert and part of the Program Management/Construction Management consultant team for the Central Subway Project. American Public Transportation Association.

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

San Francisco Municipal Transportation Agency,
1 South Van Ness Ave 7th Floor, San Francisco, CA 94103
Address

Parveen Boparai
Signature of Departmental Personnel Services Contract Coordinator

Print or Type Name 415.701.3377 Telephone Number

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

DATE: May 31, 2013

DEPARTMENT NAME: Board of Appeals

DEPARTMENT NUMBER: 37

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC# 3041-11/12)

TYPE OF SERVICE: Neighborhood notification research of names, addresses and mapping of property owners & occupants.

FUNDING SOURCE: Board of Appeals Surcharges and Filing Fee Revenue

PSC Amount: $12,000.00 PSC Duration: January 1, 2012 - June 30, 2012
PSC Mod#1 Amount: $20,000.00 PSC Mod#1 Duration: July 1, 2012 - June 30, 2013
PSC Mod#2 Amount: $25,000.00 PSC Mod#2 Duration: July 1, 2013 - June 30, 2014
Total Amount as Modified: $57,000.00 Total Duration as Modified: January 1, 2012 - June 30, 2014

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

   Research names and addresses of property owners and occupants within 150 feet of properties subject to appeals filed at the Board of Appeals; format information on mailing labels; create and deliver map (to scale), list and three sets of mailing labels to Board. Department's need for this service is ongoing. Additional funding necessary for second one-year extension. (Please see attached attachment.)

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

   Neighborhood notification of appeals filed with the Board is mandated by S.F. Business and Tax Regulations Code Art. 1, Sec. 12 (attached). Without access to names & addresses, the Board can't provide this required notice and individuals who may have an interest in the subject matter of an appeal would not have adequate notice that the matter is being heard.

   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 is currently being provided pursuant to a contract approved by the Civil Service Commission: PSC# 3041-01/12.

   D. Will the contract(s) be renewed: This is the last modification allowed under the terms of the existing contract. Any new contract for these services will be pursuant to an informal solicitation process.

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]
   Date: 5-31-13
   [Signature of person mailing/faxing form]

   IFTPE Local 21
   Union Name
   [Signature]
   Date: 5-31-13
   [Signature of person mailing/faxing form]

   RFP sent to SEIU 1021 & IFTPE 21, on December 21, 2011 and May 31, 2013
   [Signature]
   Date:

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

   PSC# 3041-11/12
   STAFF ANALYSIS/RECOMMENDATION: [Approved] 6/13/2013
   CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Ability to determine proper radius, research City Assessor’s rolls and other resources for names and addresses of property owners and occupants; ability to canvass area, assess number of living units; ability to prepare corresponding maps and mailing labels.
   B. Which, if any, civil service class normally performs this work?
      Portions of the work (list and label making) could be performed by individuals in the 1426 or other clerical classifications, other portions (research and mapping) might be performed by individuals in the 1600 analyst classifications. However, no one classification covers all of the skills and knowledge needed for this work.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      Map-making and geographic information system (GIS) software.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      No one classification covers all of the skills and knowledge needed for this work. The use of this service is on an as-needed, intermittent basis and requires quick turn-around in order to meet legislative mandates. The volume of work is too small to allow for hiring personnel to perform these services. The Department doesn’t have access to the specialized software referenced in section 3.C., above. For these reasons, employment of a civil servant for this work is impractical.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, due to the as-needed, intermittent basis of the work and the low volume of work needed.

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? Yes, the current contractor is Radius Services.

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

[Signature]
Cynthia G. Goldstein
Print or Type Name
415-575-6881
Telephone Number
1650 Mission St., Ste. 304
San Francisco, CA 94103
Address
Additional Attachment(s)

◊ Section 1. Description of Work

1A. Concise Description of Proposed Work

   Board of Appeals
   Informal Solicitation
   Dec. 12, 2011
INFORMAL SOLICITATION

DATE: December 12, 2011
TO: Prospective Proposers
FROM: San Francisco Board of Appeals
RE: Neighborhood Notification Services
DEADLINE: Proposal instructions are at the end of this document. Proposals must be received by email to: cynthia.goldstein@sfgov.org or fax to: 415-575-6885 no later than 3:00 p.m. PST on Monday, December 19, 2011.

The City and County of San Francisco Board of Appeals ("Board") is soliciting proposals from prospective firms to provide professional services regarding the production of neighborhood notification materials. Such firms are hereafter referred to as “Proposers.” The Board is mailing this informal solicitation to known providers of this service to better assess qualifications for the following specified scope of work, which may include staffing, scheduling, deliverable and cost considerations.

MAXIMUM COST: $12,000

DESIRED START DATE: January 1, 2012

ESTIMATED CONTRACT LENGTH: Initial contract: 6 months (January 1, 2012 – June 30, 2012); two one-year options to renew contract may be extended depending upon service and departmental need.

1. BACKGROUND

The City and County of San Francisco Board of Appeals ("Board") was established in 1932 and operates under Charter Sec. 4.106 and a series of legislative mandates contained in the San Francisco Business and Tax Regulations Codes. See: http://www.sfgov.org/boa and http://www.municode.com/Resources/gateway.asp?pid=14130&sid=5.

The Board provides the public with a final administrative review process for the issuance, denial, suspension and revocation of City permits. Reviews include an efficient, fair, and expeditious public hearing and decision before an impartial panel of appointed officials, as a last step in the City’s permit issuance process. The appeal process includes duly noticed public hearings and timely decisions to overrule, uphold, or conditionally uphold departmental decisions.
Pursuant to Business and Tax Regulations Code Article 1, Section 12, the Board is required to send notices of appeal hearings to:

...all owners and, to the extent practical, occupants of properties within 150 feet of the property that is the subject of the appeal in the same Assessor's Block and on the block face across from the subject property. When the subject property is a corner lot, notice shall further include all property on both block face across from the subject property, and the corner property diagonally across the street. The latest City-wide Assessor's roll for names and addresses of owners shall be used for said notice.


2. SCOPE OF WORK
The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary under the proposed contract.

1. Research the names and addresses of property owners and occupants located within 150 feet of properties subject to appeal ("Subject Properties"), as described in Business and Tax Regulations Code Article 1, Section 12.

2. Research the names and addresses of property owners and occupants located at a specific address or addresses provided by the Board ("Subject Properties").

3. For each Subject Property, prepare and deliver a map, drawn on a medium that may be reproduced, using a scale of 1" to 50' showing the Subject Property lot and those lots within 150 feet of the Subject Property, as described in Business and Tax Regulations Code Article 1, Section 12. The individual lots are to have the lot number, address and number of units indicated within each individual lot.

4. Prepare and deliver a list of owners and occupants of the respective properties. Occupants are to be listed as "occupant" and not by name. The total number of owners and occupants should be included for each list prepared.

5. Prepare and deliver three sets of adhesive-backed 1" x 3.5" mailing labels, or of a different size as specified by the Board, corresponding to the list described in item #4, above.

6. All items listed above to be delivered by mail or messenger, as indicated by the Board, to the Board's Offices located at 1650 Mission Street, Suite 304, San Francisco, CA 94103.

7. The successful Proposer should be able to complete this scope of work within 10-14 days from when an order is placed and have the capacity to provide "rush" service, completing the work within 1-2 days, on an occasional, as-needed basis.

3. PROPOSAL REQUIREMENTS & INFORMATION
A. Time and Place for Submission of Proposals
Proposals and all related materials must be received by 3:00 pm on Monday, December 19, 2011 and should be delivered by email to: cynthia.goldstein@sfgov.org or by fax to: 415-575-5885.
B. Format and Content

Please format proposal as a letter addressed to:

   Neighborhood Notification Services Informal-RFP
   San Francisco Board of Appeals
   1650 Mission Street, Suite 304
   San Francisco, CA 94103

Sign the letter, scan it, and submit it by e-mail to cynthia.goldstein@sfgov.org or fax it to: 415-575-6885.

Please include the following information:

i. Proposer Information

   Company Name:
   Address:
   Contact Name:
   Contact Phone Number:
   Fax Number:
   E-mail Address:
   Website (if available):

ii. Company Overview

Describe Proposer's experience providing the services outlined in the Scope of Work (Section 2, above), the length of time that Proposer has provided this or a similar service, the number of employees working at the company, the number of those employees who will participate in providing services to the Board, and any other information about the company and its employees that may advance the selection process.

iii. Timeline for Deliverables

Describe the average number of days needed to produce the deliverables outlined in Section 2, above. Please also describe the Proposer's ability to handle 'rush' jobs on an occasional, as-needed.

iv. Cost

Provide a breakdown of cost by order, identifying whether a flat rate will apply to all orders or if pricing is based on the number of units surveyed per order. If pricing is dependent upon the number of units surveyed, please provide a breakdown by job size (for example, 1-100 units, 101-250 units, over 250 units). An alternate pricing system may be used so long as the basis of the pricing is explained. Please also provide information on the additional cost, if any, of rush orders.

The information provided in response to this section should include any costs associated with the timely delivery of all materials to the Board's offices.

v. Additional Information

Provide any other information (including references) that may assist the Board with its evaluation and selection process.
C. Proposal Information

The City reserves the right to accept other than the lowest price offer and to reject all proposals. If a satisfactory contract cannot be negotiated in a reasonable time with the selected Proposer, then the Board, in its sole discretion, may terminate negotiations and begin negotiations with a different Proposer to this solicitation or reissue a Request for Quote, a Request for Qualifications, or a Request for Proposals.

There is no guarantee of a minimal amount of work or compensation for any Proposer selected for contract negotiations.

D. Questions

To ensure fair and equal access to information about this informal solicitation, email your questions to: cynthia.goldstein@sfgov.org. Questions must be in writing and received before 12 noon PST on Thursday, December 15, 2011. A summary of the questions and answers will be emailed to each prospective Proposer.

4. CONTRACT REQUIREMENTS

The successful Proposer will be required to enter into a City contract and comply with the City's contracting requirements. Information on these requirements will be forwarded to the selected Proposer.
Union Notification(s)
  ♦ Local 1021
  ♦ Local 21
This message is being resent because page two of the PSC Form was inadvertently omitted from the prior transmittal. It is included here.

My apologies for any inconvenience.

Cynthia G. Goldstein  
Executive Director  
San Francisco Board of Appeals  
1650 Mission Street, Suite 304  
San Francisco, CA 94103  
Phone: 415-575-6881  
Fax: 415-575-6885  
Email: cynthia.goldstein@sfgov.org

Please find attached a copy of a PSC Form 1 for the modification of an existing contract for the preparation of neighborhood notification maps and labels. The original contract included two one-year options to renew. This modification is to exercise the second renewal. The original informal solicitation was sent to you in December 2011 and is attached here as well.

Thank you.

Cynthia G. Goldstein  
Executive Director  
San Francisco Board of Appeals  
1650 Mission Street, Suite 304  
San Francisco, CA 94103  
Phone: 415-575-6881  
Fax: 415-575-6885  
Email: cynthia.goldstein@sfgov.org
Prior DHR Approved — Original — Current
Prior Administrative Approval — Mod1 - Current

PSC #3041-11/12
PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 12, 2011

DEPARTMENT NAME: Board of Appeals

DEPARTMENT NUMBER: 37

TYPE OF APPROVAL: EXPEDITED

TYPE OF REQUEST: INITIAL REQUEST

TYPE OF SERVICE: Neighborhood notification research of names, addresses and mapping of property owners and occupants.

FUNDING SOURCE: Board of Appeals Surcharges and Filing Fee Revenue

PSC AMOUNT: $12,000

PSC DURATION: January 1, 2011 – June 30, 2012

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

   Research names and addresses of property owners and occupants within 150 feet of properties subject to appeals filed at the Board of Appeals; formal information on mailing labels; create and deliver map (to scale), list and three sets of mailing labels to Board.

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

   Neighborhood notification of appeals filed with the Board is mandated by S.F. Business and Tax Regulations Code Art. 1, Sec. 12 (attached). Without access to names and addresses, the Board cannot provide this required notice and individuals who may have an interest in the subject matter of an appeal would not have adequate notice that the matter is being heard.

   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 personnel services contract approval number):

   This service was being provided pursuant to a contract previously approved by the Civil Service Commission: PSC# 3094-09/10. The contractor has declined and a new contractor is needed.

   D. Will the contract(s) be renewed: Possibly, depending upon satisfaction with services provided.

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

   12-12-11

   Date

   IFTPE Local 21
   Union Name

   Signature of person mailing/faxing form

   12-12-10

   Date

   Resent to SEIU Local 1021
   & IFTPE Local 21 on December 12, 2011

   Union Name

   Date

   Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3041-11/12

Approval Date: 12-16-11

By: Micki Callahan, Human Resource Director

PSC FORM 1 (9/98)
City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
   Ability to determine proper radius, research City Assessor's rolls and other resources for names and addresses of property owners and occupants; ability to convey area, assess number of living units; ability to prepare corresponding maps and mailing labels.

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

Positions of the work (file and index making) could be performed by individuals in the 1426 or other similar classifications, other portions (research and mapping) might be performed by individuals in the 1000 analyst classifications. However, no one classification covers all of the skills and knowledge needed for this work.

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

Map-making and geographic information system (GIS) software.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:
   No one classification covers all of the skills and knowledge needed for this work. The use of this service is on an as-needed, intermittent basis and requires quick turn-around in order to meet legislative requirements. The volume of work is too small to allow for hiring personnel to perform these services. The Department does not have access to the specialized software referenced in section 3.C. above. For these reasons, employment of a civil servant for this work is impractical.

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

No, due to the as-needed, intermittent basis of the work and the low volume of work needed.

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 (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? *A competitive selection process will be used.
   [ ] Yes [ ] No

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

[Signature]
Cynthia G. Goldstein, Departmental Personal Services Contract Coordinator

[Date]
415-755-6381

1650 Mission St., Ste. 304
San Francisco, CA 94103

[Address]
MEMORANDUM

DATE: May 29, 2012

TO: PSC Contract Coordinator Maria Ryan
   Department of Human Resources

FROM: Cynthia G. Goldstein, Executive Director & PSC Coordinator
      San Francisco Board of Appeals

RE: Request for Administrative Approval for PSC Modification

PSC No. 3041-11/12 Approval Date: December 16, 2011

Description of Services: Contractor researches the names, addresses and prepares maps of property owners and occupants within 150 feet of properties subject to appeal. This information is used by the Board of Appeals to fulfill its neighborhood notification obligations as required by S.F. Business and Tax Regulations Code Article 1, Section 12.

Original Approved Amount $12,000
First Modification Amount $20,000
Total Amount: $32,000

Original Approved Duration 1/1/12 – 6/30/12
First Modification Duration 7/1/12 – 6/30/13
Total Duration: 1/1/12 – 6/30/13

Reason for Modification: The contractor previously providing these services to the Board defaulted mid-year last year. At that time, a new informal RFP was issued and a six month contract was awarded to one of the two responding proposers. This contract included two one-year options to renew. The department seeks to exercise this option to renew in the first year.

Attachments: PSC approval for 3041-11/12.

DHR Action:

☑ Approved Approval Date: 5/29/12

By: Micki Callahan, Human Resources Director