Date: July 15, 2013

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Merrick Pascual, ECN
Joan Lubamersky, GSA
William Lee, DEM

Subject: Personal Services Contracts Approval Request

This report contains four (4) 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>$1,460,000</td>
<td>$189,904</td>
<td>$1,649,904</td>
</tr>
</tbody>
</table>
## POSTING FOR
07/15/2013

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

<table>
<thead>
<tr>
<th>PSC No</th>
<th>Dept No.</th>
<th>Dept Name</th>
<th>Approval Type</th>
<th>Contract Amount</th>
<th>Description of Work</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4006-13/14</td>
<td>21</td>
<td>Business, Economic Development</td>
<td>Regular</td>
<td>$900,000</td>
<td>The consultant will support a centralized Citywide Business Services program that targets permanent, temporary, First Source and On-the-Job Training (OJT) job development with employers throughout San Francisco, including specialized employment services for San Francisco Airport employers. Consultant will provide workforce services to businesses and coordinate employment placement services to job seekers.</td>
<td>7/1/2013 - 6/30/2016</td>
</tr>
<tr>
<td>4007-13/14</td>
<td>70</td>
<td>General Services Agency</td>
<td>Regular</td>
<td>$250,000</td>
<td>The proposed contract will help the City understand citizen priorities related to infrastructure and increase public support for critical capital projects. The consultant will use technical research methods and their specialized knowledge of San Francisco (e.g. constituencies, affiliations, news sources, media absorption rates of various demographics), to: (1) conduct quantitative and qualitative public opinion research; (2) create and deliver a community outreach plan that describes the City's capital planning and implementation process including the 10-Year Capital Plan, the annual capital budget, and capital project reporting; and (3) formulate and implement on-going public outreach strategies to increase general public awareness around the City's complex capital needs and related efforts. The outreach plan and strategies will leverage scarce City resources to broadly distribute public information in the most cost effective way (e.g. websites, newsletters, community meetings, email outreach, special events, traditional news media).</td>
<td>6/1/2013 - 6/1/2015</td>
</tr>
<tr>
<td>4008-13/14</td>
<td>77</td>
<td>Emergency Management</td>
<td>Regular</td>
<td>$300,000</td>
<td>The selected vendor will perform background investigation services for all selected candidates as part of their selection process for entry positions in the Department of Emergency Management's Division of Emergency Communication (DEC).</td>
<td>8/1/2013 - 6/30/2018</td>
</tr>
</tbody>
</table>

**Total Amount - Regular: $1,450,000**
### POSTING FOR
07/15/2013

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</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3005-12/13</td>
<td>70</td>
<td>General Services Agency</td>
<td>Regular</td>
<td>$10,000</td>
<td>$59,000</td>
<td>The Capital planning Program (CPP) is leading an interdepartmental effort to create a viable funding plan to secure San Francisco’s future commitment to Caltrain. San Francisco is responsible for contributing financially to support Caltrain operations and capital needs pursuant to three separate agreements, including a recent MOU that requires a $60 million contribution to fund preparations for the high speed rail project. The proposed work would identify a menu of short and long term financial solutions that would enable San Francisco to meet its future obligations despite limited transportation resources. Modification does not change the scope of work.</td>
<td>9/1/2012</td>
<td>9/1/2013</td>
</tr>
</tbody>
</table>

**Sum of Modified Amounts:** $10,000
Merrick Pascual  
Economic & Workforce Development  
1 South Van Ness, 5th Floor  
San Francisco, CA 94102  
(415) 701-4811  

Joan Lubamersky  
General Services Agency  
1 Dr. Carlton Goodlett Pl., Rm 362  
San Francisco, CA 94102  
(415) 554-4859  

William Lee  
Department of Emergency Management  
1011 Turk Street  
San Francisco, CA 94102  
(415) 558-3866
Table of Contents
PSC Submissions

<table>
<thead>
<tr>
<th>Regular PSCs</th>
<th>Department</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4006-13/14</td>
<td>Economic &amp; Workforce Development</td>
<td>1</td>
</tr>
<tr>
<td>4007-13/14</td>
<td>General Services Agency</td>
<td>5</td>
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<tr>
<td>4008-13/14</td>
<td>Emergency Management</td>
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<table>
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<tr>
<th>Modification PSCs</th>
<th>Department</th>
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<tbody>
<tr>
<td>3005-12/13</td>
<td>General Services Agency</td>
<td>22</td>
</tr>
</tbody>
</table>
PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 17, 2013

DEPARTMENT NAME: Department of Economic & Workforce Development

DEPARTMENT NUMBER: 21

TYPE OF APPROVAL: X REGULAR (OMIT POSTING ________ )

TYPE OF REQUEST: X INITIAL REQUEST

MODIFICATION (PSC# ________ )

TYPE OF SERVICE: Professional Consulting Services – Business Services

FUNDING SOURCE: Grant Funds (Workforce Investment Act) and General Fund

Original Amount: $900,000

PSC Duration: 7/1/2013 – 6/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
   The consultant will support a centralized Citywide Business Services program that targets permanent, temporary, First Source and On-the-Job Training (OJT) job development with employers throughout San Francisco, including specialized employment services for San Francisco Airport employers. Consultant will provide workforce services to businesses and coordinate employment placement services to job seekers.

B. Explain why this service is necessary and the consequences of denial:
   Business Services is a necessary function of the Workforce Investment Act (WIA) funded Workforce Development System and its Access Points throughout the city. OEWD procured business services through a Workforce Services RFP (#113), and the proposed consultant was the only applicant recommended for funding Business Services as part of a Comprehensive Access Point. The workforce system needs an entity with experience and expertise in screening, matching and referring applicants of varying education and experience levels in order to best serve the businesses and job seekers in need of assistance. The annual consequences of denial would be that 500 job seekers would not have the service to improve their work readiness and job search skills, and 150 job seekers would not be placed in jobs.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
   This service was provided in the past, in a less coordinated and comprehensive way, through multiple grants to nonprofit organizations.

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):

SEIU 1021 Signature of person mailing/faxing form Date

Union Name ____________________________
Signature of person mailing/faxing form

RFP sent to ____________________________ on ____________________________

Union Name ____________________________ Date ____________________________ Signature ____________________________

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40016-13/14 Approved: 4/17/2013

STAFF ANALYSIS/RECOMMENDATION: Approved 4/17/2013

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/06)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Extensive experience with workforce development best practices implemented in other local areas and nationally. Strong evidence of previous success in job placement for low-income San Francisco residents and dislocated workers. Demonstrated established and productive relationships and connections with local business. Expertise in the private sector to deliver solutions that further the success of public workforce programs. Deep understanding of the corporate work environment.

   B. Which, if any, civil service class normally performs this work?
      9774 - Senior Community Development Specialist I
      9775 - Senior Community Development Specialist II
      9704 - Employment & Training Specialist III

   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:
      Business services are more effectively delivered by a private staffing agency. Part of the requirements involve participating in business events that occur outside of regular business hours, establishing relationships with human resource representatives at local businesses, developing professional workshops, marketing and increasing market penetration. It requires a level of business industry expertise outside of city government.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. It is more practical to contract services to an entity with a national reputation for business engagement, significant experience and expertise in staffing and corporate business solutions.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees?  
      X
   B. Will the contractor train City and County employees?
      X
      • Describe the training and indicate approximate number of hours.
      • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
   C. Are there legal mandates requiring the use of contractual services?  
      X
   D. Are there federal or state grant requirements regarding the use of contractual services?  
      X
   E. Has a board or commission determined that contracting is the most effective way to provide this service?  
      X
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  
      X

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

Signature of Departmental Personal Services Contract Coordinator

Merrick Pascual
Print or Type Name

701-4811
Telephone Number

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

PSC FORM 1 (9/96)
Union Notification(s)
♦ Local 1021
Facsimile Transmittal

To: SEIU 1021  Fax: 415.431.6241
From: Kasie Vinson  Date: 4/17/2013
Re: PSC Summary - OEWD

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

Message:

Please see the attached Personal Services Contract Summary for Business Services for the Department of Economic and Workforce Development.

Thank you,

Kasie Vinson, Grants Administrator
Kasie.vinson@sfgov.org
415.701.4881
<table>
<thead>
<tr>
<th>NO.</th>
<th>DATE</th>
<th>TIME</th>
<th>FAX NO./NAME</th>
<th>DURATION</th>
<th>PAGE(S)</th>
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</tbody>
</table>

**BUSY:** BUSY/NO RESPONSE  
**NG:** POOR LINE CONDITION / OUT OF MEMORY  
**CV:** COVERPAGE  
**POL:** POLLING  
**RET:** RETRIEVAL  
**FC:** FC-FAX
Good Morning,

Attached please find a PSC summary request for review. The request was originally faxed on 4/17/13. Leorah, the City’s PSC coordinator at DHR, provided me with the list of email addresses for all union contact yesterday so I’m sending this on one more time to make sure that you received it.

Please let me know if you have any questions.

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
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4.19.13

DEPARTMENT NAME: General Services Agency/Capital Planning
DEPARTMENT NUMBER: 70

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

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

TYPE OF SERVICE: Public Outreach and Public Opinion Research

FUNDING SOURCE: Capital Planning Program (CPP)

PSC AMOUNT: $250,000  PSC DURATION: 6.1.13 – 6.1.15

1. DESCRIPTION OF WORK
A. Concise description of proposed work: The proposed contract will help the City understand citizen priorities related to infrastructure and increase public support for critical capital projects. The consultant will use technical research methods and their specialized knowledge of San Francisco (e.g. constituencies, affiliations, news sources, media absorption rates of various demographics) to: (1) conduct quantitative and qualitative public opinion research; (2) create and deliver a community outreach plan that describes the City's capital planning and implementation process including the 10-Year Capital Plan, the annual capital budget, and capital project reporting; and (3) formulate and implement on-going public outreach strategies to increase general public awareness around the City's complex  capital needs and related efforts. The outreach plan and strategies will leverage scarce City resources to broadly distribute public information in the most cost effective way (e.g. websites, newsletters, community meetings, email outreach, special events, traditional news media).

B. Explain why this service is necessary and the consequences of denial: The Capital Plan recommends $25 billion in capital improvements involving more than 40 city departments and external agencies which often result in fragmented and incomplete communication about infrastructure projects, programs, and plans. In addition, the Capital Plan proposes five major bond measures and one fee measure to fund vital capital improvements over the next 10 years — all of which require voter approval and the investment of tens of millions of dollars in advance of qualifying to be placed on the ballot. The Plan also calls for significant investment in annual renewals to ensure current city assets remain in good condition. These renewal projects are often overlooked or underfunded if the public is unaware of the problem or does not fully understand the consequences of failing to invest in a solution. This could result in health/safety hazards, higher future costs, inefficient use of aging infrastructure, and disruption of critical City services. Enhancing public awareness enables the public to better understand, participate, and hold the City accountable for its capital investments.

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): Given the Capital Plan continually relies on voter approved measures for funding, the Capital Planning Program (CPP) has had similar contracts related to public opinion and public outreach. The most recent contracts include PSC# 3117—09/10 and PSC # 4046-09/10.

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

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

1021, Local 21

Union Name

Signature of person mailing/faxing form

RFP sent to

Union Name, on

Date

Signature

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41071-13/14

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

8085
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
A. Specify required skills and/or expertise: (1) Expertise in the development and implementation of community outreach strategies and campaigns in San Francisco, (2) Demonstrated experience in effectively conveying complex public policy issues to the broader public, (3) A thorough and current understanding of San Francisco’s political landscape and demographics, (4) Capacity to assess public opinion using precise research and survey design methodology, (5) Ability to creatively use various forms of media to widely distribute key capital planning messages.
B. Which, if any, civil service class normally performs this work? Classifications in the public information series (classes 1310, 1312, 1314) provide information to the public about City projects, these classifications do not have the specialized public affairs knowledge or the technical ability to measure public opinion that is necessary to develop strategic outreach efforts to effectively translate essential messages to varied audiences and to build strong public support.
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 contract is for professional guidance only. All work will be performed by civil service staff. Existing classes do not have the specific expertise to perform the work required.
B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. The work is short term, time-sensitive and highly specialized. All work will be transferred to existing City staff in an electronic format that can be manipulated for future use.

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

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

[Signature]

Print or Type Name

[Type or Print Name]

Telephone Number

[Phone Number]

Address

[City, State, Zip Code]
Union Notification(s)
♦ Local 1021
♦ Local 21
Please see PSC Form 1 attached for Capital Planning Public Outreach, $250K for two years.

Please let me know if you have any questions.

Thank you.

Joan

Joan Lubamersky
GSA/City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102
Telephone: 415-554-4859
Fax: 415-554-4849
Notice of Civil Service Commission Action – Similar

PSC #4046-09/10

Prior DHR-Approved – Similar

PSC #3117-09/10
October 8, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4049-09/10 THROUGH 4049-09/10; 4113-09/06; 4050-09/10; 4026-06/07; 4085-06/07 AND 4043-04/15.

At its meeting of October 5, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

1. Withdraw PSC #4050-09/10 at the request of the Public Utilities Commission.
2. Postpone PSC #4043-09/10 to the meeting of October 19, 2009 at the request of the Public Utilities Commission.
3. Approve request for PSC #4041-09/10 on the condition that: 1) there be knowledge transfer between the trainers and the employees trained, especially with respect to managerial employees; 2) that there be skills training in conflict resolution; 3) the Municipal Transportation Agency meet with IPTE Local 21 to discuss plan for all issues related to knowledge transfer and conflict resolution skills training; and, 4) report and update the Commission in one year on how the program is working. Notify the offices of the Controller and the Office of Contract Administration.
4. Approve request for PSC # 4046-09/10 on the condition that the City Administrator meet with IPTE Local 21 to discuss how various skill sets in public opinion research can be transferred to existing civil service classifications or whether a new civil service classification or family of classifications can be created for the transfer of such skills. There being no objection on the part of the City Administrator's Office at this time or at any time to effectuate such a skills transfer. Notify the offices of the Controller and the Office of Contract Administration.
5. Approve request for all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

Anita Sanchez
Executive Officer

Attachment

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-5033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfcs.org/civil_service/
## PROPOSED PERSONAL SERVICES CONTRACTS

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Agency/Department</th>
<th>Type</th>
<th>Amount</th>
<th>Description of Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>4040-0910</td>
<td>San Francisco Municipal Transportation Agency (SFMTA)</td>
<td>Regular</td>
<td>$1,084,860.00</td>
<td>Will provide SFMTA software updates, non-custom software upgrades that Contractor provides to other customers, expedited repair and maintenance, System Support Services necessary to maintain the operations of the Transit AVL.</td>
</tr>
<tr>
<td>4041-0910</td>
<td>San Francisco Municipal Transportation Agency (SFMTA)</td>
<td>Regular</td>
<td>$775,000.00</td>
<td>Will provide mandatory certified training workshops for employees in relevant classifications in the Agency's Security &amp; Enforcement Division (SED).</td>
</tr>
<tr>
<td>4042-0910</td>
<td>Public Health</td>
<td>Regular</td>
<td>$460,000.00</td>
<td>Will provide access to a web based computer training (CBT) application, allowing Public Health staff to meet training requirements mandated by the Joint Commission on the Accreditation of Health Care Organizations and other regulatory agencies.</td>
</tr>
<tr>
<td>4043-0910</td>
<td>San Francisco Public Utilities Commission</td>
<td>Regular</td>
<td>$6,000,000.00</td>
<td>Will provide special and technical engineering services related to the design and construction of recycled water treatment systems such as microfiltration, reverse osmosis, ultraviolet disinfection, expertise in water quality assessments.</td>
</tr>
<tr>
<td>4044-0910</td>
<td>San Francisco Public Utilities Commission</td>
<td>Regular</td>
<td>$4,000,000.00</td>
<td>Will provide preparation of geotechnical performance criteria, field investigation including exploratory soil borings, laboratory test of soil samples, recommendations for soil hazard mitigation and foundation designs criteria for various utility projects on an as-needed basis.</td>
</tr>
<tr>
<td>4045-0910</td>
<td>San Francisco Public Utilities Commission</td>
<td>Regular</td>
<td>$1,000,000.00</td>
<td>Will provide engineering design services and geotechnical support for five pipes crossing the Serra West and Associated areas of San Francisco.</td>
</tr>
<tr>
<td>4046-0910</td>
<td>City Administrator</td>
<td>Regular</td>
<td>$150,000.00</td>
<td>Will prepare the framework for $3 billion to proposed citywide capital infrastructure investments over the next decade.</td>
</tr>
<tr>
<td>4047-0910</td>
<td>Arts Commission</td>
<td>Regular</td>
<td>$700,000.00</td>
<td>Will provide multiple contracts for design, fabrication, transportation and installation of public art for eight to ten Recreation and Arts Facilities in conjunction with the 2028 Clean &amp; Safe Neighborhood Park Bond Program.</td>
</tr>
<tr>
<td>4048-0910</td>
<td>Arts Commission</td>
<td>Regular</td>
<td>$100,000.00</td>
<td>Will design, fabricate, transport and install two standing sculptural elements for the streetscape improvements along Church Street from Market Street to Duboce Avenue and along Duboce Avenue to Fillmore Street.</td>
</tr>
<tr>
<td>4049-0910</td>
<td>Treasurer Tax Collector's Office</td>
<td>Regular</td>
<td>$120,000.00</td>
<td>Will perform supplemental collection services on delinquent accounts referred by various city departments and perform credit reporting, skip tracing, notice issuance, and negotiation of payment plans.</td>
</tr>
</tbody>
</table>

Posting date: September 18, 2009
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6.22.10

DEPARTMENT NAME: General Services Agency/Capital Planning

DEPARTMENT NUMBER: 70

TYPE OF APPROVAL: [X] EXPEDITED [ ] REGULAR [ ] CONTINUING [ ] ANNUAL

OMIT POSTING: 

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

TYPE OF SERVICE: Public Outreach and Public Opinion Research

FUNDING SOURCE: Capital Planning Program (CPP)

PSC AMOUNT: $9,960

PSC DURATION: 7.1.10 – 11.30.10

1. DESCRIPTION OF WORK
   A. Concise description of proposed work: Proposed contract is to advise the Capital Planning Program staff (CPP) on how to increase public support for crucial infrastructure projects and program of which the public often has little knowledge or understanding but are vital to ensuring a safe and strong city. Consultant will use their specialized knowledge of San Francisco (e.g., news sources, constituencies, affiliations, media absorption rates of various demographics) to advise CPP on how to (1) create and deliver key messages and materials that clearly and effectively convey the City's complex capital needs and (2) create a strategic outreach plan that recommends the most cost effective way to leverage scarce City resources intro broad public distribution via websites, community meetings, email campaigns, traditional news media and/or special events.
   B. Explain why this service is necessary and the consequences of denial: Capital maintenance and improvements could be overlooked or underfunded because the public would be unaware of the problem or not fully understand the consequences of failing to invest in a solution. This could result in higher future costs, health/safety hazards, inefficient use of aging infrastructure and disruption of critical City services.
   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The City has not benefit from professional advice on how to communicate complicated capital programs to the general public.
   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):

   1021, Local 21
   Union Name
   Signature of person mailing/faxing form
   Date

   RFP sent to ___________________, on ____________________, Date ____________________

   ____________________________  ____________________________
   Union Name                      Signature

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3117-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: Approval Date: 06-25-2010

By: Micki Callahan, Human Resources Director

0012
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: (1) Expertise in the development and implementation of community outreach strategies and campaigns in San Francisco, (2) Demonstrated experience in effectively conveying complex public policy issues to the broader public, (3) A thorough and current understanding of San Francisco’s political landscape and demographics, (4) Capacity to assess public opinion using precise research and survey design methodology, (5) Ability to creatively use various forms of media to widely distribute key capital planning messages.
   B. Which, if any, civil service class normally performs this work? Classifications in the public information series (classes 1310, 1312, 1314) provide information to the public about City projects, these classifications do not have the specialized public affairs knowledge or the technical ability to measure public opinion that is necessary to develop strategic outreach efforts to effectively translate essential messages to varied audiences and to build strong public support.
   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 contract is for professional guidance only. All work will be performed by civil service staff. Existing classes do not have the specific expertise to perform the work required.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. the work is short term, time-sensitive and highly specialized. All work will be transferred to existing City staff in an electronic format that can be manipulated for future use.

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 of Departmental Personal Services Contract Coordinator ____________________________
Print or Type Name Joan L. Daniels ____________________________ Telephone Number 554-41889
Address City Hall Annex San Francisco 94102
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/21/2013

DEPARTMENT NAME: Emergency Management DEPARTMENT NUMBER: 77

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

TYPE OF REQUEST:
■ INITIAL REQUEST □ MODIFICATION (PSC#______)

TYPE OF SERVICE: Pre-Employment Background Investigation Services

FUNDING SOURCE: General Fund (1G-AGF-AAA)

PSC AMOUNT: $300,000.00 PSC DURATION: 08/01/2013 to 06/30/2018

1. DESCRIPTION OF WORK
   A. Concise description of proposed work: The selected vendor will perform background investigation services
      for all selected candidates as part of their selection process for entry positions in the Department of
      Emergency Management’s Division of Emergency Communications (DEC).

   B. Explain why this service is necessary and the consequences of denial: As required by law, the
      permanent civil service selection process for certain positions include a requirement that candidates submit
      to and successfully complete an employment, character and background investigation prior to employment.
      The consequences of denial would prevent the department from hiring DEC candidates.

   C. Explain how this service has been provided in the past (if this service was previously approved by the
      Civil Service Commission, indicate most recent personal services contract approval number):
      PSC#3001-11/12

   D. Will the contract(s) be renewed: Unknown at this time.

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

   Local 21 Union Name ___________________________ Signature of person mailing / faxing form ___________________________
   ___________________________ Date 06/20/2013

   MEA Union Name ___________________________ Signature of person mailing / faxing form ___________________________
   ___________________________ Date 06/20/2013

   RFP sent to ___________________________ N/A-drafting RFP on ___________________________ Date ___________________________

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4008-13/14

CIVIL SERVICE COMMISSION ACTION: 2014

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: Background Investigators, in accordance to section 1018(c) of the California Code of Rules and Regulations (CCR), are required to have knowledge of POST regulations and procedures regarding appointment eligibility and pre-employment screening of public safety dispatcher applicants.

   B. Which, if any, civil service class normally performs this work? There are no civil service class that can perform the work that is being asked but in the past, we have utilized a classification, such as 1842, to perform background investigations. However, those appointments were for as-needed, Prop F Retirees who were knowledgeable regarding POST regulations and procedures.

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, the vendor would utilize proprietary software to track and monitor all candidates.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable: Due to the specific skill and experience requirements of the California Code of Regulations – it is not practical to utilize a civil service class to perform the work required for the hiring of a POST academy, which is subject to budget approval.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain: No, because this service is utilized on an as-needed, on demand basis.

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

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

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

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

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

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

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

[Signature]

Signature of Departmental Personal Services Contract Coordinator

William Lee

Print or Type Name

415-558-3866

Telephone Number

1011 Turk Street

San Francisco, CA 94102

[Date]
Union Notification(s)

♦ Local 21
♦ MEA
Lee, William

From: Lee, William
Sent: Thursday, June 20, 2013 2:56 PM
To: 'L21PSCReview@fppte21.org'
Subject: PSC Regular Request for Background Investigation Services - DEM
Attachments: PSC-1 Form_Background Investigation_06-20-2013.pdf

To Whom It May Concern:

Please be advised that I am submitting the attached PSC Regular Request for background investigation services as required for DEM's dispatcher hiring program.

Please let me know if you have any questions.

Thanks!

Will

William T. Lee
Deputy Director of Administration and Support
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
Tel.: 415-558-3866
Fax: 415-558-3841
Lee, William

From: Lee, William
Sent: Thursday, June 20, 2013 2:56 PM
To: staff@sfmea.com
Subject: PSC Regular Request for Background Investigation Services - DEM
Attachments: PSC-1 Form Background Investigation_06-20-2013.pdf

To Whom It May Concern:

Please be advised that I am submitting the attached PSC Regular Request for background investigation services as required for DEM's dispatcher hiring program.

Please let me know if you have any questions.

Thanks!

Will

William T. Lee
Deputy Director of Administration and Support
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
Tel.: 415-558-3866
Fax: 415-558-3841
Prior DHR Approved – Mod1 - Expired

PSC #3001-11/12
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/26/2012

DEPARTMENT NAME: Emergency Management

DEPARTMENT NUMBER: 77

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

TYPE OF REQUEST:

[ ] INITIAL REQUEST [ ] MODIFICATION (PSC#3001-11/12)

TYPE OF SERVICE: Pre-Employment Background Investigation Services

FUNDING SOURCE: General Fund (1G-AGF-AAA)

PSC AMOUNT: Original: $50,000 PSC DURATION: 08/01/2011 to 06/30/2012

Mod#1: $0 Mod: 07/01/2012 to 11/30/2012

Total as Modified: $50,000 Mod: 08/01/2011 to 11/30/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The selected vendor will perform background investigation services for all selected candidates as part of their selection process for entry positions in the Department of Emergency Management’s Division of Emergency Communications (DEC).

B. Explain why this service is necessary and the consequences of denial: As required by law, the permanent civil service selection process for certain positions include a requirement that candidates submit to and successfully complete an employment, character and background investigation prior to employment. The consequences of denial would prevent the department from hiring DEC candidates.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): PSC #3001-11/12 was approved.

D. Will the contract(s) be renewed: Unknown at this time.

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

Local 21  
Signature of person mailing / faxing form 06/26/2012

MEA  
Signature of person mailing / faxing form 06/26/2012

RFP sent to N/A on  
Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2001-11/12 Approved Mod#1

Received 6/26/12

Approval Date: 10/27/12

By: Micki Callahan, Human Resources Director
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: Background Investigators, in accordance to section 1018(c) of
      the California Code of Rules and Regulations (CCR), are required to have knowledge of POST
      regulations and procedures regarding appointment eligibility and pre-employment screening of public
      safety dispatcher applicants.
   B. Which, if any, civil service class normally performs this work? In the past, we have utilized a
      classification, such as 1842, to perform background investigations. However, those appointments were
      for as-needed, Prop F Retirees who were knowledgeable regarding POST regulations and procedures.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes,
      explain: Yes, the vendor would utilize proprietary software to track and monitor all candidates.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable: Due to the specific skill and experience
      requirements of the California Code of Regulations – it is not practical to utilize a civil service class to
      perform the work required for the hiring of a POST academy, which is subject to budget approval.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain: No, because this
      service is utilized on an as-needed, on demand basis.

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF
THE DEPARTMENT HEAD:
________________________________________________________________________________________
Signature of Departmental Personal Services Contract Coordinator

Print or Type Name

Telephone Number

Address
PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 17, 2013

DEPARTMENT NAME: GSA/City Administrator/Capital Planning

DEPARTMENT NUMBER: 70

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

TYPE OF REQUEST: □ INITIAL REQUEST  □ MODIFICATION (PSC# #3005-12/13)

TYPE OF SERVICE: Transportation Financing

FUNDING SOURCE: General Fund

Original Amount: $49,000  PSC DURATION: 09/01/12 – 09/01/13
Modifications: 10,000  PSC DURATION: No change
TOTAL AMOUNT: $59,000  TOTAL DURATION: 09/01/12 – 09/01/13

DESCRIPTION OF WORK
A. The Capital Planning Program (CPP) is leading an interdepartmental effort to create a viable funding plan to secure San Francisco's future commitment to Caltrain. San Francisco is responsible for contributing financially to support Caltrain operations and capital needs pursuant to three separate agreements, including a recent MOU that requires a $60 million contribution to fund preparations for the high-speed rail project. The proposed work would identify a menu of short and long terms financial solutions that would enable San Francisco to meet its future obligations despite limited transportation resources. Modification does not change scope of work.

B. Explain why this service is necessary and the consequences of denial: Failure to plan for and/or secure funding would place the City in breach of contract, impede Caltrain operations, and jeopardize the High-Speed Rail 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): Services were provided under PSC 3005-12/13, the contract requested to be modified.

D. Will the contract(s) be renewed: No, these contracts will not be renewed past December 31, 2013.

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

Local 21, MEA  

Signature of person mailing/faxing form  

Date  

RFP sent to  

Union Name, on  

Date  

Signature

-----------------------------------------------------------------------------------

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3005-12/13  

STAFF ANALYSIS/RECOMMENDATION: Approved 6/19/2013

CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: 1) Expertise in highly complex transportation planning and finance, as well as complex land-use and real-estate transactions. 2) Experience working on large-scale regional transportation projects involving multiple governing bodies.

   B. Which, if any, civil service class normally performs this work? No civil service class currently performs this specific function. Classes 1824 and 1825 as well as some individuals in the manager (09xx) classes could perform some basic research and conduct preliminary financial analysis, but they would not possess the combination of specific technical expertise and experience described in 4A below needed for 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: This is a one-time project requiring specialized and highly technical financial modeling skills and a thorough understanding of investor appetite and market conditions. The work also requires a strong background in transportation planning, finance, and governance, as well as complex land-use and real estate transactions.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No - The work is highly specialized, time sensitive and short-term in nature. In-house managers will oversee the work of the consultant(s) to ensure select knowledge transfer occurs.

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?

   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

Joan Lubanski
415.654.4859

Print or Type Name Telephone Number

City Hall, Room 362, 1 Dr, Carbon B.
Goodlet Place, SF, CA 94102
Address

sco, CA 94103.
Union Notification(s)
♦ Local 21
♦ MEA
From: Lubamersky, Joan
Sent: Wednesday, June 19, 2013 11:48 AM
To: DHR-PSCCoordinator, DHR
Cc: staff@sfmea.com; L21PSCReview@ifpte21.org
Subject: MOD to 3005-12/13 Capital Planning PSC Form 1 Add $10K
Attachments: PSC Form 1 MOD Cal Train add $10K 6.13.pdf; Approved PSC Form 1 Cal Train $49 K.pdf

Please see attached.

I am copying the employee organizations for their information, as this is a modification.

Joan

Joan Lubamersky
GSA/City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102
Telephone: 415-554-4859
Fax: 415-554-4849
Prior DHR Approved – Original – Current

PSC #3005-12/13
PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 27, 2012

DEPARTMENT NAME: City Administrator's Office/Capital Planning

DEPARTMENT NUMBER 70

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

[ ] CONTINUING [ ] ANNUAL

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

TYPE OF SERVICE: Transportation Financing

FUNDING SOURCE: General Fund

PSC AMOUNT: $49,000 PSC DURATION: 09/1/2012 - 09/1/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Capital Planning Program (CPP) is leading an interdepartmental effort to create a viable funding plan to secure San Francisco's future commitment to Caltrain. San Francisco is responsible for contributing financially to support Caltrain operations and capital needs pursuant to three separate agreements, including a recent MOU that requires a $60 million contribution to fund preparations for the high-speed rail project. The proposed work would identify a menu of short and long terms financial solutions that would enable San Francisco to meet its future obligations despite limited transportation resources.

B. Explain why this service is necessary and the consequences of denial: Failure to plan for and/or secure funding would place the City in breach of contract, impede Caltrain operations, and jeopardize the High-Speed Rail 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): To our knowledge, this service has not been provided in the past.

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).

Local 21, MEA

Union Name: __________________ Signature of person mailing/faxing form: __________________ Date: 7/27/12

RFP sent to __________________, on __________________, on __________________ Signature: __________________

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3005-12/12

Approval Date: 8/3/12

By: __________________

FOR Micki Callahan, Human Resources Director

Received 7/27/12
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise: 1) Expertise in highly complex transportation planning and finance, as well as complex land-use and real-estate transactions. 2) Experience working on large-scale regional transportation projects involving multiple governing bodies.
   
   B. Which, if any, civil service class normally performs this work? No civil service class currently performs this specific function. Classes 1824 and 1825 as well as some individuals in the manager (09xx) classes could perform some basic research and conduct preliminary financial analysis, but they would not possess the combination of specific technical expertise and experience described in 4A below needed for 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: This is a one-time project requiring specialized and highly technical financial modeling skills and a thorough understanding of investor appetite and market conditions. The work also requires a strong background in transportation planning, finance, and governance, as well as complex land-use and real estate transactions.
   
   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No - The work is highly specialized, time sensitive and short-term in nature. In-house managers will oversee the work of the consultant(s) to ensure select knowledge transfer occurs.

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 of Departmental Personal Services Contract Coordinator

Jean Labamersky

Print or Type Name 415.554.4859

Telephone Number

City Hall, Room 362, 1 Dr, Carlton B.

Goodlett Place, SF, CA 94102

Address

sco, CA 94103.