Date: September 18, 2015

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Karen Henderson, MYR
Jacquie Hale, DPH
Cynthia Avakian, AIR
Cynthia Hamada, MTA

Subject: Personal Services Contracts Approval Request

This report contains five (5) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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 FY2015-2016</th>
<th>Total for FY2015-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,230,700,000</td>
<td>$47,168,115</td>
<td>$1,507,863,956</td>
</tr>
</tbody>
</table>
Karen Henderson
Mayor's Office of Housing &
Community Development
1 South Van Ness Ave., 5th Flr.
San Francisco, CA 94103
415-701-5557

Jacquie Hale
Public Health
101 Grove Street Rom 307
San Francisco, CA 94102
415-554-2609

Cynthia Avakian
Airport Commission
Contracts Administration Unit
POB 8097
San Francisco, CA 94128
650- 821-2014

Cynthia Hamada
Municipal Transportation Agency
1 South Van Ness Ave., 6th Floor
San Francisco, CA 94103
415-701-5381
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PSC Submissions

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<td>Mayor</td>
<td>1</td>
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<tr>
<td>42505-15/16</td>
<td>Public Health</td>
<td>9</td>
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<tr>
<th>Modification PSCs</th>
<th>Department</th>
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<td>40119-14/15</td>
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<td>36476-15/16</td>
<td>Municipal Transportation Agency</td>
<td>28</td>
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<tr>
<td>4149-09/10</td>
<td>Public Health</td>
<td>33</td>
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</table>
**POSTING FOR**

**October 05, 2015**

**PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR**

<table>
<thead>
<tr>
<th>PSC No</th>
<th>Dept Designation</th>
<th>PSC Amount</th>
<th>Description of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>40634</td>
<td>15/16 MAYDR</td>
<td>$1,500,000.00</td>
<td>The Mayor's Office of Housing and Community Development (MOHCD) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will provide advisory services to competitive sales, negotiated sales, private placements, and management of housing assets and/or bond types (tax bond, revenue bonds, etc.), provide financial advisory services to structuring the City's affordable housing programs; and provide advisory services for structuring of particularly complex development proposals.</td>
</tr>
<tr>
<td>42505</td>
<td>15/16 PUBLIC HEALTH</td>
<td>$1,000,000.00</td>
<td>Contractor(s) will provide clinical (operating room and e-referral), business (managed care), and operational (health, safety, security) support for software system implementation and related consulting or training needed to implement the Affordable Care Act and make the new San Francisco General Hospital building operational. Contractor(s) may provide as-needed technical support and systems training and support for DPH Information Technology staff, or ongoing support to facilitate utilization of these systems. The amount of the PSC is the Department's best estimate of the value of the professional services portion, excluding license and maintenance fees. This was formerly a subset of the previous PSC listed below.</td>
</tr>
</tbody>
</table>

**TOTAL AMOUNT $2,500,000**
# Posting For October 05, 2015

## Proposed Modifications to Personal Services Contracts

<table>
<thead>
<tr>
<th>PSC Number</th>
<th>Commission Hearing Date</th>
<th>Department</th>
<th>Additional Amount</th>
<th>Cumulative Total</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Approval Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>40119 - 14/15 - October 5, MODIFICATIONS 2015</td>
<td>2015-10-05</td>
<td>AIRPORT COMMISSION -- AIR</td>
<td>$1,220,000,000</td>
<td>$1,300,000,000</td>
<td>Design-Build services teams with specialty design experience at airports to provide design and construction of the Terminal 1 Redevelopment Program (T1 Program) for the Terminal 1 Center Renovation Project, New Boarding Area B Reconstruction, and Terminal 1 Baggage Handling System Projects. Work will include a full range of planning, programming, architectural design, engineering, and construction management services necessary to develop and construct the functional and conceptual aspects for the following elements: 1) new interior spaces; 2) construction of a program-wide common use Baggage Handling System; 3) relocation and/or installation of new Passenger Loading Bridges; 4) site work to include pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, and Ground Services Equipment (GSE) charging stations; 5) installation of new hydrant fueling facility, fueling pits, and ancillary systems and equipment; 6) modifications and/or relocations of utility, technology, and other systems; 7) passenger amenities; and 8) construction of temporary barricades, walls, and pedestrian corridors.</td>
<td>04/30/2020</td>
<td>12/31/2021</td>
<td>REGULAR</td>
</tr>
<tr>
<td>36476 - 15/16 - October 5, MODIFICATIONS 2015</td>
<td>2015-10-05</td>
<td>MUNICIPAL TRANSPORTATION AGENCY -- MTA</td>
<td>$200,000</td>
<td>$300,000</td>
<td>The contractor will develop a Zero Waste communications campaign for the San Francisco Municipal Transportation Agency (SFMTA) that will increase awareness of the Mandatory Recycling and Composting Ordinance (see attached) that affects all the SFMTA facilities, offices, divisions, yards, and properties. The contractor will assist the SFMTA Zero Waste Coordinator in providing a results-oriented program in order to increase participation compliance in the Zero Waste program to SFMTA employees located throughout the city in agency with work shifts spanning</td>
<td>09/01/2015</td>
<td>08/31/2018</td>
<td>REGULAR</td>
</tr>
<tr>
<td>PSC Number</td>
<td>Commission Hearing Date</td>
<td>Department</td>
<td>Additional Amount</td>
<td>Cumulative Total</td>
<td>Description</td>
<td>Start Date</td>
<td>End Date</td>
<td>Approval Type</td>
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<tr>
<td>4149-09/10 - MODIFICATIONS 2015</td>
<td>October 5, DPH</td>
<td>PUBLIC HEALTH</td>
<td>$8,000,000</td>
<td>$8,250,000</td>
<td>twenty-four (24) hours each day. The contractor will demonstrate and aid in sorting of all material into three categories: recycle; compost; and landfill.</td>
<td>07/01/2015</td>
<td>06/30/2019</td>
<td>REGULAR</td>
</tr>
</tbody>
</table>

TOTAL AMOUNT $1,228,200,000
Regular/Continuing/Annual
Personal Services Contracts
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MAYOR -- MYR

Dept. Code: MYR

Type of Request: ☑ Initial ☐ Modification of an existing PSC (PSC # __________)

Type of Approval: ☐ Expedited ☑ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Financial Advising Services

Funding Source: General Fund, Grants, Bonds

PSC Amount: $1,500,000

PSC Est. Start Date: 06/01/2015  PSC Est. End Date 05/25/2020

1. Description of Work
   A. Scope of Work/Services to be Contracted Out:
      The Mayor's Office of Housing and Community Development (MOHCD) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will provide advisory services to competitive sales, negotiated sales, private placements, and management of housing assets and/or bond types (tax bond, revenue bonds, etc.), provide financial advisory services to structuring the City's affordable housing programs; and provide advisory services for structuring of particularly complex development proposals.

   B. Explain why this service is necessary and the consequence of denial:
      These services are necessary in order to structure complex financial transactions and prepare the City to issue debt to finance acquisition, construction and/or rehabilitation of housing sites. Without proper guidance from an experienced consultant, the City would not be able to complete this task.

   C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
      Approved PSC - 4087/10/11

   D. Will the contract(s) be renewed?
      Not yet determined

   E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
      not applicable

2. Reason(s) for the Request
   A. Indicate all that apply (be specific and attach any relevant supporting documents):
      ☑ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
      ☑ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

   B. Explain the qualifying circumstances:
      These services are very specialized and transactional as such it will not be practical to build internal capacity. The tasks are intermittent and subject to funding fluctuations, because of the intermittent nature of the tasks and the likelihood that there will be time periods when services from a financial advisor are not needed.

http://apps.sfgov.org/pscprint

-1- 9/11/2015
3. Description of Required Skills/Expertise
   A. Specify required skills and/or expertise: A qualified consultant must have, complex housing financing and/or management experience including the ability to evaluate the economic feasibility of proposed debt issuances, refunding, or restructuring; experience with housing assistance programs including the ability to assist the City in utilizing available City programs; development of new programs and to provide analytical services to particular financings; and the ability to structure complex multiple funding transactions.

   B. Which, if any, civil service class(es) normally perform(s) this work? none

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?
   The department reached out to the Controller’s Office to see if they could provide services, however, the Controller’s Office also uses professional services firms for their financial advising needs.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out
   A. Explain why civil service classes are not applicable.
      The tasks are intermittent and subject to funding fluctuations. Additionally, some of the financial advisors would be a project expense and as such would be paid through the budgets of individual projects.

   B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because of the intermittent nature of the task and the likelihood that there will be time periods when services form financial advisor are not needed.

6. Additional Information
   A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
      No.

   B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. No, the tasks are transactional and does not need further work after services are provided.

   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? If so, please explain and include an excerpt or copy of any such applicable requirement.
      No.

   E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
      No.

   F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
      No.
7. **Union Notification**: On 07/07/2015, the Department notified the following employee organizations of this
   PSC/RFP request:
   all unions were notified

☑️ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS
FORM IS COMPLETE AND ACCURATE:

Name: Karen Henderson  Phone: 701-5557  Email: karen.henderson@sfgov.org

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

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

PSC# 40634 - 15/16
DHR Analysis/Recommendation: Civil Service Commission Action:
Commission Approval Required
DHR Approved for 10/05/2015
Receipt of Union Notification(s)
From: dhr-psccoordinator@sfgov.org on behalf of karen.henderson@sfgov.org
Sent: Tuesday, July 07, 2015 12:47 PM
To: Henderson, Karen (MYR); Jb@local16.org; Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC); Sandeep.lal@sei1021.m; pcamarillo_sei1021@sbeglobal.net; Carey.dall@sei1021.org; richardisen@gmail.com; Wendy.Frigillana@sei1021.org; pscreview@sei1021.org; joe.brenner@sei1021.org; agonzalez@gam1414.org; ted_zarzec@sei1021.net; leahberlanga@sei1021.org; gail@sfflocal798.org; cityworker@sfwcu.org; davidmkersten@gmail.com; djohnson@opecialocal300.org; hodlocal@pacbell.net; abloe@cirseiu.org; pkarinen@ncrrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@sei1021.org; Poon, SinYee (HSA) (DSS); smcgary@ncrrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfmsa@gmail.com; mshelley@dc16.us; david.canham@sei1021.org; Joe.Tanner@sei1021.net; Larry.Bradshaw@sei1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbeglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@sei1021.org; Henderson, Karen (MYR); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: RECEIPT for Union Notification of PCS # 40634 - 15/16

RECEIPT for Union Notification of PCS # 40634 - 15/16 for more than $100K

The MAYOR -- MYR has submitted a request for a Personal Services Contract (PSC)
40634 - 15/16 for $1,500,000 for Initial Request services for the period
06/01/2015 - 06/01/2020. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

http://apps.sfgov.org/dhrrupal/node/5555 For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended.

1

-5-
Additional Attachment(s)
March 9, 2011

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4086-10/11 THROUGH 4094-10/11; 4024-09/10; 4021-07/08; AND 4171-07/08.

The above matter will be considered by the Civil Service Commission at a meeting to be held on March 21, 2011 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the ratification agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All nonprivileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Parveen Bopearal, Municipal Transportation Agency
Michae Callahan, Human Resources Director
Carina Carlos, Department of Public Works
Gorden Choy, Department of Public Works
Marie de Vara, Department of Human Resources
Oliver Hack, Mayor's Office of Housing
Kan Huan, Art Commission
Shamica Jackson, Public Utilities Commission
Florence Kauff, Public Utilities Commission
Joan Lubiansky, General Services Agency
Marie Ryan, Department of Human Resources
Tajel Shak, Treasurer/Tax Collector
Shawn Wallace, San Francisco Police Department
Commission File
Commissioners' Binder
Chrin
**POSTING FOR**

3/21/2011

**PROPOSED PERSONAL SERVICES CONTRACTS**

Regular, Continuing, Annual

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<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>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>4086-10/11</td>
<td>25</td>
<td>Art Commission</td>
<td>Regular</td>
<td>$500,000</td>
<td>First Art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing, de-installation of artworks including those of monumental scale, design and fabrication of crates and cases. Scope includes major installations of measured work at S.F. International, Airport and de-installation and transport of 13 toe Zhang Huan Sculptures from Civic Center plaza for return to China.</td>
<td>1/8/2011</td>
<td>1/1/2013</td>
</tr>
<tr>
<td>4087-10/11</td>
<td>25</td>
<td>Mayor</td>
<td>Regular</td>
<td>$300,000</td>
<td>The Mayor’s Office of Housing (MOH) is seeking to establish a pool of qualified financial advisors to advise the City on all relevant matters relating to particular financings and ensure that the City’s transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will provide advisory services for competitive sales, negotiated sales and private placements of various bond types; provide financial advisory services for structuring the City’s affordable housing programs; and, provide advisory services for structuring of particularly complex development proposals.</td>
<td>4/1/2011</td>
<td>3/31/2014</td>
</tr>
<tr>
<td>4088-10/11</td>
<td>25</td>
<td>Mayor</td>
<td>Regular</td>
<td>$100,000</td>
<td>Vendor will provide comprehensive laboratory testing and analysis of potential in-house lead hazards from damp swipes, paint chips, and soil samples. Analysis and results of samplings will be reported to MOH. Laboratories must be recognized by the U.S. Environmental Protection Agency as participating in the National Lead Laboratory Accreditation Program (NLLAP).</td>
<td>12/1/2011</td>
<td>1/30/2013</td>
</tr>
<tr>
<td>4089-10/11</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$100,000</td>
<td>The consultant will assist the agency during upcoming labor negotiations and will communicate with the media on the agency’s behalf. Participants in the negotiations as an observer and influence the media and other regulatory entities on the progress of labor negotiations.</td>
<td>2/1/2011</td>
<td>7/31/2011</td>
</tr>
<tr>
<td>4090-10/11</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$250,000</td>
<td>The real estate advisory services provided will include general real estate services and any other related services to produce a financially sound and cost-effective real estate analysis, study plans, and other work product as requested by the BPM/TA. The real estate advisor or consultant will provide detailed and professional services which may include, but are not limited to, the following: 1) Commercial Real Estate Market Analysis; 2) Property Analysis, Planning, and Strategy Recommendations; and 3) Other Requested Advisory Services.</td>
<td>7/1/2011</td>
<td>6/30/2013</td>
</tr>
<tr>
<td>4091-10/11</td>
<td>38</td>
<td>Police</td>
<td>Regular</td>
<td>$750,000</td>
<td>Contractor will provide outpatient mental health services to Police Department members and their families. These services will include 8 visits per family member per fiscal year and be available throughout the United States. The professional panel provided by the Contractor will include individuals who have been recruited, selected and trained by the Behavioral Science Unit of the San Francisco Police Department.</td>
<td>7/1/2011</td>
<td>6/30/2015</td>
</tr>
<tr>
<td>4092-10/11</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$1,509,000</td>
<td>Licensing fees, software upgrade and technical support service for Distributed Control System (DCS) system for Water-Energy Enterprise (WEE).</td>
<td>7/1/2011</td>
<td>6/30/2016</td>
</tr>
</tbody>
</table>
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPH
Dept. Code: DPH

Type of Request: ☑ Initial □ Modification of an existing PSC (PSC # _________)

Type of Approval: □ Expedited ☑ Regular □ Annual □ Continuing □ (Omit Posting)

Type of Service: Intermittent, As-needed Integrated Program Systems Support

Funding Source: General Fund
PSC Duration: 4 years 34 weeks

PSC Amount: $1,000,000

1. Description of Work
A. Scope of Work/Services to be Contracted Out:
Contractor(s) will provide clinical (operating room and e-referral), business (managed care), and operational (health, safety, security) support for software system implementation and related consulting or training needed to implement the Affordable Care Act and make the new San Francisco General Hospital building operational. Contractor(s) may provide as-needed technical support and systems training and support for DPH Information Technology staff, or ongoing support to facilitate utilization of these systems. The amount of the PSC is the Department’s best estimate of the value of the professional services portion, excluding license and maintenance fees. This was formerly a subset of the previous PSC listed below.

B. Explain why this service is necessary and the consequence of denial:
Services are needed in order to implement the Affordable Care Act and to make the new hospital building operational. Both needs are highly dependent on technological solutions, which in turn require proprietary software in order to implement extremely complex and integrated programmatic systems and applications, which will require intermittent and as-needed support. Denial will result in adverse patient care, reduced ability to fulfill public health missions, and negative financial/revenue impacts related to managed-care operations, as a result of the Affordable Care Act.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
4062-04/05

D. Will the contract(s) be renewed?
Yes, if there is a need or if funding is available.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable

2. Reason(s) for the Request
A. Indicate all that apply (be specific and attach any relevant supporting documents):

☑ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

☑ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
☑ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:
Services required on a short-term and/or as-needed and intermittent basis to implement proprietary software. The need for these services will be dependent on the evolving needs of the Department for specific software related to implementation of the Affordable Care Act, as well as the temporary needs to open the new hospital building. The City does not have adequate staff with the necessary expertise to provide such services within the time and scope parameters involved.

3. Description of Required Skills/Expertise
A. Specify required skills and/or expertise: Knowledge of relevant clinical, business, and operations software applications. Proven project management and software implementation, integration, and training experience in a similar environment.

B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1064, IS Prg Analyst-Principal; 1070, IS Project Director; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 5502, Project Manager 1; 5506, Project Manager 3;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, off-site application and data hosting/warehousing services will be provided for internet based (remote) applications. In addition, contractor(s) will also provide access to software licenses for specific applications.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?  
Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out
A. Explain why civil service classes are not applicable.
Civil Service classes are not applicable because the software used are proprietary products with services which contain technical components beyond the reasonable scope of expertise of in-house staff to develop within practical time and quality parameters.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. These are proprietary systems. The City does not have access to the underlying code in order to develop the application.

6. Additional Information
A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Contractor may train Civil Service employees in the use of proprietary software applications or organizational "best practices." Approximately 40-50 hours of training will be provided to employees in the information service, administrative and program support classes.

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? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 08/10/2015, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21.

☐ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St., Room 307 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42505 - 15/16

DHR Analysis/Recommendation: Civil Service Commission Action:
Commission Approval Required
DHR Approved for 10/05/2015

Receipt of Union Notification(s)
RECEIPT for Union Notification for PSC 42505 - 15/16 more than $100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 42505 - 15/16 for $1,000,000 for Initial Request services for the period 11/01/2015 – 06/30/2020. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

http://apps.sfgov.org/dhrdrupal/node/5719 For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended.
Additional Attachment(s)
NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4061-04/05 THROUGH 4068-04/05.

At its meeting of February 25, 2005 the Civil Service Commission had for its consideration the above matter.

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

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

Attachment

c: Gordon Choy, Department of Public Works
Philip Ginsburg, Human Resources Director
Ed Harrington, Controller
Elizabeth Jacobi, Department of Human Resources
Galen Leung, Department of Public Health
Naomi Little, Office of Contract Administration
Lee Okumoto, Public Utilities Commission
Tina Tang, Department of Human Resources
Ted Yamasaki, Department of Human Resources
Commission File
Chron
### Recommended Approval of Proposed Personal Services Contracts

<table>
<thead>
<tr>
<th>Contract No.</th>
<th>Agency</th>
<th>Amount</th>
<th>Description</th>
<th>Frequency</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4061-04/05</td>
<td>Public Health</td>
<td>$6,000,000</td>
<td>Will provide health insurance to children ineligible for other publicly funded health insurance programs and enroll them in the San Francisco Healthy Kids Program.</td>
<td>Regular</td>
<td>6/30/2006</td>
</tr>
<tr>
<td>4062-04/05</td>
<td>Public Health</td>
<td>$2,000,000</td>
<td>Will provide clinical, business, operational and managed care, support for programs, software applications, system implementations, and related consulting/training. Will also provide as-needed support services for Web-based applications for DPH.</td>
<td>Regular</td>
<td>6/30/2009</td>
</tr>
<tr>
<td>4063-04/05</td>
<td>Public Works</td>
<td>$565,000</td>
<td>Will provide additional engineering services to the seismic upgrade buildings; changes to construction documents; reviews with Office of Statewide Health Planning &amp; Development (OSHPD); and construction administration.</td>
<td>Regular</td>
<td>2/28/2011</td>
</tr>
<tr>
<td>4064-04/05</td>
<td>Human Resources</td>
<td>$7,000,000</td>
<td>Will provide workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation and preparation of reports.</td>
<td>Regular</td>
<td>1/31/2008</td>
</tr>
</tbody>
</table>
Modification

Personal Services Contracts
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION
Dept. Code: AIR

Type of Request: ☑ Modification of an existing PSC (PSC # 40119 - 14/15)

Type of Approval:
- □ Expedited
- □ Regular
- □ Annual
- □ Continuing
- □ (Omit Posting)

Type of Service: Design-Build Services for Terminal 1 Redevelopment Program

Funding Source: Airport Capital Funds

PSC Original Approved Amount: $80,000,000
PSC Original Approved Duration: 12/01/14 - 04/30/20 (5 years 21 weeks)

PSC Mod#1 Amount: $1,220,000,000
PSC Mod#1 Duration: 04/30/20-12/31/21 (1 year 35 weeks)

PSC Cumulative Amount Proposed: $1,300,000,000
PSC Cumulative Duration Proposed: 7 years 4 weeks

1. Description of Work
A. Scope of Work/Services to be Contracted Out:
Design-Build services teams with specialty design experience at airports to provide design and construction of the Terminal 1 Redevelopment Program (T1 Program) for the: Terminal 1 Center Renovation Project, New Boarding Area B Reconstruction, and Terminal 1 Baggage Handling System Projects. Work will include a full range of planning, programming, architectural design, engineering, and construction management services necessary to develop and construct the functional and conceptual aspects for the following elements: 1) new interior spaces; 2) construction of a program-wide common use Baggage Handling System; 3) relocation and/or installation of new Passenger Loading Bridges; 4) site work to include pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, and Ground Services Equipment (GSE) charging stations; 5) installation of a new hydrant fueling facility, fueling pits, and ancillary systems and equipment; 6) modifications and/or relocations of utility, technology, and other systems; 7) passenger amenities; and 8) construction of temporary barricades, walls, and pedestrian corridors.

B. Explain why this service is necessary and the consequence of denial:
The Airport must redevelop existing Terminal 1 and replace Boarding Area B due to significant infrastructure and gate capacity deficiencies. The construction of the Terminal 1 Center Project, New Boarding Area B Reconstruction, and the T1 Baggage Handling System will begin after the completion of the enabling projects. If the Design-Build services for these projects are denied, the T1 Program cannot proceed and existing facilities may need to close due to unsafe facilities and airlines may cease operations at SFO.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC. 40119-14/15

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

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The Design Build Services have to be coordinated with the Project Management Support Services (PMSS) for Boarding Area B & Terminal 1 which has a time frame of six years from 6/1/14 to 12/31/20. The related PSC #47898 13-14 Project Management Support Services Terminal 1 Redevelopment Program is attached to this PSC request.

2. **Reason(s) for the Request**
   A. Display all that apply

   ☑ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

   Explain the qualifying circumstances:
   This is a capital project that will redevelop Terminal 1 and replace Boarding Area B. Once the construction has been completed there will no longer be a need for design build service for this project.

   B. Reason for the request for modification:
   Need to add money since the original request did not include the full cost of the T1 program.

3. **Description of Required Skills/Expertise**
   A. Specify required skills and/or expertise: Project architectural, engineering, planning, programming, and construction administration skills with direct and current experience related to airport terminals and associated facilities; demolition and hazardous material abatement; utility infrastructure upgrades; security and special systems; redevelopment of interior spaces; airfield and landside site work; relocation and/or installation of new passenger loading bridges, baggage handling systems and passenger amenities; and project control skills.

   B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5209, Industrial Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5214, Building Plans Engineer; 5215, Fire Protection Engineer; 5216, Chief Surveyor; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;

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

4. **If applicable, what efforts has the department made to obtain these services through available resources within the City?**
   Not Applicable

5. **Why Civil Service Employees Cannot Perform the Services to be Contracted Out**
   A. Explain why civil service classes are not applicable.
   The existing architectural and engineering classifications do not have the required expertise and specialized skills for the proposed design-build services. The Airport will use experienced project and construction management staff integrated with the consultant staff to provide the required services. Depending on the projects, current Airport staff will perform the following duties: project management, construction management, construction inspection and surveying, and IT/engineering/architectural design and oversight.

http://apps.sfgov.org/pscprint/
B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Classifications exist but not with the specialized knowledge of airport requirements. Major construction and terminal projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

6. **Additional Information**
   A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
      No.

   B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
      There is no training provided for in this personal services contract.

   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? If so, please explain and include an excerpt or copy of any such applicable requirement.
      No.

   E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
      No.

   F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
      No.

7. **Union Notification:** On 08/28/15, the Department notified the following employee organizations of this PSC/RFP request:
   Prof & Tech Eng, Local 21; Prof & Tech Eng, Local 21;

☐ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

   Name: Cynthia Ayakian  Phone: 650-821-2014  Email: cynthia.ayakian@flysfo.com

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

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

   FOR DEPARTMENT OF HUMAN RESOURCES USE

   PSC# 40119 - 14/15
   DHR Analysis/Recommendation:  Civil Service Commission Action:
   Commission Approval Required
   DHR Approved for 10/05/2015

http://apps.sfgov.org/pscprint/ 9/15/2015
Receipt of Union Notification(s)
Cynthia Avakian (AIR)

From: dhr-psccoordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Friday, August 28, 2015 9:12 AM
To: Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 40119 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for $1,220,000,000 for services for the period April 30, 2020 – December 31, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over $100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

http://apps.sfgov.org/dhrdrupal/node/5780
Email sent to the following addresses: L21PSCReview@ifpte21.org
Additional Attachment(s)
AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 14-0112

AUTHORIZATION TO ISSUE A REQUEST FOR QUALIFICATIONS/PROPOSAL
(RFO/RFP) FOR TWO CONTRACTS: CONTRACT NO. 10010.66, DESIGN-BUILD SERVICES FOR
THE NEW BOARDING AREA B RECONSTRUCTION AND CONTRACT NO. 10011.66 DESIGN-
BUILD SERVICES FOR TERMINAL 1 CENTER RENOVATION

WHEREAS, by Resolution 14-0026 dated February 18, 2014, this Commission authorized the
implementation of the Terminal 1/Boarding Area B Redevelopment Program (T1 Program);
and

WHEREAS, two of the major projects of T1 Program are the New Boarding Area B (BAB) Reconstruction
and the Terminal 1 Center Renovation (T1 Center) with a combined rough order of magnitude
of $1 billion; and

WHEREAS, the Airport seeks to hire two different design-build contractors — one for the BAB and one for
the T1 Center — both with proven ability and expertise to work well in a highly collaborative
environment and with key personnel experienced in the design-build of major terminal
renovation/reconstruction programs; and

WHEREAS, Staff proposes to select the design-build teams through a three step RFQ/RFP procurement
process utilizing two selection panels; and

WHEREAS, Staff's proposed selection process requires approval of the Board of Supervisors as it varies
from the design-builder selection process permitted under Administrative Code Section 6.61;
now, therefore be it

RESOLVED, that the Commission authorizes the Director to issue a Request for Qualifications/Proposal for
two contracts: Contract No. 10010.66, Design-Build Services for New Boarding Area B
Reconstruction and Contract No. 10011.66, Design-Build Services for Terminal 1 Center
Renovation; and be it further

RESOLVED, that the Commission authorizes the Director to negotiate with the highest ranked
proposers in successive order until negotiations are successful with two of the
qualified proposers; and be it further

RESOLVED, that the Commission directs the Commission Secretary to submit a proposed ordinance to the
Board of Supervisors modifying certain design-build selection and contracting requirements
for the Terminal 1 Center Renovation and New Boarding Area B Reconstruction Projects.

I hereby certify that the foregoing resolution was adopted by the Airport Commission
at its meeting of ________________ JUN 03 2014

[Signature]
Secretary
PSC 40119-14/15 MOD

Design-Build Services for Terminal 1 Redevelopment Program

PSC 47898-13/14 cited in question 1E.
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION - AIR
Dept. Code: AIR

Type of Request: ☑ Initial
☐ Modification of an existing PSC (PSC #__________)

Type of Approval: ☐ Expedited
☑ Regular
(☐ Omit Posting)

Type of Service: Project Management Support Services for Boarding Area B & Terminal 1 Redevelopment

Funding Source: Airport Capital Funds
PSC Amount: $48,000,000
PSC Duration: 6 years 30 weeks
PSC Est. Start Date: 06/01/2014
PSC Est. End Date: 12/31/2020

1. Description of Work
A. Scope of Work:
Project Management Support Services (PMSS) teams with design, design-build, construction manager/general contractor (CM/GC), and design-bid-build experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program Boarding Area B and Terminal 1 Redevelopment Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following elements: 1) new interior spaces; 2) construction of a program-wide common use baggage handling system; 3) relocation and/or installation of new passenger loading areas and new foundations and fixed walkways; 4) site work for pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, ground service equipment charging stations; 5) installation of utilities and ancillary systems and equipment; 6) modifications and/or relocations of utility, technology, and mechanical/electrical/plumbing systems; and 7) passenger amenities.

B. Explain why this service is necessary and the consequence of denial:
The Airport must replace existing Terminal 1 and Boarding Area B due to significant infrastructure and gate capacity deficiencies. After the completion of the enabling projects, the Boarding Area B Redevelopment and Terminal 1 Central Area will begin the construction of the new facilities. If the PMSS for these projects are denied, the T1 Program cannot proceed and existing facilities may need to close due to unsafe facilities and airlines may cease operations at SFO.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
This is a new service.

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

2. Union Notification: On 02/24/2014, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21,

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

PSC# 475898 - 13/14
DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 05/19/2014

05/19/2014
Approved by Civil Service Commission
05/19/2014
July 2013

-26-
3. Description of Required Skills/Expertise
   A. Specify required skills and/or expertise:
      Project design and construction management skills with direct and current experience related to: airport terminals
      and associated facilities; demolition and hazardous material abatement; utility infrastructure upgrades; security
      and special systems; redevelopment of interior spaces; and airfield and landside site work. Project schedule
      development and analysis, project controls, regulatory compliance, analysis of claims and delays to support this
      project through programming, design, and construction.
   B. Which, if any, civil service class(es) normally perform(s) this work?
      1044,1070,5201,5211,5216,5310,5312,5502,5508,6318,6319,5203,5207,5209,5504,5506,
   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 staff does not have the required expertise and specialized skills related to the proposed services. The
      Airport will use experienced project and construction management staff integrated with the consultant staff to
      provide the required services. Depending on the projects, current Airport staff will perform the following duties:
      project management, construction management, construction inspection and surveying, and information
      technology/engineering/ architectural design and oversight.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      Classifications exist but not with the specialized knowledge of airport requirements. Major construction and
      terminal projects do not occur frequently enough to justify permanent staffing, with the exception of project
      management staff.

5. Additional Information (if “yes”, attach explanation)
   YES  NO
   A. Will the contractor directly supervise City and County employee?
      ☐  ☑
   B. Will the contractor train City and County employee?
      ☐  ☑
   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 PSC
      ☐  ☑
      contract with your department?

☑ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 04/21/2014 BY:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com
Address: P.O. Box 8097 San Francisco, CA 94128

July 2013
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Type of Request:
- [ ] Initial
- [X] Modification of an existing PSC (PSC # 36476 - 15/16)

Type of Approval:
- [ ] Expedited
- [X] Regular
- [ ] Annual
- [ ] Continuing
- [ ] (Omit Posting)

Type of Service: Zero Waste Awareness Services

Funding Source: Operating Fund

PSC Original Approved Amount: $100,000
PSC Original Approved Duration: 09/01/15 - 08/31/16 (1 year)

PSC Mod#1 Amount: $200,000
PSC Mod#1 Duration: 09/01/15-08/31/18 (2 years)

PSC Cumulative Amount Proposed: $300,000
PSC Cumulative Duration Proposed: 3 years

1. Description of Work

A. Scope of Work/Services to be Contracted Out:
The contractor will develop a Zero Waste communications campaign for the San Francisco Municipal Transportation Agency (SFMTA) that will increase awareness of the Mandatory Recycling and Composting Ordinance (see attached) that affects all the SFMTA facilities, offices, divisions, yards, and properties. The contractor will assist the SFMTA Zero Waste Coordinator in providing a results-orientated program in order to increase participation compliance in the Zero Waste program to SFMTA employees located throughout the city in agency with work shifts spanning twenty-four (24) hours each day. The contractor will demonstrate and aid in sorting of all material into three categories: recycle; compost; and landfill.

B. Explain why this service is necessary and the consequence of denial:
This service is necessary to pass audits conducted by the waste hauler, Recology, and attain the targeted Zero Waste goals outlined by the Mayor's office and governed by San Francisco Department of the Environment by year 2020. If this service is denied and additional resources are not provided to improve participation compliance, the SFMTA will fail audits to comply with the Mandatory Recycling and Composting Ordinance.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
No.

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

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request

A. Display all that apply
☐ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

☐ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:
This project will require multiple specializations to perform various aspects in program development and will coordinate the implementation of the awareness campaign with the SFMTA Zero Waste Coordinator in order to enhance efforts. Must have demonstrated ability to socialize source separating of waste to a large population of individuals in 24 hour/7 days per week agency. This project is short-term and requires multiple specializations.

B. Reason for the request for modification:
   Additional cost and duration.

3. Description of Required Skills/Expertise
   A. Specify required skills and/or expertise: The contractor must possess knowledge and expertise implementing programs addressing the San Francisco Zero Waste compliance requirements and integrated environmental waste management. Must possess the knowledge and ability to create an employee awareness campaign. Must have demonstrated ability to socialize source separating of waste to a large population of individuals in 24-hour/7-day per week agency.

   B. Which, if any, civil service class(es) normally perform(s) this work? 5638, Environmental Assistant; 7514, General Laborer;

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?
   Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out
   A. Explain why civil service classes are not applicable.
      Civil service classifications can perform some of these services. This project will require multiple specializations to perform various aspects in program development and will coordinate the implementation of the awareness campaign with the SFMTA Zero Waste Coordinator in order to enhance efforts.

   B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Civil service classes already exist. This project is short-term and requires multiple specializations.

6. Additional Information
   A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
There is no training provided for in this personal services contract.

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? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification**: On 09/03/15, the Department notified the following employee organizations of this PSC/RFP request:
   Professional & Tech Engrs, Local 21; Laborers, Local 261; Professional & Tech Engrs, Local 21; Laborers, Local 261;

☑ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Hamada    Phone: 415.701.5381    Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, 6th Floor, San Francisco, CA 94103

-----------------------------------------------------------------------------------------
FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# 36476 - 15/16
DHR Analysis/Recommendation: Civil Service Commission Action:
Commission Approval Required
DHR Approved for 10/05/2015

http://apps.sfgov.org/pscprint/
Receipt of Union Notification(s)
DHR-PSC Coordinator: For your review and processing.

Unions: For your information.

Cynthia Hamada
Senior Personnel Analyst
Employee and Labor Relations
San Francisco Municipal Transportation Agency
415.706.5381

-----Original Message-----
From: dhr-psccoordinator@sfgov.org [mailto:dhr-psccoordinator@sfgov.org] On Behalf Of cynthia.hamada@sfmta.com
Sent: Thursday, September 03, 2015 2:51 PM
To: Hamada, Cynthia; L21PSCReview@ifpte21.org; liUNA.local261@gmail.com; Hamada, Cynthia; DHR-PSCCoordinator, DHR; Isen, Richard
Subject: Receipt of Modification Request to PSC # 36476 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY – MTA has submitted a modification request for a Personal Services Contract (PSC) for $200,000 for services for the period September 1, 2015 – August 31, 2018. For all Modification requests, there is a 7-Day notice to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over $100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

http://apps.sfgov.org/dhrdrupal/node/5820
Email sent to the following addresses: LiUNA.local261@gmail.com L21PSCReview@ifpte21.org
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH
Dept. Code: DPH
Type of Request: ☑ Modification of an existing PSC (PSC # 4149-09/10)
☐ Initial
☐ Expedited
☐ Regular
☐ Annual
☐ Continuing
☐ (Omit Posting)
Type of Approval: ☐ Regular
☐ Annual
☐ Continuing
☐ (Omit Posting)
Type of Service: Implementation services for the Public Health Ambulatory Electronic Medical Record (EMR) Proje
Funding Source: General Funds

PSC Original Approved Amount: $1,250,000 PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)

PSC Mod#1 Amount: $8,000,000 PSC Mod#1 Duration: 07/01/15 - 06/30/19 (4 years 1 day)

PSC Cumulative Amount Proposed: $9,250,000 PSC Cumulative Duration Proposed: 9 years 1 day

1. Description of Work
A. Scope of Work/Services to be Contracted Out:
   Assistance to and training of Department Information Technology staff in the installation and building of an ambulatory Electronic Medical Record (EMR) system for San Francisco General Hospital and DPH community-based primary care and specialty clinics. Technical support to the Department's IT staff upon live activation of the new system. Please note that the amount shown above is a current best estimate of the value of only the professional services required, not software.

B. Explain why this service is necessary and the consequence of denial:
The contract under this PSC provides the Department's current EMR/EHR system, which enables electronically integrated clinical patient care services and more ability to comply with regulatory requirements, providing a seamless method to gather and share patient care data. Originally developed for the Healthy San Francisco program, under the Affordable Care Act and the managed health care business environment, this system now serves as the Department's primary ambulatory EMR/EHR, and is needed to continue while the Department works to develop and transition to a new EMR/EHR, currently scheduled for 2019. Without these services, the Department would be subject to costly penalties and severely hampered patient care, likely resulting in many adverse treatment outcomes and potential legal actions against the City. (Please also see attachment.)

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
   Services have been provided in the past through earlier PSC request. See 4149-09/10

D. Will the contract(s) be renewed?
   Only maintenance services (not subject to CSC approval)(see attachment)

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
   This PSC is for the Department's current Electronic Health Record (EHR)/Electronic Medical

http://apps.sfgov.org/pscprint/ 9/17/2015
Record (EMR) software, support and maintenance, eClinicalWorks, which is needed until a new EHR/EMR is developed and patient records and operations are successfully transitioned, currently anticipated to be in 2019.

2. **Reason(s) for the Request**
   A. Display all that apply

☑ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

**Explain the qualifying circumstances:**

The contractor will provide licensed software available only from the contractor. In order to establish and maintain contractual warranties, implementation and support services must be obtained under contract from the provider of the application. The contractor also will provide the specialized knowledge relating to the propriety software required to install the system on an Application Services Provider (ASP) networked environment; complete system design and building activities; and will work closely with Departmental Information Technology staff to bring the system to full production station. Implementation of Electronic Health Records in DPH clinics and at SFGH enables the City to qualify for major incentive payments funded by ARRA HITECH funds, and to avoid effective financial penalties which would result from lack of implementation of such systems which constitute “meaningful use” by the Center for Medicare and Medicaid Services, a primary DPH funding source.

B. Reason for the request for modification:

For support services for the Ambulatory EMR, as it transitions to maintenance and support from the implementation phase.

3. **Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: The contractor will provide the specialized knowledge relating to the propriety software required to install the system on an Application Services Provider (ASP) networked environment; complete system design and building activities; and will work closely with Departmental Information Technology staff to bring the system to full production station. In all phases of the project, the contractor will work collaboratively with Departmental staff to train them in the new technology and insure that sufficient knowledge transfer is achieved to (see attachment)

B. Which, if any, civil service class(es) normally perform(s) this work? 1022, IS Administrator 2; 1023, IS Administrator 3; 1024, IS Administrator-Supervisor; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1070, IS Project Director;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide the Department with licensed software available only from the contractor. In order to establish and maintain contractual warranties, implementation and support services must be obtained under contract from the provider of the application. In addition, the contractor will deploy their application to the Department in a network-based

http://apps.sfgov.org/pscprint/
4. **If applicable, what efforts has the department made to obtain these services through available resources within the City?**
   Not Applicable

5. **Why Civil Service Employees Cannot Perform the Services to be Contracted Out**
   A. Explain why civil service classes are not applicable.
      Civil Service classes are not applicable because this is a proprietary product and services containing technical components beyond the current scope of expertise of in-house staff to develop within practical time and quality parameters.
   
   B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It is not practical to adopt a new Civil Service class because the services are as-needed and deal with a proprietary product that is already developed and available for commercial use. Civil Service staff will work with the contractor in order to obtain the necessary knowledge for the day-to-day maintenance of the application.

6. **Additional Information**
   A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
      No.
   
   B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
      (see attachment)
   
   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? If so, please explain and include an excerpt or copy of any such applicable requirement.
      No.
   
   E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
      No.
   
   F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
      EClinical Works
7. **Union Notification**: On **07/27/15**, the Department notified the following employee organizations of this PSC/RFP request:
   - Professional & Tech Engrs, Local 21; Professional & Tech Engrs, Local 21;

☑️ **I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:**

Name: Jacquie Hale  Phone: (415) 554-2609  Email: jacquie.hale@sfdph.org

Address: 101 Grove St., Rm 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4149-09/10
DHR Analysis/Recommendation:  Civil Service Commission Action:
Commission Approval Required  
DHR Approved for 10/05/2015
Receipt of Union Notification(s)
PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for $8,000,000 for services for the period July 1, 2015 – June 30, 2019. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over $100,000, there is a 60 day review period for SEIU.

After logging into the system please select link below:

http://apps.sfgov.org/dhrdrupal/node/5649

Email sent to the following addresses: L21PSCReview@ifpte21.org
Additional Attachment(s)
1. DESCRIPTION OF WORK

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

* The ability to access a cohesive medical record in different locations will augment the core planning activities of the clinical treatment team, and enhance patient care services at the point of treatment.

* The ability to check and order medications on-line (e.g., prescribing) is anticipated to reduce medication order and administration errors, and to provide a comprehensive listing of medications for both hospital and community based services.

* Integration with key departmental registration, eligibility and billing systems will provide clinical data and reporting capabilities to support reimbursement activities and patient care planning and decision support.

* Finally and importantly, implementation of electronic health records in the clinics and at SFGH is a "meaningful use" as defined by the Center for Medicare and Medicaid Services, thus qualifying DPH to receive $6.7 million in incentive payments funded by ARRA HITECH funds, enabling much of the cost of implementation to be recovered.

The project has been approved by the Committee On Information Technology (COIT).

D. Will the contract(s) be renewed:

...will continue for the life of the application.

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

...enable Departmental staff to assume full responsibility for all on-going operations upon successful implementation.

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

... and providing all elements relating to remote testing industry computing, network data circuit hardware and security functions.

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

B. Will the contractor train City and County employees?

... The contractor will provide a comprehensive set of trainings for both technical support staff and all clinical, fiscal and administrative staff users of the new system. Training will be conducted locally and will involve modules associated with Patient Registration and Scheduling; Charge Capture; Clinician use of the Electronic Medical Record; Central Billing Office integration; system data reporting and
customization tools; and all aspects of technical implementation for the server, network and desktop computing infrastructure. It is anticipated that over 300 operational support staff will train 15 primary care treatment sites, as well as approximately 50 physicians and nurse practitioners. Each training module will provide approximately 8 hours of training in each functional area. In addition, a "Super-User" approach will be utilized to identify those DPH staff who will function in an ad hoc training capacity once the system is certified to be in full production status.