



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: March 3, 2017

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Rod Goree, MTA
Joyce Kimotsuki, CON
Shamica Jackson/Stacey Lo, PUC
Jacquie Hale, DPH
Cynthia Avakian, AIR
Chanda Ikeda, HRD
Jolie Gines, TIS

Subject: **Personal Services Contracts Approval Request**

This report contains fourteen (14) 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:

Total of this Report	YTD Expedited Approvals FY2016-2017	Total for FY2016-2017
\$186,627,400	\$537,311,102	\$2,036,771,347

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Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)

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POSTING FOR

March 20, 2017

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR**Commission Hearing Date**

2017-03-20

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
42274 - 16/17	MUNICIPAL TRANSPORTATION AGENCY	\$125,000.00	The consultant will provide oversight-monitoring assistance to the San Francisco Municipal Transportation Agency (SFMTA) to review a designated contractor's drug and alcohol testing policies and procedures for compliance. The consultant will conduct an annual on-site review of selected collection and testing contractor's drug and alcohol testing policy, record keeping, testing reports, education and training attendance rosters and any other documents pertaining to compliance with Department of Transportation/Federal Transportation Administration (DOT/FTA) Drug and Alcohol Testing Rules and Regulations. Also conduct audits of service agents (Specimen Collector, Medical Review Officer, laboratory, etc.) that assist the SFMTA in maintaining compliance with the drug and alcohol testing guidelines.	July 1, 2017	June 30, 2022	REGULAR
41711 - 16/17	CONTROLLER	\$6,000,000.00	The City seeks responses from Respondents demonstrating successful functional, technical, and/or project management experience with Oracle PeopleSoft (Financials and Supply Chain Management (FSCM), Human Capital Management (HCM), Enterprise Learning Management (ELM), Oracle Business Intelligence Applications (OBIA), Oracle Business Intelligence Enterprise Edition (OBIEE)), and City legacy and related systems. These services will be used to supplement the current two year project as needed, and assist the Controller's Office and other City Departments with future system enhancements, modifications and additional post go-live support.	May 1, 2017	April 29, 2022	REGULAR
49030 - 16/17	PUBLIC UTILITIES COMMISSION	\$300,000.00	The consultant will provide support for development of the San Francisco Public Utilities Commission's (SFPUC) Sustainability Program, and will be an essential part of an internal/external partnership that will drive the effective institutionalization of the Program within the agency. Support will include project management, meeting facilitation, evaluation, individual coaching, communications planning, content development, and stakeholder engagement. Specific tasks to be performed by the consultant include: • Reframing of Sustainability at the SFPUC: visioning, mission-statement development, and goal-setting. • Stakeholder Engagement & Training Workshops: surveying, workshops, focus groups, presentations, web content development, etc. for employees, wholesale customers, other City departments, professional associations, etc. • Program Implementation Framework & Action Plan Development: formulating strategic alignment with SFPUC's approach to water management ("One Water"), climate change adaptation and mitigation, green infrastructure for stormwater management, and overall industry innovations, etc. Framework shall include communication tools for buy-in, capacity building, and implementation status, recommendations for internal organizational structure to support implementation, and identification of partnership opportunities.	April 15, 2017	April 14, 2022	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
42422 - 16/17	PUBLIC HEALTH	\$15,000,000.00	Contractor(s) will provide temporary supplemental and backfill staffing and consulting services for the Department of Public Health (DPH) during the Department's Electronic Health Record (EHR) project. DPH is in the process of acquiring and implementing a new enterprise-wide, integrated and hosted Electronic Health Record (EHR) System critical to the operations of its integrated care delivery network and ability to drive value for patients, families, and staff from a whole person care and population-based framework. The new system is intended to replace many of DPH's myriad of current systems, applications and databases used to support the planning, delivery, management, and accounting for patient/client/consumer care.	January 1, 2017	June 30, 2021	REGULAR
43440 - 16/17	PUBLIC HEALTH	\$1,800,000.00	The contractor will provide access to web-based software to be used at the Zuckerberg San Francisco General (ZSFG) hospital pharmacy and its satellite and contracted pharmacies to track, report and inventory for drug replenishment activities under the federal 340B Drug Pricing program. The 340B Drug Pricing Program is a federal program which requires drug manufacturers to provide outpatient drugs to eligible health care organizations--"covered entities"--at significantly reduced prices, enabling covered entities to stretch federal resources much further, reaching more eligible patients and providing more comprehensive services.	February 1, 2017	January 31, 2022	REGULAR

TOTAL AMOUNT \$23,225,000



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Posting For March 20, 2017**Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2017-03-20

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
41036 - 14/15 - MODIFICATIONS	March 20, 2017	AIRPORT COMMISSION -- AIR	\$20,000,000	\$25,000,000	The San Francisco International Airport (Airport) Finance Division has a need to set up reimbursement agreements with firms to provide credit and/or liquidity facilities to have access to financial institutions that will provide short term financial loans to the Airport Commission (AC). The financial loans are necessary to ensure that the Airport's variable rate bonds are issued at the lowest possible interest rate.	01/01/2020	12/31/2024	REGULAR
45162 - 14/15 - MODIFICATIONS	March 20, 2017	AIRPORT COMMISSION -- AIR	\$35,000,000	\$47,000,000	The San Francisco International Airport (Airport) Finance Division has a need for investment banks to perform underwriting, remarketing, derivatives counterparty and/or commercial paper dealer services on behalf of variable rate bonds issued by the Airport. The investment banks underwriters will work with potential buyers of the Airport's bonds to ensure the lowest interest rate.	04/03/2017	06/30/2022	REGULAR
45945 - 13/14 - MODIFICATIONS	March 20, 2017	AIRPORT COMMISSION -- AIR	\$90,000,000	\$127,000,000	Project Management Support Services (PMSS) and Design Build (DB) services to manage the design and construction of the Revenue Enhancement And Customer Hospitality Program (REACH) Boarding Area C (B/A C) and International Terminal Building (ITB) Improvements Project. Work will include project planning, project controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management, and constructability design review for the following projects: 1) Boarding Area C (B/A C) Improvements, 2) ITB Pre-Schematic, and 3) ITB Improvements.	08/01/2019	08/01/2021	REGULAR
32158 - 16/17 - MODIFICATIONS	March 20, 2017	HUMAN RESOURCES -- HRD	\$40,000	\$139,000	Provide expert test development consultation for the H-20 Fire Lieutenant and H-40 Fire Battalion Chief selection processes and defend those selection processes against legal challenge as necessary.	09/15/2016	06/30/2019	REGULAR
4031-13/14 - MODIFICATIONS	March 20, 2017	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$2,000,000	\$14,000,000	The contractor will provide a Parking Access and Revenue Control System (PARCS) to be installed at 19 off-street parking facilities that will be integrated and remotely monitored by a Central Monitoring System (CMS) for customer	03/01/2017	12/31/2019	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					support and revenue security oversight. The installation will involve the utilization of proprietary software and hardware.			
35293 - 16/17 - MODIFICATIONS	March 20, 2017	PUBLIC UTILITIES COMMISSION -- PUC	\$7,400,000	\$7,400,000	Contract work consists of as-needed environmental tasks for the SFPUC Water System Improvement Project (WSIP) and non-WSIP projects, such as providing specialized natural resource and environmental planning expertise and services; analysis, research, reports, studies and recommendations; and preparing regulatory documents/permits.	09/12/2016	01/30/2022	REGULAR
4052 13/14 - MODIFICATIONS	March 20, 2017	GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS	\$0	\$500,000	The Department of Technology is seeking a vendor to duplicate a highly reliable phone system for the new Public Safety Building at Mission Bay. The primary processor will be installed at the new Public Safety Building and the secondary processor at a site to be determined. The new system will support staff at the Public Safety Building and be networked to the existing San Francisco Police Department Avaya Private Branch Exchanges to provide 5 digit dialing and a common voice mail (full message waiting indicator functionality required).	03/06/2017	12/31/2017	REGULAR
					The contractor will provide a medical doctor (MD) with a specialization in the fields of dermatology, gynecology, nephrology, pathology, radiology, neurology, orthopedics, plastics, and other sub specialties that may be required during the term of the approval. The services are very low in volume, typically averaging several hours a month and are also dependent on the patient mix at any given time.			
4089 - 09/10 - MODIFICATIONS	March 20, 2017	PUBLIC HEALTH -- DPH	\$6,500,000	\$13,000,000	Scope Change: This is a modification to support ongoing services in multiple clinical practice areas at Laguna Honda Hospital. The scope of work is modified to reflect the current list of needed services, including: pathology, dermatology, nephrology, neurology, orthopedic surgery, plastic surgery services, radiology, rheumatology, ophthalmology and optometry, electrocardiogram (ECG) services, otolaryngology Head and Neck Surgery (OHNS) services, endocrinology, infectious diseases services, psychiatry, cardiology, pulmonary, and podiatry.	07/01/2020	06/30/2022	REGULAR
4106-11/12 - MODIFICATIONS	March 20, 2017	PUBLIC HEALTH -- DPH	\$2,462,400	\$4,514,400	For continued support and custom development of the One-e-App system used by the Healthy San Francisco and San Francisco Provides Access to Health Care (SF PATH) programs. The scope of work includes continued use of One-e-App as a	07/01/2017	06/30/2022	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p>system of record or enrollment database, electronic application system, enrollment system, and eligibility system for program providers. On an annual basis, 200 trained application assistants use One-e-App to screen over 70,000 unique San Francisco applicants in the system for eligibility for health care programs. Continuation of the contract will facilitate several thousand new enrollments in Healthy San Francisco and SF PATH. The proposed work requires supporting system end users, completing quarterly system modifications to reflect required program changes, and conducting detailed quality assurance activities to monitor system performance.</p> <p>Scope Change: This is a modification for continued support and custom development of the One-e-App system used by Public Health programs. The scope of work includes continued use of One-e-App as a system of record or enrollment database, electronic application system, enrollment system, and eligibility system for program providers.</p>			

TOTAL AMOUNT \$163,402,400

**Regular/Continuing/Annual
Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY --- MTA

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # _____)

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

Type of Service: Monitoring Contractor and Service Agents

Funding Source: operating budget

PSC Amount: \$125,000

PSC Est. Start Date: 07/01/2017 PSC Est. End Date 06/30/2022

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The consultant will provide oversight-monitoring assistance to the San Francisco Municipal Transportation Agency (SFMTA) to review a designated contractor's drug and alcohol testing policies and procedures for compliance. The consultant will conduct an annual on-site review of selected collection and testing contractor's drug and alcohol testing policy, record keeping, testing reports, education and training attendance rosters and any other documents pertaining to compliance with Department of Transportation/Federal Transportation Administration (DOT/FTA) Drug and Alcohol Testing Rules and Regulations. Also conduct audits of service agents (Specimen Collector, Medical Review Officer, laboratory, etc.) that assist the SFMTA in maintaining compliance with the drug and alcohol testing guidelines.

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

This service is necessary to ensure the SFMTA is in compliance with the requirements as outlined in 49 CFR Parts 40 and 655; the federal regulations mandate the monitoring of service agents that assist the SFMTA in meeting the federal guidelines and contractors who are contracted to perform safety-sensitive testing services. Denial of this service will jeopardize continued federal funding eligibility for the SFMTA.

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.

These services were provided through PSC #4085-10/11, PSC #3016-10/11, and PSC #3044-09/10.

D. Will the contract(s) be renewed?

Yes

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 service is needed on an continuing basis.

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

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

B. Explain the qualifying circumstances:

The monitoring occurs periodically on an ongoing basis

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant must possess expert knowledge and experience monitoring service providers who provide drug and alcohol testing services in compliance with the DOT/FTA regulations
- 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?

None

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 are not applicable due to the specialized knowledge and experience of the DOT/FTA Regulations that is required of the consultant.
- 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. This service is provided intermittently and requires the specialized expertise in item 3.A. above.

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 contact? If so, please explain what that will entail; if not, explain why not.
This third-party monitoring service does not include training.
- 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 02/15/2017, 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: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

Address: 1 South Van Ness Ave, 6th floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42274 - 16/17

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 03/20/2017

Civil Service Commission Action:

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccoordinator@sfgov.org on behalf of rod.goree@sfmta.com
Sent: Wednesday, February 15, 2017 10:14 AM
To: Goree, Rodney (MTA); amakayan@ifpte21.org; jb@local16.org; Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; agonzalez@jam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); smcgary@nccrc.org; mitchell@twustf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; msheley@dc16.us; david.canham@aol.com; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact); ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Goree, Rodney (MTA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42274 - 16/17

RECEIPT for Union Notification for PSC 42274 - 16/17 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY – MTA has submitted a request for a Personal Services Contract (PSC) 42274 - 16/17 for \$125,000 for Initial Request services for the period 07/01/2017 – 06/30/2022. 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/8543> 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)

Regulation that mandates the monitoring of our
contractors' Drug and Alcohol programs

49 CFR Part 655

§ 639.33

that the procurement continues to be cost-effective. FTA shall be notified of any such event.

§ 639.33 Management of leased assets.

Each recipient must maintain an inventory of capital assets acquired by standard FTA project management guidelines.

PART 640—CREDIT ASSISTANCE FOR SURFACE TRANSPORTATION PROJECTS

AUTHORITY: Secs. 1501 *et seq.*, Pub. L. 105-178, 112 Stat. 107, 241, as amended; 23 U.S.C. 181-189 and 315; 49 CFR 1.51.

§ 640.1 Cross-reference to credit assistance.

The regulations in 49 CFR part 80 shall be followed in complying with the requirements of this part. Title 49, CFR, part 80 implements the Transportation Infrastructure Finance and Innovation Act of 1998, secs. 1501 *et seq.*, Pub. L. 105-178, 112 Stat. 107, 241.

[64 FR 29753, June 2, 1999]

PART 655—PREVENTION OF ALCOHOL MISUSE AND PROHIBITED DRUG USE IN TRANSIT OPERATIONS

Subpart A—General

- Sec.
- 655.1 Purpose.
 - 655.2 Overview.
 - 655.3 Applicability.
 - 655.4 Definitions.
 - 655.5 Stand-down waivers for drug testing.
 - 655.6 Preemption of state and local laws.
 - 655.7 Starting date for testing programs.

Subpart B—Program Requirements

- 655.11 Requirement to establish an anti-drug use and alcohol misuse program.
- 655.12 Required elements of an anti-drug use and alcohol misuse program.
- 655.13 [Reserved]
- 655.14 Education and training programs.
- 655.15 Policy statement contents.
- 655.16 Requirement to disseminate policy.
- 655.17 Notice requirement.
- 655.18-655.20 [Reserved]

Subpart C—Prohibited Drug Use

- 655.21 Drug testing.

49 CFR Ch. VI (10-1-12 Edition)

655.22-655.30 [Reserved]

Subpart D—Prohibited Alcohol Use

- 655.31 Alcohol testing.
- 655.32 On duty use.
- 655.33 Pre-duty use.
- 655.34 Use following an accident.
- 655.35 Other alcohol-related conduct.
- 655.36-655.40 [Reserved]

Subpart E—Types of Testing

- 655.41 Pre-employment drug testing.
- 655.42 Pre-employment alcohol testing.
- 655.43 Reasonable suspicion testing.
- 655.44 Post-accident testing.
- 655.45 Random testing.
- 655.46 Return to duty following refusal to submit to a test, verified positive drug test result and/or breath alcohol test result of 0.04 or greater.
- 655.47 Follow-up testing after returning to duty.
- 655.48 Retesting of covered employees with an alcohol concentration of 0.02 or greater but less than 0.04.
- 655.49 Refusal to submit to a drug or alcohol test.
- 655.50 [Reserved]

Subpart F—Drug and Alcohol Testing Procedures

- 655.51 Compliance with testing procedures requirements.
- 655.52 Substance abuse professional (SAP).
- 655.53 Supervisor acting as collection site personnel.
- 655.54-655.60 [Reserved]

Subpart G—Consequences

- 655.61 Action when an employee has a verified positive drug test result or has a confirmed alcohol test result of 0.04 or greater, or refuses to submit to a test.
- 655.62 Referral, evaluation, and treatment.
- 655.63-655.70 [Reserved]

Subpart H—Administrative Requirements

- 655.71 Retention of records.
- 655.72 Reporting of results in a management information system.
- 655.73 Access to facilities and records.
- 655.74-655.80 [Reserved]

Subpart I—Certifying Compliance

- 655.81 Grantee oversight responsibility.
- 655.82 Compliance as a condition of financial assistance.
- 655.83 Requirement to certify compliance.

AUTHORITY: 49 U.S.C. 5331; 49 CFR 1.51.

SOURCE: 66 FR 42002, Aug. 9, 2001, unless otherwise noted.

Subpart A—General**§ 655.1 Purpose.**

The purpose of this part is to establish programs to be implemented by employers that receive financial assistance from the Federal Transit Administration (FTA) and by contractors of those employers, that are designed to help prevent accidents, injuries, and fatalities resulting from the misuse of alcohol and use of prohibited drugs by employees who perform safety-sensitive functions.

§ 655.2 Overview.

(a) This part includes nine subparts. Subpart A of this part covers the general requirements of FTA's drug and alcohol testing programs. Subpart B of this part specifies the basic requirements of each employer's alcohol misuse and prohibited drug use program, including the elements required to be in each employer's testing program. Subpart C of this part describes prohibited drug use. Subpart D of this part describes prohibited alcohol use. Subpart E of this part describes the types of alcohol and drug tests to be conducted. Subpart F of this part addresses the testing procedural requirements mandated by the Omnibus Transportation Employee Testing Act of 1991, and as required in 49 CFR Part 40. Subpart G of this part lists the consequences for covered employees who engage in alcohol misuse or prohibited drug use. Subpart H of this part contains administrative matters, such as reports and recordkeeping requirements. Subpart I of this part specifies how a recipient certifies compliance with the rule.

(b) This part must be read in conjunction with 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs.

§ 655.3 Applicability.

(a) Except as specifically excluded in paragraphs (b), and (c) of this section, this part applies to:

(1) Each recipient and subrecipient receiving Federal assistance under:

- (i) 49 U.S.C. 5307, 5309, or 5311; or
- (ii) 23 U.S.C. 103(e)(4); and

(2) Any contractor of a recipient or subrecipient of Federal assistance under:

- (i) 49 U.S.C. 5307, 5309, or 5311; or
- (ii) 23 U.S.C. 103(e)(4).

(b) A recipient operating a railroad regulated by the Federal Railroad Administration (FRA) shall follow 49 CFR Part 219 and § 655.83 for its railroad operations, and shall follow this part for its non-railroad operations, if any.

(c) A recipient operating a ferryboat regulated by the United States Coast Guard (USCG) that satisfactorily complies with the testing requirements of 46 CFR Parts 4 and 16, and 33 CFR Part 95 shall be in concurrent compliance with the testing requirements of this part. This exception shall not apply to the provisions of section 655.45, or subparts G, or H of this part.

[66 FR 42002, Aug. 9, 2001, as amended at 71 FR 69198, Nov. 30, 2006]

§ 655.4 Definitions.

For this part, the terms listed in this section have the following definitions. The definitions of additional terms used in this part but not listed in this section can be found in 49 CFR Part 40.

Accident means an occurrence associated with the operation of a vehicle, if as a result:

- (1) An individual dies; or
- (2) An individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident; or
- (3) With respect to an occurrence in which the mass transit vehicle involved is a bus, electric bus, van, or automobile, one or more vehicles (including non-FTA funded vehicles) incurs disabling damage as the result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle; or
- (4) With respect to an occurrence in which the mass transit vehicle involved is a rail car, trolley car, trolley bus, or vessel, the mass transit vehicle is removed from operation.

Administrator means the Administrator of the Federal Transit Administration or the Administrator's designee.

Anti-drug program means a program to detect and deter the use of prohibited drugs as required by this part.

Certification means a recipient's written statement, authorized by the organization's governing board or other authorizing official that the recipient has complied with the provisions of this part. (See § 655.82 and § 655.83 for certification requirements.)

Contractor means a person or organization that provides a safety-sensitive service for a recipient, subrecipient, employer, or operator consistent with a specific understanding or arrangement. The understanding can be a written contract or an informal arrangement that reflects an ongoing relationship between the parties.

Covered employee means a person, including an applicant or transferee, who performs or will perform a safety-sensitive function for an entity subject to this part. A volunteer is a covered employee if:

(1) The volunteer is required to hold a commercial driver's license to operate the vehicle; or

(2) The volunteer performs a safety-sensitive function for an entity subject to this part and receives remuneration in excess of his or her actual expenses incurred while engaged in the volunteer activity.

Disabling damage means damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

(1) *Inclusion.* Damage to a motor vehicle, where the vehicle could have been driven, but would have been further damaged if so driven.

(2) *Exclusions.* (i) Damage that can be remedied temporarily at the scene of the accident without special tools or parts.

(ii) Tire disablement without other damage even if no spare tire is available.

(iii) Headlamp or tail light damage.

(iv) Damage to turn signals, horn, or windshield wipers, which makes the vehicle inoperable.

DOT or *The Department* means the United States Department of Transportation.

DOT agency means an agency (or "operating administration") of the

United States Department of Transportation administering regulations requiring drug and alcohol testing. See 14 CFR part 121, appendices I and J; 33 CFR part 95; 46 CFR parts 4, 5, and 16; and 49 CFR parts 199, 219, 382, and 655.

Employer means a recipient or other entity that provides mass transportation service or which performs a safety-sensitive function for such recipient or other entity. This term includes subrecipients, operators, and contractors.

FTA means the Federal Transit Administration, an agency of the U.S. Department of Transportation.

Performing (a safety-sensitive function) means a covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive rate for random drug testing means the number of verified positive results for random drug tests conducted under this part plus the number of refusals of random drug tests required by this part, divided by the total number of random drug tests results (*i.e.*, positive, negative, and refusals) under this part.

Railroad means:

(1) All forms of non-highway ground transportation that run on rails or electromagnetic guideways, including:

(i) Commuter or other short-haul rail passenger service in a metropolitan or suburban area, as well as any commuter rail service that was operated by the Consolidated Rail Corporation as of January 1, 1979; and

(ii) High speed ground transportation systems that connect metropolitan areas, without regard to whether they use new technologies not associated with traditional railroads.

(2) Such term does not include rapid transit operations within an urban area that are not connected to the general railroad system of transportation.

Recipient means an entity receiving Federal financial assistance under 49 U.S.C. 5307, 5309, or 5311; or under 23 U.S.C. 103(e)(4).

Refuse to submit means any circumstance outlined in 49 CFR 40.191 and 40.261.

Safety-sensitive function means any of the following duties, when performed by employees of recipients, subrecipients, operators, or contractors:

- (1) Operating a revenue service vehicle, including when not in revenue service;
- (2) Operating a nonrevenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
- (3) Controlling dispatch or movement of a revenue service vehicle;
- (4) Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service. This section does not apply to the following: an employer who receives funding under 49 U.S.C. 5307 or 5309, is in an area less than 200,000 in population, and contracts out such services; or an employer who receives funding under 49 U.S.C. 5311 and contracts out such services;
- (5) Carrying a firearm for security purposes.

Vehicle means a bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A mass transit vehicle is a vehicle used for mass transportation or for ancillary services.

Violation rate for random alcohol testing means the number of 0.04 and above random alcohol confirmation test results conducted under this part plus the number of refusals of random alcohol tests required by this part, divided by the total number of alcohol random screening tests (including refusals) conducted under this part.

[66 FR 42002, Aug. 9, 2001, as amended at 68 FR 75462, Dec. 31, 2003]

§ 655.5 Stand-down waivers for drug testing.

(a) An employer subject to this part may petition the FTA for a waiver allowing the employer to stand down, per 49 CFR Part 40, an employee following a report of a laboratory confirmed positive drug test or refusal, pending the outcome of the verification process.

(b) Each petition for a waiver must be in writing and include facts and justification to support the waiver. Each petition must satisfy the requirements for obtaining a waiver, as provided in 49 CFR 40.21.

(c) Each petition for a waiver must be submitted to the Office of Safety and Security, Federal Transit Administration, U.S. Department of Transportation, 400 Seventh Street, SW, Washington, DC 20590.

(d) The Administrator may grant a waiver subject to 49 CFR 40.21(d).

§ 655.6 Preemption of state and local laws.

(a) Except as provided in paragraph (b) of this section, this part preempts any state or local law, rule, regulation, or order to the extent that:

(1) Compliance with both the state or local requirement and any requirement in this part is not possible; or

(2) Compliance with the state or local requirement is an obstacle to the accomplishment and execution of any requirement in this part.

(b) This part shall not be construed to preempt provisions of state criminal laws that impose sanctions for reckless conduct attributed to prohibited drug use or alcohol misuse leading to actual loss of life, injury, or damage to property, whether the provisions apply specifically to transportation employees or employers or to the general public.

§ 655.7 Starting date for testing programs.

An employer must have an anti-drug and alcohol misuse testing program in place by the date the employer begins operations.

Subpart B—Program Requirements

§ 655.11 Requirement to establish an anti-drug use and alcohol misuse program.

Each employer shall establish an anti-drug use and alcohol misuse program consistent with the requirements of this part.

§ 655.12 Required elements of an anti-drug use and alcohol misuse program.

An anti-drug use and alcohol misuse program shall include the following:

(a) A statement describing the employer's policy on prohibited drug use and alcohol misuse in the workplace, including the consequences associated with prohibited drug use and alcohol

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misuse. This policy statement shall include all of the elements specified in § 655.15. Each employer shall disseminate the policy consistent with the provisions of § 655.16.

(b) An education and training program which meets the requirements of § 655.14.

(c) A testing program, as described in Subparts C and D of this part, which meets the requirements of this part and 49 CFR Part 40.

(d) Procedures for referring a covered employee who has a verified positive drug test result or an alcohol concentration of 0.04 or greater to a Substance Abuse Professional, consistent with 49 CFR Part 40.

§ 655.13 [Reserved]

§ 655.14 Education and training programs.

Each employer shall establish an employee education and training program for all covered employees, including:

(a) *Education.* The education component shall include display and distribution to every covered employee of: informational material and a community service hot-line telephone number for employee assistance, if available.

(b) *Training—(1) Covered employees.* Covered employees must receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

(2) *Supervisors.* Supervisors and/or other company officers authorized by the employer to make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use and at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

§ 655.15 Policy statement contents.

The local governing board of the employer or operator shall adopt an anti-drug and alcohol misuse policy statement. The statement must be made available to each covered employee, and shall include the following:

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(a) The identity of the person, office, branch and/or position designated by the employer to answer employee questions about the employer's anti-drug use and alcohol misuse programs.

(b) The categories of employees who are subject to the provisions of this part.

(c) Specific information concerning the behavior and conduct prohibited by this part.

(d) The specific circumstances under which a covered employee will be tested for prohibited drugs or alcohol misuse under this part.

(e) The procedures that will be used to test for the presence of illegal drugs or alcohol misuse, protect the employee and the integrity of the drug and alcohol testing process, safeguard the validity of the test results, and ensure the test results are attributed to the correct covered employee.

(f) The requirement that a covered employee submit to drug and alcohol testing administered in accordance with this part.

(g) A description of the kind of behavior that constitutes a refusal to take a drug or alcohol test, and a statement that such a refusal constitutes a violation of the employer's policy.

(h) The consequences for a covered employee who has a verified positive drug or a confirmed alcohol test result with an alcohol concentration of 0.04 or greater, or who refuses to submit to a test under this part, including the mandatory requirements that the covered employee be removed immediately from his or her safety-sensitive function and be evaluated by a substance abuse professional, as required by 49 CFR Part 40.

(i) The consequences, as set forth in § 655.35 of subpart D, for a covered employee who is found to have an alcohol concentration of 0.02 or greater but less than 0.04.

(j) The employer shall inform each covered employee if it implements elements of an anti-drug use or alcohol misuse program that are not required by this part. An employer may not impose requirements that are inconsistent with, contrary to, or frustrate the provisions of this part.

§ 655.16 Requirement to disseminate policy.

Each employer shall provide written notice to every covered employee and to representatives of employee organizations of the employer's anti-drug and alcohol misuse policies and procedures.

§ 655.17 Notice requirement.

Before performing a drug or alcohol test under this part, each employer shall notify a covered employee that the test is required by this part. No employer shall falsely represent that a test is administered under this part.

§§ 655.18–655.20 [Reserved]

Subpart C—Prohibited Drug Use**§ 655.21 Drug testing.**

(a) An employer shall establish a program that provides testing for prohibited drugs and drug metabolites in the following circumstances: pre-employment, post-accident, reasonable suspicion, random, and return to duty/follow-up.

(b) When administering a drug test, an employer shall ensure that the following drugs are tested for:

- (1) Marijuana;
- (2) Cocaine;
- (3) Opiates;
- (4) Amphetamines; and
- (5) Phencyclidine.

(c) Consumption of these products is prohibited at all times.

§§ 655.22–655.30 [Reserved]

Subpart D—Prohibited Alcohol Use**§ 655.31 Alcohol testing.**

(a) An employer shall establish a program that provides for testing for alcohol in the following circumstances: post-accident, reasonable suspicion, random, and return to duty/follow-up. An employer may also conduct pre-employment alcohol testing.

(b) Each employer shall prohibit a covered employee, while having an alcohol concentration of 0.04 or greater, from performing or continuing to perform a safety-sensitive function.

§ 655.32 On duty use.

Each employer shall prohibit a covered employee from using alcohol while performing safety-sensitive functions. No employer having actual knowledge that a covered employee is using alcohol while performing safety-sensitive functions shall permit the employee to perform or continue to perform safety-sensitive functions.

§ 655.33 Pre-duty use.

(a) *General.* Each employer shall prohibit a covered employee from using alcohol within 4 hours prior to performing safety-sensitive functions. No employer having actual knowledge that a covered employee has used alcohol within four hours of performing a safety-sensitive function shall permit the employee to perform or continue to perform safety-sensitive functions.

(b) *On-call employees.* An employer shall prohibit the consumption of alcohol for the specified on-call hours of each covered employee who is on-call. The procedure shall include:

(1) The opportunity for the covered employee to acknowledge the use of alcohol at the time he or she is called to report to duty and the inability to perform his or her safety-sensitive function.

(2) The requirement that the covered employee take an alcohol test, if the covered employee has acknowledged the use of alcohol, but claims ability to perform his or her safety-sensitive function.

§ 655.34 Use following an accident.

Each employer shall prohibit alcohol use by any covered employee required to take a post-accident alcohol test under § 655.44 for eight hours following the accident or until he or she undergoes a post-accident alcohol test, whichever occurs first.

§ 655.35 Other alcohol-related conduct.

(a) No employer shall permit a covered employee tested under the provisions of subpart E of this part who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 to perform or continue to perform safety-sensitive functions, until:

(1) The employee's alcohol concentration measures less than 0.02; or

(2) The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.

(b) Except as provided in paragraph (a) of this section, no employer shall take any action under this part against an employee based solely on test results showing an alcohol concentration less than 0.04. This does not prohibit an employer with authority independent of this part from taking any action otherwise consistent with law.

§§ 655.36-655.40 [Reserved]

Subpart E—Types of Testing

§ 655.41 Pre-employment drug testing.

(a)(1) Before allowing a covered employee or applicant to perform a safety-sensitive function for the first time, the employer must ensure that the employee takes a pre-employment drug test administered under this part with a verified negative result. An employer may not allow a covered employee, including an applicant, to perform a safety-sensitive function unless the employee takes a drug test administered under this part with a verified negative result.

(2) When a covered employee or applicant has previously failed or refused a pre-employment drug test administered under this part, the employee must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in § 655.62.

(b) An employer may not transfer an employee from a nonsafety-sensitive function to a safety-sensitive function until the employee takes a pre-employment drug test administered under this part with a verified negative result.

(c) If a pre-employment drug test is canceled, the employer shall require the covered employee or applicant to take another pre-employment drug test administered under this part with a verified negative result.

(d) When a covered employee or applicant has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in the

employer's random selection pool during that time, the employer shall ensure that the employee takes a pre-employment drug test with a verified negative result.

§ 655.42 Pre-employment alcohol testing.

An employer may, but is not required to, conduct pre-employment alcohol testing under this part. If an employer chooses to conduct pre-employment alcohol testing, the employer must comply with the following requirements:

(a) The employer must conduct a pre-employment alcohol test before the first performance of safety-sensitive functions by every covered employee (whether a new employee or someone who has transferred to a position involving the performance of safety-sensitive functions).

(b) The employer must treat all covered employees performing safety-sensitive functions the same for the purpose of pre-employment alcohol testing (i.e., you must not test some covered employees and not others).

(c) The employer must conduct the pre-employment tests after making a contingent offer of employment or transfer, subject to the employee passing the pre-employment alcohol test.

(d) The employer must conduct all pre-employment alcohol tests using the alcohol testing procedures set forth in 49 CFR Part 40.

(e) The employer must not allow a covered employee to begin performing safety-sensitive functions unless the result of the employee's test indicates an alcohol concentration of less than 0.02.

§ 655.43 Reasonable suspicion testing.

(a) An employer shall conduct a drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse.

(b) An employer's determination that reasonable suspicion exists shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. A supervisor(s), or other company official(s) who is trained in detecting the

signs and symptoms of drug use and alcohol misuse must make the required observations.

(c) Alcohol testing is authorized under this section only if the observations required by paragraph (b) of this section are made during, just preceding, or just after the period of the workday that the covered employee is required to be in compliance with this part. An employer may direct a covered employee to undergo reasonable suspicion testing for alcohol only while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions.

(d) If an alcohol test required by this section is not administered within two hours following the determination under paragraph (b) of this section, the employer shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test required by this section is not administered within eight hours following the determination under paragraph (b) of this section, the employer shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test.

§ 655.44 Post-accident testing.

(a) Accidents. (1) *Fatal accidents.* (i) As soon as practicable following an accident involving the loss of human life, an employer shall conduct drug and alcohol tests on each surviving covered employee operating the mass transit vehicle at the time of the accident. Post-accident drug and alcohol testing of the operator is not required under this section if the covered employee is tested under the fatal accident testing requirements of the Federal Motor Carrier Safety Administration rule 49 CFR 389.303(a)(1) or (b)(1).

(ii) The employer shall also drug and alcohol test any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.

(2) *Nonfatal accidents.* (i) As soon as practicable following an accident not involving the loss of human life in

which a mass transit vehicle is involved, the employer shall drug and alcohol test each covered employee operating the mass transit vehicle at the time of the accident unless the employer determines, using the best information available at the time of the decision, that the covered employee's performance can be completely discounted as a contributing factor to the accident. The employer shall also drug and alcohol test any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.

(ii) If an alcohol test required by this section is not administered within two hours following the accident, the employer shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test required by this section is not administered within eight hours following the accident, the employer shall cease attempts to administer an alcohol test and maintain the record. Records shall be submitted to FTA upon request of the Administrator.

(b) An employer shall ensure that a covered employee required to be drug tested under this section is tested as soon as practicable but within 32 hours of the accident.

(c) A covered employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying the employer or the employer representative of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed by the employer to have refused to submit to testing.

(d) The decision not to administer a drug and/or alcohol test under this section shall be based on the employer's determination, using the best available information at the time of the determination that the employee's performance could not have contributed to the accident. Such a decision must be documented in detail, including the decision-making process used to reach the decision not to test.

(e) Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

(f) The results of a blood, urine, or breath test for the use of prohibited drugs or alcohol misuse, conducted by Federal, State, or local officials having independent authority for the test, shall be considered to meet the requirements of this section provided such test conforms to the applicable Federal, State, or local testing requirements, and that the test results are obtained by the employer. Such test results may be used only when the employer is unable to perform a post-accident test within the required period noted in paragraphs (a) and (b) of this section.

§ 655.45 Random testing.

(a) Except as provided in paragraphs (b) through (d) of this section, the minimum annual percentage rate for random drug testing shall be 50 percent of covered employees; the random alcohol testing rate shall be 10 percent. As provided in paragraph (b) of this section, this rate is subject to annual review by the Administrator.

(b) The Administrator's decision to increase or decrease the minimum annual percentage rate for random drug and alcohol testing is based, respectively, on the reported positive drug and alcohol violation rates for the entire industry. All information used for this determination is drawn from the drug and alcohol Management Information System (MIS) reports required by this part. In order to ensure reliability of the data, the Administrator shall consider the quality and completeness of the reported data, may obtain additional information or reports from employers, and may make appropriate modifications in calculating the industry's verified positive results and violation rates. Each year, the Administrator will publish in the FEDERAL REGISTER the minimum annual percentage rates for random drug and alcohol testing of covered employees.

The new minimum annual percentage rate for random drug and alcohol testing will be applicable starting January 1 of the calendar year following publication.

(c) Rates for drug testing. (1) When the minimum annual percentage rate for random drug testing is 50 percent, the Administrator may lower this rate to 25 percent of all covered employees if the Administrator determines that the data received under the reporting requirements of § 655.72 for the two preceding consecutive calendar years indicate that the reported positive rate is less than 1.0 percent.

(2) When the minimum annual percentage rate for random drug testing is 25 percent, and the data received under the reporting requirements of § 655.72 for the calendar year indicate that the reported positive rate is equal to or greater than 1.0 percent, the Administrator will increase the minimum annual percentage rate for random drug or random alcohol testing to 50 percent of all covered employees.

(d) Rates for alcohol testing. (1)(i) When the minimum annual percentage rate for random alcohol testing is 25 percent or more, the Administrator may lower this rate to 10 percent of all covered employees if the Administrator determines that the data received under the reporting requirements of § 655.72 for two consecutive calendar years indicate that the violation rate is less than 0.5 percent.

(ii) When the minimum annual percentage rate for random alcohol testing is 50 percent, the Administrator may lower this rate to 25 percent of all covered employees if the Administrator determines that the data received under the reporting requirements of § 655.72 for two consecutive calendar years indicate that the violation rate is less than 1.0 percent but equal to or greater than 0.5 percent.

(2)(i) When the minimum annual percentage rate for random alcohol testing is 10 percent, and the data received under the reporting requirements of § 655.72 for that calendar year indicate that the violation rate is equal to or greater than 0.5 percent, but less than 1.0 percent, the Administrator will increase the minimum annual percentage

rate for random alcohol testing to 25 percent of all covered employees.

(ii) When the minimum annual percentage rate for random alcohol testing is 25 percent or less, and the data received under the reporting requirements of § 655.72 for that calendar year indicate that the violation rate is equal to or greater than 1.0 percent, the Administrator will increase the minimum annual percentage rate for random alcohol testing to 50 percent of all covered employees.

(e) The selection of employees for random drug and alcohol testing shall be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with employees' Social Security numbers, payroll identification numbers, or other comparable identifying numbers. Under the selection process used, each covered employee shall have an equal chance of being tested each time selections are made.

(f) The employer shall randomly select a sufficient number of covered employees for testing during each calendar year to equal an annual rate not less than the minimum annual percentage rates for random drug and alcohol testing determined by the Administrator. If the employer conducts random drug and alcohol testing through a consortium, the number of employees to be tested may be calculated for each individual employer or may be based on the total number of covered employees covered by the consortium who are subject to random drug and alcohol testing at the same minimum annual percentage rate under this part.

(g) Each employer shall ensure that random drug and alcohol tests conducted under this part are unannounced and unpredictable, and that the dates for administering random tests are spread reasonably throughout the calendar year. Random testing must be conducted at all times of day when safety-sensitive functions are performed.

(h) Each employer shall require that each covered employee who is notified of selection for random drug or random alcohol testing proceed to the test site immediately. If the employee is performing a safety-sensitive function at

the time of the notification, the employer shall instead ensure that the employee ceases to perform the safety-sensitive function and proceeds to the testing site immediately.

(i) A covered employee shall only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

(j) If a given covered employee is subject to random drug and alcohol testing under the testing rules of more than one DOT agency for the same employer, the employee shall be subject to random drug and alcohol testing at the percentage rate established for the calendar year by the DOT agency regulating more than 50 percent of the employee's function.

(k) If an employer is required to conduct random drug and alcohol testing under the drug and alcohol testing rules of more than one DOT agency, the employer may—

(1) Establish separate pools for random selection, with each pool containing the covered employees who are subject to testing at the same required rate; or

(2) Randomly select such employees for testing at the highest percentage rate established for the calendar year by any DOT agency to which the employer is subject.

§ 655.46 Return to duty following refusal to submit to a test, verified positive drug test result and/or breath alcohol test result of 0.04 or greater.

Where a covered employee refuses to submit to a test, has a verified positive drug test result, and/or has a confirmed alcohol test result of 0.04 or greater, the employer, before returning the employee to duty to perform a safety-sensitive function, shall follow the procedures outlined in 49 CFR Part 40.

§ 655.47 Follow-up testing after returning to duty.

An employer shall conduct follow-up testing of each employee who returns

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to duty, as specified in 49 CFR Part 40, subpart O.

§ 655.48 Retesting of covered employees with an alcohol concentration of 0.02 or greater but less than 0.04.

If an employer chooses to permit a covered employee to perform a safety-sensitive function within 8 hours of an alcohol test indicating an alcohol concentration of 0.02 or greater but less than 0.04, the employer shall retest the covered employee to ensure compliance with the provisions of § 655.35. The covered employee may not perform safety-sensitive functions unless the confirmation alcohol test result is less than 0.02.

§ 655.49 Refusal to submit to a drug or alcohol test.

(a) Each employer shall require a covered employee to submit to a post-accident drug and alcohol test required under § 655.44, a random drug and alcohol test required under § 655.45, a reasonable suspicion drug and alcohol test required under § 655.43, or a follow-up drug and alcohol test required under § 655.47. No employer shall permit an employee who refuses to submit to such a test to perform or continue to perform safety-sensitive functions.

(b) When an employee refuses to submit to a drug or alcohol test, the employer shall follow the procedures outlined in 49 CFR Part 40.

§ 655.50 [Reserved]

Subpart F—Drug and Alcohol Testing Procedures

§ 655.51 Compliance with testing procedures requirements.

The drug and alcohol testing procedures in 49 CFR Part 40 apply to employers covered by this part, and must be read together with this part, unless expressly provided otherwise in this part.

§ 655.52 Substance abuse professional (SAP).

The SAP must perform the functions in 49 CFR Part 40.

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§ 655.53 Supervisor acting as collection site personnel.

An employer shall not permit an employee with direct or immediate supervisory responsibility or authority over another employee to serve as the urine collection person, breath alcohol technician, or saliva-testing technician for a drug or alcohol test of the employee.

§§ 655.54–655.60 [Reserved]

Subpart G—Consequences

§ 655.61 Action when an employee has a verified positive drug test result or has a confirmed alcohol test result of 0.04 or greater, or refuses to submit to a test.

(a) (1) Immediately after receiving notice from a medical review officer (MRO) or a consortium/third party administrator (C/TPA) that a covered employee has a verified positive drug test result, the employer shall require that the covered employee cease performing a safety-sensitive function.

(2) Immediately after receiving notice from a Breath Alcohol Technician (BAT) that a covered employee has a confirmed alcohol test result of 0.04 or greater, the employer shall require that the covered employee cease performing a safety-sensitive function.

(3) If an employee refuses to submit to a drug or alcohol test required by this part, the employer shall require that the covered employee cease performing a safety-sensitive function.

(b) Before allowing the covered employee to resume performing a safety-sensitive function, the employer shall ensure the employee meets the requirements of 49 CFR Part 40 for returning to duty, including taking a return to duty drug and/or alcohol test.

§ 655.62 Referral, evaluation, and treatment.

If a covered employee has a verified positive drug test result, or has a confirmed alcohol test of 0.04 or greater, or refuses to submit to a drug or alcohol test required by this part, the employer shall advise the employee of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse, including the names, addresses, and

telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs.

§§ 655.63-655.70 [Reserved]

Subpart H—Administrative Requirements

§ 655.71 Retention of records.

(a) *General requirement.* An employer shall maintain records of its anti-drug and alcohol misuse program as provided in this section. The records shall be maintained in a secure location with controlled access.

(b) *Period of retention.* In determining compliance with the retention period requirement, each record shall be maintained for the specified minimum period of time as measured from the date of the creation of the record. Each employer shall maintain the records in accordance with the following schedule:

(1) *Five years.* Records of covered employee verified positive drug or alcohol test results, documentation of refusals to take required drug or alcohol tests, and covered employee referrals to the substance abuse professional, and copies of annual MIS reports submitted to FTA.

(2) *Two years.* Records related to the collection process and employee training.

(3) *One year.* Records of negative drug or alcohol test results.

(c) *Types of records.* The following specific records must be maintained:

(1) Records related to the collection process:

(i) Collection logbooks, if used.
(ii) Documents relating to the random selection process.

(iii) Documents generated in connection with decisions to administer reasonable suspicion drug or alcohol tests.

(iv) Documents generated in connection with decisions on post-accident drug and alcohol testing.

(v) MRO documents verifying existence of a medical explanation of the inability of a covered employee to provide an adequate urine or breathe sample.

(2) Records related to test results:

(i) The employer's copy of the custody and control form.

(ii) Documents related to the refusal of any covered employee to submit to a test required by this part.

(iii) Documents presented by a covered employee to dispute the result of a test administered under this part.

(3) Records related to referral and return to duty and follow-up testing: Records concerning a covered employee's entry into and completion of the treatment program recommended by the substance abuse professional.

(4) Records related to employee training:

(i) Training materials on drug use awareness and alcohol misuse, including a copy of the employer's policy on prohibited drug use and alcohol misuse.

(ii) Names of covered employees attending training on prohibited drug use and alcohol misuse and the dates and times of such training.

(iii) Documentation of training provided to supervisors for the purpose of qualifying the supervisors to make a determination concerning the need for drug and alcohol testing based on reasonable suspicion.

(iv) Certification that any training conducted under this part complies with the requirements for such training.

(5) Copies of annual MIS reports submitted to FTA.

§ 655.72 Reporting of results in a management information system.

(a) Each recipient shall annually prepare and maintain a summary of the results of its anti-drug and alcohol misuse testing programs performed under this part during the previous calendar year.

(b) When requested by FTA, each recipient shall submit to FTA's Office of Safety and Security, or its designated agent, by March 15, a report covering the previous calendar year (January 1 through December 31) summarizing the results of its anti-drug and alcohol misuse programs.

(c) Each recipient shall be responsible for ensuring the accuracy and timeliness of each report submitted by an employer, contractor, consortium or joint enterprise or by a third party service provider acting on the recipient's or employer's behalf.

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(d) As an employer, you must use the Management Information System (MIS) form and instructions as required by 49 CFR part 40, § 40.25 and appendix H. You may also use the electronic version of the MIS form provided by the DOT. The Administrator may designate means (e.g., electronic program transmitted via the Internet), other than hard-copy, for MIS form submission. For information on where to submit MIS forms and for the electronic version of the form, see: <http://transit-safety.volpe.dot.gov/DAMIS>.

(e) To calculate the total number of covered employees eligible for random testing throughout the year, as an employer, you must add the total number of covered employees eligible for testing during each random testing period for the year and divide that total by the number of random testing periods. Covered employees, and only covered employees, are to be in an employer's random testing pool, and all covered employees must be in the random pool. If you are an employer conducting random testing more often than once per month (e.g., you select daily, weekly, bi-weekly), you do not need to compute this total number of covered employees rate more than on a once per month basis. As an employer, you may use a service agent (e.g., C/TPA) to perform random selections for you; and your covered employees may be part of a larger random testing pool of covered employees. However, you must ensure that the service agent you use is testing at the appropriate percentage established for your industry and that only covered employees are in the random testing pool.

(f) If you have a covered employee who performs multi-DOT agency functions (e.g., an employee drives a paratransit vehicle and performs pipeline maintenance duties for you), count the employee only on the MIS report for the DOT agency under which he or she is random tested. Normally, this will be the DOT agency under which the employee performs more than 50% of his or her duties. Employers may have to explain the testing data for these employees in the event of a DOT agency inspection or audit.

(g) A service agent (e.g., Consortia/Third Party Administrator as defined

in 49 CFR part 40) may prepare the MIS report on behalf of an employer. However, a company official (e.g., Designated Employer Representative as defined in 49 CFR part 40) must certify the accuracy and completeness of the MIS report, no matter who prepares it.

[66 FR 42002, Aug. 9, 2001, as amended at 68 FR 75462, Dec. 31, 2003]

§ 655.73 Access to facilities and records.

(a) Except as required by law, or expressly authorized or required in this section, no employer may release information pertaining to a covered employee that is contained in records required to be maintained by § 655.71.

(b) A covered employee is entitled, upon written request, to obtain copies of any records pertaining to the covered employee's use of prohibited drugs or misuse of alcohol, including any records pertaining to his or her drug or alcohol tests. The employer shall provide promptly the records requested by the employee. Access to a covered employee's records shall not be contingent upon the employer's receipt of payment for the production of those records.

(c) An employer shall permit access to all facilities utilized and records compiled in complying with the requirements of this part to the Secretary of Transportation or any DOT agency with regulatory authority over the employer or any of its employees or to a State oversight agency authorized to oversee rail fixed guideway systems.

(d) An employer shall disclose data for its drug and alcohol testing programs, and any other information pertaining to the employer's anti-drug and alcohol misuse programs required to be maintained by this part, to the Secretary of Transportation or any DOT agency with regulatory authority over the employer or covered employee or to a State oversight agency authorized to oversee rail fixed guideway systems, upon the Secretary's request or the respective agency's request.

(e) When requested by the National Transportation Safety Board as part of an accident investigation, employers shall disclose information related to the employer's drug or alcohol testing

related to the accident under investigation.

(f) Records shall be made available to a subsequent employer upon receipt of a written request from the covered employee. Subsequent disclosure by the employer is permitted only as expressly authorized by the terms of the covered employee's request.

(g) An employer may disclose information required to be maintained under this part pertaining to a covered employee to the employee or the decisionmaker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, and arising from the results of a drug or alcohol test under this part (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the covered employee.)

(h) An employer shall release information regarding a covered employee's record as directed by the specific, written consent of the employee authorizing release of the information to an identified person.

(i) An employer may disclose drug and alcohol testing information required to be maintained under this part, pertaining to a covered employee, to the State oversight agency or grantee required to certify to FTA compliance with the drug and alcohol testing procedures of 49 CFR parts 40 and 655.

§§ 655.74–655.80 [Reserved]

Subpart I—Certifying Compliance

§ 655.81 Grantee oversight responsibility.

A grantee shall ensure that the recipients of funds under 49 U.S.C. 5307, 5309, 5311 or 23 U.S.C. 103(e)(4) comply with this part.

§ 655.82 Compliance as a condition of financial assistance.

(a) *General.* A recipient may not be eligible for Federal financial assistance under 49 U.S.C. 5307, 5309, or 5311 or under 23 U.S.C. 103(e)(4), if a recipient fails to establish and implement an anti-drug and alcohol misuse program as required by this part. Failure to certify compliance with these requirements, as specified in § 655.83, may re-

sult in the suspension of a grantee's eligibility for Federal funding.

(b) *Criminal violation.* A recipient is subject to criminal sanctions and fines for false statements or misrepresentations under 18 U.S.C. 1001.

(c) *State's role.* Each State shall certify compliance on behalf of its 49 U.S.C. 5307, 5309, 5311 or 23 U.S.C. 103(e)(4) subrecipients, as applicable. In so certifying, the State shall ensure that each subrecipient is complying with the requirements of this part. A section 5307, 5309, 5311 or 103(e)(4) subrecipient, through the administering State, is subject to suspension of funding from the State if such subrecipient is not in compliance with this part.

§ 655.83 Requirement to certify compliance.

(a) A recipient of FTA financial assistance shall annually certify compliance, as set forth in § 655.82, to the applicable FTA Regional Office.

(b) A certification must be authorized by the organization's governing board or other authorizing official, and must be signed by a party specifically authorized to do so.

(c) A recipient will be ineligible for further FTA financial assistance if the recipient fails to establish and implement an anti-drug and alcohol misuse program in accordance with this part.

(d) FTA may determine that a recipient, who fails to comply with the USCG chemical and alcohol testing requirements, shall be in noncompliance with the alcohol misuse and controlled substances testing requirements of this part. A finding of noncompliance by FTA may lead to the suspension of eligibility for Federal public transportation funding.

[66 FR 42002, Aug. 9, 2001, as amended at 71 FR 69198, Nov. 30, 2006]

PART 659—RAIL FIXED GUIDEWAY SYSTEMS; STATE SAFETY OVERSIGHT

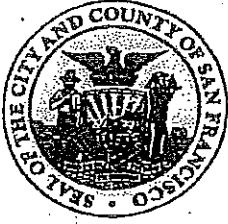
Subpart A—General Provisions

Sec.

659.1 Purpose.

659.3 Scope.

659.5 Definitions.



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

4085-10/11
\$125K
APW 3-7-11

E. DENNIS NORMANDY
PRESIDENT

March 10, 2011

DONALD A. CASPER
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBER 4085-10/11.

MARY Y. JUNG
COMMISSIONER

At its meeting of March 7, 2011 the Civil Service Commission had for its consideration the above matter.

LISA SEITZ GRUWELL
COMMISSIONER

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

ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to adopt the report; approve request for PSC #4085-10/11. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Marie de Vera, Department of Human Resources
- Marie Ryan, Department of Human Resources
- Commission File
- Chron

Omit Posting Report

3/7/2011

PROPOSED PERSONAL SERVICES CONTRACTS

Dept/No	PSC No	Dept/Description	Approval Type	Contract Amount	Description of Work	Duration
35	4085-10/11	Municipal Transportation Agency	Regular	\$125,000	Provide oversight-monitoring assistance to the SFMTA to review designated contractor's drug and alcohol testing policies and procedures for compliance. Conduct an annual on-site review of selected contractor's drug and alcohol testing policy, record keeping, testing reports, education and training, attendance rosters and any other documents pertaining in compliance with Department of Transportation/Federal Transportation Agency (DOT/FETA) Drug and Alcohol Testing Rules and Regulations. Also conduct audits of service agents (Specimen Collector, Medical Review Officer, laboratory, etc.) that assist the SFMTA in maintaining compliance with the drug and alcohol testing guidelines.	2/29/2016

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 15, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA)

DEPARTMENT NUMBER 35

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

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

TYPE OF SERVICE: Monitoring Contractor and Service Agents

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$125,000.00

PSC DURATION: March 1, 2011 through February 29, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide oversight-monitoring assistance to the SFMTA to review designated contractor's drug and alcohol testing policies and procedures for compliance. Conduct an annual on-site review of selected contractor's drug and alcohol testing policy, record keeping, testing reports, education and training attendance rosters and any other documents pertaining in compliance with Department of Transportation/Federal Transportation Agency (DOT/FTA) Drug and Alcohol Testing Rules and Regulations. Also conduct audits of service agents (Specimen Collector, Medical Review Officer, laboratory, etc.) that assist the SFMTA in maintaining compliance with the drug and alcohol testing guidelines.

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

This service is necessary to ensure SFMTA is in compliance with the requirements as outlined in 49 CFR Parts 40 and 655; the Federal Regulations mandates the monitoring of service agents that assist the SFMTA in meeting the Federal Guidelines and contractors who are contracted to perform safety-sensitive services. Denial of this service will jeopardize continued Transit Agency Federal funding assistance.

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

These services were provided through William A Kerekes and Associates (formerly known as Energetix) under PSC#3016-10/11 from a Civil Services Commission Notice of Action on September 23, 2010.

D. Will the contract(s) be renewed:

Yes.

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

IFPTE Local 21 Union Name Signature of person mailing / faxing for Date
Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name on Date Signature

PSC# 4085-10/11 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge and experience in DOT/FTA regulations.

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

None.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classifications are not applicable because employee must have a thorough knowledge of DOT Regulations.

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

No. It's more efficient to use a contractor with the necessary expertise.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees?	()	(X)
C. Are there legal mandates requiring the use of contractual services? 49 CFR Parts 40, 655	(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? William A Kerekes and Associates	(X)	()

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

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

(415) 701-5397
Telephone Number

San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, San Francisco, CA 94103
Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # 4085 - 10/11)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Monitoring Contractor and Service AgentsFunding Source: Operating BudgetPSC Original Approved Amount: \$125,000PSC Original Approved Duration: 03/01/11 - 02/29/16 (5 years 1 day)PSC Mod#1 Amount: \$25,000PSC Mod#1 Duration: 03/01/16-06/30/17 (1 year 17 weeks)PSC Cumulative Amount Proposed: \$150,000PSC Cumulative Duration Proposed: 6 years 17 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The consultant will provide oversight-monitoring assistance to the San Francisco Municipal Transportation Agency (SFMTA) to review a designated contractor's drug and alcohol testing policies and procedures for compliance. The consultant will conduct an annual on-site review of selected collection and testing contractor's drug and alcohol testing policy, record keeping, testing reports, education and training attendance rosters and any other documents pertaining to compliance with Department of Transportation/Federal Transportation Administration (DOT/FTA) Drug and Alcohol Testing Rules and Regulations. Also conduct audits of service agents (Specimen Collector, Medical Review Officer, laboratory, etc.) that assist the SFMTA in maintaining compliance with the drug and alcohol testing guidelines.

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

This service is necessary to ensure the SFMTA is in compliance with the requirements as outlined in 49 CFR Parts 40 and 655; the federal regulations mandate the monitoring of service agents that assist the SFMTA in meeting the federal guidelines and contractors who are contracted to perform safety-sensitive testing services. Denial of this service will jeopardize continued federal funding eligibility for the SFMTA.

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.

Via PSCs #4085-10/11, #3016-10/11, PSC #3044-09/10.

D. Will the contract(s) be renewed?

Yes.

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 service is an ongoing necessity due to the Department of Transportation/Federal Transportation Administration Drug and Alcohol Testing Rules and Regulations.

2. Reason(s) for the Request

A. Display all that apply

Explain the qualifying circumstances:
no response from the department

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 consultant must possess expert knowledge and experience monitoring service providers who provide drug and alcohol testing services in compliance with the DOT/FTA regulations.

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?

This service is not available via civil service classifications in the City.

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 are not applicable due to the specialized knowledge and experience of the DOT/FTA Regulations that is required of the consultant.

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. This service is provided intermittently and requires the specialized expertise in item 3.A. above.

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 contact? If so, please explain what that will entail; if not, explain why not.
Training is not provided as part of this service 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 01/15/16, 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: 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# 4085 - 10/11

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/26/2016

3016-10/11 APV
9/23/10

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 16, 2010

DEPARTMENT NAME: Municipal Transportation Agency DEPARTMENT NUMBER 35

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

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

TYPE OF SERVICE: Monitoring Contractor and Service Agents

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$10,000.00 PSC DURATION: September 15, 2010 through February 28, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide oversight-monitoring assistance to the SFMTA to review designated contractor's drug and alcohol testing policies and procedures for compliance. Conduct an annual on-site review of selected contractor's drug and alcohol testing policy, record keeping, testing reports, education and training attendance rosters and any other documents pertaining in compliance with Department of Transportation/Federal Transportation Agency (DOT/FTA) Drug and Alcohol Testing Rules and Regulations. Also conduct audits of service agents (Specimen Collector, Medical Review Officer, laboratory, etc.) that assist the SFMTA in maintaining compliance with the drug and alcohol testing guidelines.

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

This service is necessary to ensure SFMTA is in compliance with the requirements as outlined in 49 CFR Parts 40 and 655; the Federal Regulations mandates the monitoring of service agents that assist the SFMTA in meeting the Federal Guidelines and contractors who are contracted to perform safety-sensitive services. Denial of this service will jeopardize continued transit agency Federal funding assistance.

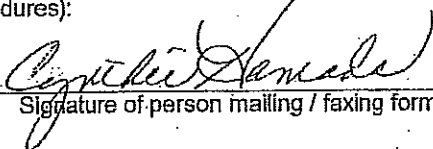
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

These services were provided through William A Kerekes and Associates (formerly known as Energetix) under PSC#3044-09/10 from a Civil Services Commission Notice of Action on November 12, 2010.

D. Will the contract(s) be renewed:

Yes.

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

<u>IFPTE, Local 21</u>		<u>9/16/10</u>
Union Name	Signature of person mailing / faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing / faxing form	Date

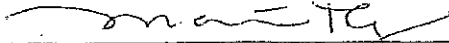
RFP sent to _____ on _____
Union Name Date Signature

PSC# 3016-10/11 FOR DEPARTMENT OF HUMAN RESOURCES USE

SEP 16 2010

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Approval Date: 9/23/10

By: 
Micki Callahan, Human Resources Director

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge and experience in DOT/FTA regulations.

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

None.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classifications are not applicable because employee must have a thorough knowledge of DOT Regulations.

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

No. It's more efficient to use a contractor with the necessary expertise.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees?	()	(X)
C. Are there legal mandates requiring the use of contractual services? 49 CFR Parts 40, 655	(X)	()
D. Are there federal or state grant requirements regarding the use of contractual services?	()	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service?	()	(X)
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	(X)	()

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

Parveen Boparai
 Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

(415) 701-5377
Telephone Number

San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, San Francisco, CA 94103
Address

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 21, 2009

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER 35

TYPE OF APPROVAL: (X) EXPEDITED () REGULAR (OMIT POSTING _____)
() CONTINUING () ANNUAL
TYPE OF REQUEST: (X) INITIAL REQUEST () MODIFICATION (PSC# _____)

TYPE OF SERVICE: Monitoring Contractor and Service Agents

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$10,000.00

PSC DURATION: December 1, 2009 through November 30, 2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide oversight-monitoring assistance to the SFMTA to review designated contractor's drug and alcohol testing policies and procedures for compliance. Conduct an annual on-site review of selected contractor's drug and alcohol testing policy, record keeping, testing reports, education and training attendance rosters and any other documents pertaining in compliance with Department of Transportation/Federal Transportation Agency (DOT/FTA) Drug and Alcohol Testing Rules and Regulations. Also conduct audits of service agents (Specimen Collector, Medical Review Officer, laboratory, etc.) that assist the SFMTA in maintaining compliance with the drug and alcohol testing guidelines.

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

This service is necessary to ensure SFMTA is in compliance with the requirements as outlined in 49 CFR Parts 40 and 655; the Federal Regulations mandates the monitoring of service agents that assist the SFMTA in meeting the Federal Guidelines and contractors who are contracted to perform safety-sensitive services. Denial of this service will jeopardize continued transit agency Federal funding assistance.

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

These services were provided through Energetix under PSC#3009-08/09 approved on July 24, 2008.

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

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

IFPTE, Local 21 Christine Campbell 10/21/09
Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to _____ on _____ Signature _____
Union Name Date

FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# 3044-09/10 SFMTA approved
Approval Date: November 12, 2009 10-21-09 PSC FORM 1 (9/96)

By: Micki Callahan
for Micki Callahan, Human Resources Director

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge and experience in DOT/FTA regulations.

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

None.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classifications are not applicable because employee must have a thorough knowledge of DOT Regulations.

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

No. It's more efficient to use a contractor with the necessary expertise.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees?	()	(X)
C. Are there legal mandates requiring the use of contractual services? 49 CFR Parts 40, 655	(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? Energetix	(X)	()

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

(415) 701-5377
Telephone Number

San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, San Francisco, CA 94103
Address

REC'D
09 OCT 30 PM 3:00

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

Type of Request: Initial Modification of an existing PSC (PSC # _____)

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

Type of Service: Financial System Implementation and Post Go-Live Support

Funding Source: General & Non General Fund

PSC Amount: \$6,000,000

PSC Est. Start Date: 05/01/2017

PSC Est. End Date 04/29/2022

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The City seeks responses from Respondents demonstrating successful functional, technical, and/or project management experience with Oracle PeopleSoft (Financials and Supply Chain Management (FSCM), Human Capital Management (HCM), Enterprise Learning Management (ELM), Oracle Business Intelligence Applications (OBIA), Oracle Business Intelligence Enterprise Edition (OBIEE)), and City legacy and related systems. These services will be used to supplement the current two year project as needed, and assist the Controller's Office and other City Departments with future system enhancements, modifications and additional post go-live support.

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

These services are critical to ensuring that the Controller Financial System Project (FSP) has adequate support leading up to and through deployment in July 2017, and will allow the project team to seamlessly begin work on future system enhancements and modifications identified during the first phase of the project. Services will also help support City legacy and related systems as needed, which will ease transition to the new Citywide system. Denial could result in a rough transition for City departments once the new system is live, including the possibility of delaying critical business processes across the City.

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.
This service has not been provided in the past.

D. Will the contract(s) be renewed?

If needed, the contract may be renewed up to 3 years.

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.

B. Explain the qualifying circumstances:

Providing Enterprise Resource Planning services, post go-live support, and implementation of additional systems, employee training/knowledge transfer, requires expert functional and technical knowledge of the Oracle PeopleSoft System suite of products including City legacy and related systems, functional and design specification writing, and extensive prior experience with teaching users how to work with the product.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Providing Enterprise Resource Planning (ERP) implementation services and post go-live support, employee training/knowledge transfer, requires expert functional and technical knowledge of the Oracle PeopleSoft System suite of products as well as City legacy and related systems, functional and design specification writing, and extensive prior experience with teaching users how to work with the product.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1070, IS Project Director; 1657, Accountant IV; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 0931, Manager III; 0933, Manager V; 0942, Manager VII;
- 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?

This work is highly specialized, and requires expertise with various PeopleSoft modules and related systems. Contractors will work alongside existing Controller staff to assist and supplement on projects as needed. No other resources across the City have the expertise needed to assist with these services.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
This is a short-term, highly specialized service requiring expertise with Enterprise Resource Planning (ERP) implementation services and post go-live support. Civil service classes will manage the system once in production, and will perform all on-going future upgrades.
- 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, the work is short-term and highly specialized in nature

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 contact? If so, please explain what that will entail; if not, explain why not.
The training plan and number of hours will depend on the consultants and additional systems that may be implemented. A Training Strategy and Training Plan will be deliverables on the project in order to customize training for the City project team. There will also be a knowledge transfer component, as City employees will be working side-by-side with the consultants.
- 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 01/19/2017, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; Prof & Tech Eng, 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: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

Address: 1 Carlton B. Goodlett Place, #306 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41711 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joyce.kimotsuki@sfgov.org
To: [\(mailto:Kimotsuki, Joyce \(CON\); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com \(contact\); staff@sfmea.com; Lee, Steve \(CON\); DHR-PSCCoordinator, DHR \(HRD\)\)](mailto:Kimotsuki, Joyce (CON); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; Lee, Steve (CON); DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 41711 - 16/17
Date: Thursday, January 19, 2017 3:50:30 PM

RECEIPT for Union Notification for PSC 41711 - 16/17 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 41711 - 16/17 for \$6,000,000 for Initial Request services for the period 05/01/2017 – 04/29/2022. 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/8453> 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)



**City and County of San Francisco
Office of the Controller
Financial System Project**

REQUEST FOR QUALIFICATIONS
Enterprise Resource Planning Systems Implementation & Support Services
RFQ#CON2017-07
CONTACT: Steve Lee, steve.w.lee@sfgov.org, 415-558-7856

Background

In July 2015, the Office of the Controller began a two year project to replace the City's financial system with a fully integrated Enterprise Resource Planning (ERP) system. Oracle PeopleSoft Financials and Supply Chain Management (FSCM) and Oracle Business Intelligence Enterprise Edition (OBIEE) were selected as the new system, and Accenture LLP was selected as the system integrator to assist with this Citywide implementation. FSCM and OBIEE will be integrated with PeopleSoft Human Capital Management (HCM), Oracle PeopleSoft Interaction Hub (iHub); and PeopleSoft Enterprise Learning Management (ELM), which are already live and in production. The project is slated to go-live in July 2017. Accenture will provide post go-live support from July 2017 to September 2017.

The City seeks responses from Respondents demonstrating expertise in one (1) or more of the following five (5) Service Areas: Service Area 1: Ongoing functional and technical support of existing systems; Service Area 2: Implementation of new systems and functionalities; Service Area 3: Project management; Service Area 4: Change management; Service Area 5: Auditing services. These services will be used to supplement the current two year project as needed, and assist the Controller's Office and other City Departments with future system enhancements, modifications and additional post go-live support.

Intent of this Request for Qualifications (RFQ)

It is the intent of the Controller's Office to create a prequalified list of firms from which interested City departments, boards, or commissions may choose prospective contractors on an as-needed basis for up to four (4) years of the prequalification notification date. Firms prequalified under this RFQ are not guaranteed a contract.

Anticipated Contract Period

The anticipated contract term for contracts resulting from this RFQ may last up to 2 years, with the option to extend the contract for up to 3 additional years. Actual contract term may vary but in no case longer than 9 years, depending upon service and project needs at the City's sole, absolute discretion. Respondents selected must be available to commence work on or before May, 2017.

Anticipated Contract Budget

For each contract resulting from this RFQ, the anticipated not-to-exceed contract budget may range from \$50,000 to \$1,000,000 per year, and the total contract will not exceed \$10 million. Actual contract budget may vary, depending upon service and project needs at the City's sole and absolute discretion.

Subcontracting Requirement:

Please note there is a 5% Local Business Enterprise (LBE) sub-consulting goal for this Request For Qualifications (RFQ). Contractors will be asked to partner with LBEs during the RFQ process. If your firm fails to submit the correct Contract Monitoring Division (CMD) documentation by Deadline for RFQ Responses, the response may be determined to be non-responsive, rejected, not evaluated, and Respondents will not be eligible to be selected to be on the Prequalified Consultant List for this RFQ. If you have any questions regarding the CMD LBE requirements and CMD Forms (Attachment II), please contact Ryan Young, the CMD Contract Compliance Officer for the Controller's Office at 415-581-2301 or ryan.b.young@sfgov.org.

Schedule*

RFQ Issued	02-06-2017
Deadline for RFQ Questions	02-22-2017 (5pm PST)
Deadline for RFQ Answers	03-03-2017 (5pm PST)
Deadline for Courtesy e-mail for Intent to Respond	03-24-2017
Deadline for RFQ Responses	03-31-2017 (5pm PST)
Notice of intent to Establish a Prequalified List	04-28-2017 (5pm PST)

*Dates are subject to change.

RFQ Questions and Communications

Questions must be in writing and received by the Deadline for RFQ Questions. To ensure fair and equal access to information about this RFQ, e-mail your questions to steve.w.lee@sfgov.org. No questions will be accepted after this time with the exception of City vendor requirement questions.

A summary of the questions and answers pertaining to this solicitation will be posted at <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=11622> by the Deadline for RFQ Answers.

1. Introduction

General terms and acronyms used in this RFQ. The "Respondent" refers to any entity submitting a response to this Request for Qualifications ("RFQ") to be considered for inclusion on a pre-qualified consultant list. The "Contractor" refers to the Respondent(s) awarded contracts for services under this RFQ. Other abbreviations and terms used throughout this RFP include:

ELM – Oracle PeopleSoft Enterprise Learning Management
FSCM – Oracle PeopleSoft Financials and Supply Chain Management
F\$P – Financial System Project, division of the City and County of San Francisco Controller's Office
HCM – Oracle PeopleSoft Human Capital Management
iHub – Oracle PeopleSoft Interaction Hub
OBIA – Oracle Business Intelligence Applications
OBIEE – Oracle Business Intelligence Enterprise Edition

1.1 Statement of Need and Intent

What Does the City Seek? The City and County of San Francisco, California ("City") seeks responses from Respondents demonstrating expertise in one (1) or more of the following five (5) Service Areas: Service Area 1: Ongoing functional and technical support of existing systems; Service Area 2: Implementation of new systems and functionalities; Service Area 3: Project management; Service Area 4: Change management; Service Area 5: Auditing services. These services will be used to supplement the City's two year Financial System Project (F\$P) as needed, and assist the Controller's Office and other City Departments with future system enhancements, modifications and additional post go-live support.

With Whom Will Contractors Work? Contractors will work with the project team maintaining the new Citywide ERP system (staff from the Office of the Controller), as well as City Departments across the City that require continued post go-live support after the new Citywide Enterprise Resource Planning (ERP) system goes live in July 2017.

What is the City's Intent with this RFQ? Based on responses to this RFQ, it is the intent of the City to create a pre-qualified list of Respondents from which the City may select prospective Contractors for up to 2 years, with the option to extend the contract for up to 3 additional years, for services indicated below in Section 2, Scope of Work. Consistent with San Francisco Administrative Code, Section 21.4(c)(1-2), the City may use the pre-qualified list, at its sole and absolute discretion, for selection of firms and negotiations of contracts for up to four years following establishment of the pre-qualification notification date. The City reserves the right to procure services similar or identical to the services specified in this RFQ by any other means. Multiple contracts may be awarded at the City's sole and absolute discretion in accordance to San Francisco Administrative Code, Section 21.8. No pre-qualified Respondent is guaranteed a contract.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the multiple projects solicited within this RFQ, as well as for previous and future projects, the selected Contractors' findings and data may be shared by the City with other City Contractors, as deemed appropriate by the City.

What if My Firm is Interested in Being Considered for More than One Service Area? Respondents are asked to indicate the Service Areas for which they would like to be considered in RFQ Attachment V, Response Template. Given the broad range of possible opportunities, we encourage firms to respond for all Service Areas for which they meet or exceed minimum qualifications as described in this RFQ. Please note that qualifications are evaluated separately for each Service Area.

Is My Firm Expected to Propose for a Specific Project? No. The Controller's Office will create a list of consultant firms to draw from for a diverse set of possible projects that may require a range of different and varied experience. Each consultant firm should demonstrate its capabilities by providing Prior Project Descriptions as part of Attachment V. The City will negotiate the scope of services, budget, deliverables, and timeline for each project it decides to pursue. There is no guarantee of a minimum amount of work or compensation for any of the Respondents selected for pre-qualification. The City may select Contractors from the pre-qualified list in its sole and absolute discretion.

Does the City prefer firms to form a large group or consortium to cover more services, or to focus on an area of expertise and respond individually? The City prefers individual firm responses focused on the Service Areas that the firm and its lead staff can demonstrate possession of appropriate qualifications. For any proposed Respondent partnerships, at least 50% of proposed work effort on the City's projects must come from the lead Respondent firm.

1.2 Background of City and County of San Francisco

What is the City? San Francisco is the fourth largest city in California and serves as a center for business, commerce and culture for the West Coast. The City and County of San Francisco, known as the "City", was established by Charter in 1850. It is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City's powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independent elected officials serving as the executive authority. The services provided by the City include public protection, public transportation, construction and maintenance of all public facilities, water, parks, public health systems, social services, planning, tax collection, and many others.

What are the Roles and Responsibilities of the City Controller's Office? The City Controller is the chief accounting officer and auditor for the City and responsible for all financial management systems, procedures, internal control processes and reports that disclose the fiscal condition of the City to managers, policy makers and citizens. The City Controller is also the auditor for the City performing financial and performance audits of departments, agencies, concessions and contracts.

1.3 Project Background

Financial System Project (F\$P)

In July 2015, the Office of the Controller began a two year project to replace the City's financial system with a fully integrated Enterprise Resource Planning (ERP) system. This project is known as the Financial System Project (F\$P). Oracle PeopleSoft Financials and Supply Chain Management (FSCM) and Oracle Business Intelligence Enterprise Edition (OBIEE) were selected as the new system, and Accenture LLP was selected as the system integrator to assist with this Citywide implementation. The following modules are being implemented:

PeopleSoft Financials

General Ledger
Expenses
Accounts Payable
eSettlements
Receivables
Cash Management
Grants Management
Asset Management

PeopleSoft Supply Chain Management

eProcurement
Supplier Contracts
Strategic Sourcing
Purchasing
eSupplier Connect
Inventory

In addition to the modules listed above, FSCM will be integrated with HCM, iHub, and ELM, which are currently deployed and in use. The City currently uses HCM for human capital operations, including Payroll, Human Resources, Benefits Administration, Time & Labor and Absence Management. iHub is used to provide unified navigation to federate PeopleSoft applications under a single portal. The City has deployed ELM and is growing adoption and use each year.

The F\$P officially began on July 1, 2015 and the system Go-Live date is July 2017. The project schedule is as follows:

FSP		2015				2016				2017			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
System Development	Start												
	End												
Project	Start												
Project	End												
Go-Live	Start												
Go-Live	End												
Support	Start												
Support	End												

2. Scope of Work

This scope of work is a general guide to the work the City expects to be performed, and is not a complete listing of all services that may be required or desired.

2.1 Service Areas

Services are required in the following five service areas:

- **Service Area 1: Ongoing Functional and Technical Support of Existing Systems:** Functional support, including but not limited to: Analysis, design, configuration, testing and deployment. Technical support, including but not limited to: PeopleSoft Application Engine, Structured Query Report (SQR), PeopleSoft Integration Broker, PeopleSoft Update Manager, web services, development, unit testing, workflow. Existing systems include the more recently implemented citywide systems, including but not limited to FSCM, HCM, ELM, iHub, OBIA, and OBIEE, as well as the legacy and peripheral systems, including but not limited to Cognos, Informatica, Oracle 11g Database Software, Phire, Control M, UPK, Primavera, and Freshdesk.
- **Service Area 2: Implementation of New Systems and Functionalities:** Functional and technical implementation services for new applications, modules and enhancements that supplement the existing systems, including but not limited to projects such as

PeopleSoft Maintenance Management, PeopleSoft Deal Management, budget system, and Primavera integration.

- **Service Area 3: Project Management:** Project management, including but not limited to: Initiating, planning, executing, controlling, deploying and closing of projects. Also includes independent verification & validation (IV&V) services.
- **Service Area 4: Change Management:** Change management, including but not limited to: change impact analysis, organizational readiness, engagement planning, roadmapping, communications tools, user support and training.
- **Service Area 5: Auditing Services:** Auditing services for the following but not limited to: Assessing information technology general control risks, cybersecurity, data conversion, integration testing, implementation review and penetration testing.

Respondents must demonstrate experience as described in at least one (1) of the five service areas listed above. Demonstrating experience for one (1) of the service areas does not prequalify a Respondent for all of the service areas. Respondents will be prequalified for only the service area(s) for which they have provided experience. The City recognizes the broad range of work to be performed, and asks that Respondents submit both their general approach and methodology to providing the above services, as well as a more detailed approach related to their area of expertise.

The services listed above may not be comprehensive of all work that will be needed. The City may reach out to the pre-qualified Respondent pool as a result of this RFQ to solicit additional consulting work not included on this list.

Respondents should designate a Project Manager to oversee all work being managed by their firm, and to provide regular status updates to the City. Project Manager shall be the primary contact and shall attend as-needed City meetings to provide updates and status reports on the work being managed by their firm.

3. City-Respondent Communications

Respondents are specifically directed NOT to contact any employees or officials of the City other than those specifically designated in this RFQ and its Attachments. Unauthorized contact may be cause for rejection of responses at the City's sole and absolute discretion.

3.1 Deadline for RFQ Questions

Please e-mail any questions to steve.w.lee@sfgov.org. No oral questions will be accepted. Questions must be in writing and received before the questions deadline on the RFQ schedule. No questions will be accepted after this time with the exception of City vendor compliance.

3.2 Summary of Information Requested and Presented

All inquiries should include the number and title of the RFQ. Substantive replies will be memorialized in written addenda to be made part of this RFQ. All addenda will be posted on the Office of Contract Administration website at:

<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=11622>

This RFQ will only be governed by information provided through written addenda. With the exception of Contract Monitoring Division (CMD) or City contracting inquiries, no questions or requests for interpretation will be accepted after 5:00 pm PST on February 13, 2017. Respondents are encouraged to check this website daily for any updates.

3.3 City Communication Following Receipt of Qualifications

The City may contact the Respondents for clarification or correction of minor errors or deficiencies in their Responses prior to deeming a Response as non-responsive. Clarifications are "limited exchanges" between the City and a Respondent for the purpose of clarifying certain aspects of the Response, and do not give a Respondent the opportunity to revise or modify its Response. Minor errors or deficiencies are defined as those that do not materially impact the City's evaluation of the Response; for example, failing to label the "original" Response as an "original". For information regarding the City's Evaluation Process, See RFQ Section 5 - Evaluation Criteria.

4. Response Requirements

4.1 Time and Submission Requirements of Responses

Responses and all related materials, including all CMD forms, must be received by the Deadline for RFQ Responses listed in the RFQ schedule. **Email responses to Steve Lee at steve.w.lee@sfgov.org.** Paper copies of responses are not required. If providing paper copies, mail responses to:

City & County of San Francisco
Controller's Office – Financial System Project
Attn: Steve W. Lee
1155 Market Street, 6th Floor
San Francisco, CA 94103

For mailed responses, include one (1) flash drive OR CD-ROM containing entire contents of response, including all RFQ Attachments. All electronic files on the flash drive or CD-ROM must submit in unprotected PDF or Word format. Electronic files for each Attachment must include all documents submitted for that Attachment in one, separate, complete, electronic file. Each of these separate electronic files must be titled with Respondent's name and Attachment number (e.g. ABC Company Attachment I). Electronic files should include signatures, where applicable.

Late submissions will not be considered.

4.2 Response Package

Submissions should clearly be labeled with the RFQ title: RFQ#CON2017-07 Enterprise Resource Planning Systems Implementation & Support Services.

Complete, but concise responses, are recommended for ease of review by the Evaluation Team. Responses should provide a straightforward, concise description of the Respondent's capabilities to satisfy the requirements of the RFQ. Marketing and sales type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled.

- A. **Please save Attachments as individual files.** All files should be submitted in unprotected PDF or Word format. Electronic files should include signatures, where applicable. RFQ attachments include:

RFQ Attachment I	Acknowledgement of RFQ Terms and Conditions
RFQ Attachment II	CMD Local Business Enterprise Forms
RFQ Attachment III	City's Administrative Requirements
RFQ Attachment IV	City's Agreement Terms and Conditions
RFQ Attachment V	Response Template

4.3 LBE Subcontracting Goal for Respondents

The S.F. Administrative Code Chapter 14B Local Business Enterprise (LBE) subcontracting goal for this RFQ is 5 percent (5%) of the total value of the goods and/or services procured. In order to be responsive, Respondents must meet the LBE goal (See RFQ Attachment II for more information). If your firm fails to submit the correct CMD documentation by Deadline for RFQ Responses, the response may be determined to be non-responsive, rejected, not evaluated, and Respondents will not be eligible to be selected to be on the Prequalified Consultant List for this RFQ. If you have any questions regarding the CMD LBE requirements and CMD Forms (Attachment II), please contact Ryan Young, the CMD Contract Compliance Officer for the Controller's Office at 415-581-2301 or Ryan.B.Young@sfgov.org.

Department's Justification for Subconsulting Requirement Under 20%:

Providing Enterprise Resource Planning (ERP) implementation services and post go-live support, employee training/knowledge transfer, requires expert functional and technical knowledge of the Oracle PeopleSoft System suite of products as well as City legacy and related systems, functional and design specification writing, and extensive prior experience with teaching users how to work with the product.

4.4 Redact Confidential or Proprietary Information

All documents under this solicitation process are subject to public disclosure per section 67.24 of the San Francisco Administrative Code, "The San Francisco Sunshine Ordinance of 1999."

- a) Nothing in this Administrative Code provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract.
- b) Respondents may redact any confidential or proprietary information, as appropriate, prior to submitting a response to this RFQ.

- c) Respondents should clearly indicate net worth or other proprietary financial data that the City should redact should the RFQ response be publicly disclosed, with the understanding that this information cannot be redacted or withheld should a contract be awarded to the Respondent.

5. Evaluation Criteria

This section describes the guidelines used for analyzing and evaluating the responses and for Respondent pre-qualification. It is the City's intent to pre-qualify Respondent(s) that provide the best overall qualifications to the City inclusive of fee considerations. Consultant firms selected for pre-qualification are not guaranteed a contract. This RFQ does not in any way limit the City's right to solicit contracts for similar or identical services if, in the City's sole and absolute discretion, it determines the pre-qualified list is inadequate to satisfy its needs. There are two phases to the evaluation process. Responses that pass the Initial Screening process will proceed to the Evaluation Process.

5.1 Initial Screening

The City will review each response for initial determination on responsiveness and acceptability in an Initial Screening process. Elements reviewed during the Initial Screening include, without limitation: Response completeness, compliance with format requirements, compliance with Minimum Qualification requirements, and verifiable references.

Responses are not scored during the Initial Screening process. Initial Screening is a pass/fail determination as to whether a response meets the threshold requirements described above. A response that fails to meet these requirements **will not** be eligible for consideration in the Evaluation Process described below.

The **CMD Forms (Attachment II)** will be reviewed during the initial screening process which is prior to the evaluation process. If your firm fails to submit the correct **CMD** documentation by Deadline for RFQ Responses, the response may be determined to be non-responsive, rejected, not evaluated, and Respondents will not be eligible to be selected to be on the Prequalified Consultant List for this RFQ. If you have any questions regarding the **CMD LBE** requirements and **CMD Forms (Attachment II)**, please contact Ryan Young, the **CMD Contract Compliance Officer** for the Controller's Office at 415-581-2301 or Ryan.B.Young@sfgov.org.

The City reserves the right to request clarification from the Respondent prior to rejecting a response for failure to meet the Initial Screening requirements. Clarifications are "limited exchanges" between the City and a Respondent for the purpose of clarifying certain aspects of the Response, and will not give a Respondent the opportunity to revise or modify its response. Responses that meet the Initial Screening requirements shall proceed to the Evaluation Process.

5.2 Minimum Qualifications

Any response that does not demonstrate that the Respondent meets these Minimum Qualifications by the Deadline for RFQ Responses will be considered non-responsive and will not be evaluated or eligible for award of any subsequent contract(s).

The Respondent certifies that it meets the following Minimum Qualifications:

A. EXPERIENCE:

Respondent has submitted a minimum of three (3) and no more than five (5) Prior Project Descriptions, as part of RFQ Attachment V response. The services described in all of the Prior Project Descriptions must demonstrate experience with at least one (1) of the service areas described in Section 2.1, Service Areas. If less than three (3) Prior Project Descriptions are submitted, Minimum Qualifications will not be met and response will not be evaluated, or eligible to be selected to be on the prequalified list for as-needed services for this RFQ. If more than five (5) Prior Project Descriptions are submitted, only the first five (5) will be reviewed for consideration.

B. PROJECT MANAGEMENT:

The Project Manager proposed to oversee all consulting work assigned by the City to their firm must have the following:

1. Minimum of seven (7) years of IT project management experience.
2. Minimum five (5) years of experience with at least one (1) of the service areas described in Section 2.1, Service Areas, performing configuration and customization.

C. STAFFING:

All listed team members must have a minimum of two (2) years of consulting experience with at least one (1) of the service areas described in Section 2.1, Service Areas. The Respondents shall identify functional and technical leads and include their resumes. Respondents may also include resumes for supporting principal and senior consultants.

5.3 SCORING OF RESPONSES

Qualifications that meet the Initial Screening requirements shall proceed to the Evaluation Process. Qualifications will be evaluated in accordance with the criteria below and the information provided by the Respondent. Evaluation criteria for scoring of responses shall be collectively worth 100 points.

5.3.1 Firm Qualifications – 20 points

- a) Respondent's firm history and structure, including total staff size and composition.
- b) Respondent's experience providing Enterprise Resource Planning Systems Implementation & Support Services to similar government agency clients, or clients whose size and structure are similar to the City. Respondents should include a representative list of the relevant clients to whom the firm has provided these services.
- c) Respondent's experience with the service areas described in Section 2.1, Service Areas.
- d) Pending or current litigation related to Enterprise Resource Planning Systems Implementation & Support Services provided by the firm.
- e) Client relationships severed for reasons other than convenience.
- f) Respondent's capacity and resources to provide the services under this RFQ.

5.3.2 Staff Qualifications – 50 points

- a) Qualifications and educational backgrounds of lead staff members, including subcontractor staff, if applicable, proposed to perform services for the City are appropriately demonstrated in response.
- b) The combined experience of staffing plan covers a broad range of service areas as listed in Section 2.1 of this RFQ.

5.3.3 Approach and Cost – 25 points

- a) Expectations of client involvement or level of effort are appropriate, and response demonstrates experience with providing services to comparable clients.
- b) Sufficient expertise or methodology to create competitive differences that will be beneficial to the City is demonstrated.
- c) Cost response is sufficiently detailed, reasonable, and appropriate; cost proposal will include competitive hourly staff rates that are comparable to average market rates for this work. Provide tiered rates for any proposed remote (off-site) staff.

The City intends to select a Respondent(s) that will provide the best overall services, and reserves the right to accept other than the lowest-hourly-rate offers and to reject all responses that are not responsive to this RFQ.

The City will negotiate costs and work effort with the selected Respondent(s) to develop a firm fixed price for the contract utilizing a **blended hourly rate** to compensate Respondent for all services. No additional expenses are allowed, including reproduction costs associated with the services, as well as travel, lodging, meals, miscellaneous and any other expenses related to the completion of services. Additional and separate cost reimbursement will not be provided by the City.

Note that hourly rates provided shall apply to any and all as-needed services requested by the City for the full contract period under this RFQ, as applicable.

State clearly the Service Area(s) for which the hourly rates will apply. Separate rates for each Service Area, if different, should be submitted for those responding for more than one Service Area.

5.3.4 Completeness of Response Submission – 5 points

- a) Response conforms with RFQ requirements and concisely but comprehensively addresses RFQ requirements.
- b) Response is professionally presented and contains organized content and format.

5.4 Pre-Qualification Process

Respondents scoring a minimum of 70 out of 100 points for each Service Area will be added to the pre-qualified list for as-needed services for each Service Area. Due to the varied nature of the services to be performed, the City reserves the right to contract with any or all pre-qualified Respondents.

Reference Checks

Reference checks, including, but not limited to, prior clients as indicated in Attachment V, Response Template, may be used to determine the applicability of Respondent experience to

the services the City is requesting and the quality of services and staffing provided to prior clients, as well as adherence to schedules/budgets and Respondent's problem-solving, project management and communication abilities, as well as performance on deliverables and outcomes, and effectiveness in meeting or exceeding project objectives. If reference checks deem that information included in a Prior Project Description, staffing qualifications, or elsewhere in the response is untruthful, then the City may reject the response.

Release and Waiver Agreement

To effectuate the candid completion of the reference check above, Respondent is required to sign the RFQ Attachment I, Section 14, Release of Liability.

5.5 Selection from Pre-qualified Lists

The City may select Contractors from the pre-qualified list in its sole and absolute discretion.

After the pre-qualified list has been established, the City may issue Request(s) for Quotes, Request(s) for Responses, or Oral Selection Interviews/Demonstrations, conduct Reference Checks to the pre-qualified consultant list to better assess qualifications for a specific scope of service, which may include staffing, scheduling, deliverable, and cost considerations. The City reserves the right to request proposals, quotes, oral interviews/demonstrations, and conduct reference checks from vendors simultaneously. Award of contracts will be made in a manner consistent with San Francisco Administrative Code Chapter 21 Section 21.4(c).

5.6 Other Terms and Conditions

Sunshine Ordinance: In accordance with San Francisco Administrative Code §67.24(e), contracts, contractors' bids, responses to solicitations and all other records of communications between City and persons or firms seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request. Respondent understands that any writing presented under this RFQ may be subject to public disclosure.

The selection of any pre-qualified Respondent for contract negotiations shall not imply acceptance by the City of all terms of the response, which may be subject to further negotiation and approvals before the City may be legally bound thereby.

If a satisfactory contract cannot be negotiated in a reasonable time with any pre-qualified Respondent, then the City, in its sole discretion, may terminate negotiations and begin contract negotiations with any other remaining pre-qualified Respondents.

The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to a firm's projects before and throughout the contract term. The City reserves the right at any time to approve, disapprove, or modify proposed project plans, timelines and deliverables.

6. Protest Procedures

6.1 General

Failure of a Respondent to comply with the protest procedures set forth in this section will render a protest inadequate and non-responsive, and will result in rejection of the protest.

6.2 Protest of RFQ Terms

a) Should a prospective Respondent object on any ground to any provision or legal requirement set forth in the RFQ (including all Appendices and all Addenda), including but not limited to Protests based on allegations that: (i) the RFQ is unlawful in whole or in part, (ii) one or more of the requirements of the RFQ is onerous, unfair, or unclear; (iii) the structure of the RFQ does not provide a correct or optimal process for the solicitation of the Services; (iv) the RFQ contains one or more ambiguity, conflict, discrepancy or other error; or (v) the RFQ unnecessarily precludes alternative solutions to the Services or project at issue, the prospective Respondent must provide timely written notice of Protest as set forth below.

b) By 5:00 p.m. P.S.T on the third (3rd) working day of the issuance of the RFQ, any Respondent may submit a written notice of Protest via e-mail to steve.w.lee@sfgov.org as directed by Section 6.1. Protests or notices of Protests delivered orally (e.g., by telephone), by mail, or fax will not be considered.

c) The Protest shall state the basis for the Protest, refer to the specific requirement or portion of the RFQ at issue, and shall describe the modification to the RFQ sought by the prospective Respondent. The Protest shall also include the name, address, telephone number, and email address of the person representing the prospective Respondent.

d) If required, the City may extend the proposal submittal deadline to allow sufficient time to review and investigate the Protest, and issue Addenda to incorporate any necessary changes to the RFQ.

6.3 Protest of Non-Responsiveness Determination

By 5:00 p.m. PST on the fifth (5th) working day of the City's issuance of a notice of non-responsiveness, any Respondent that has submitted a Response and who believes that the City has incorrectly determined that its Response is non-responsive, may submit a written notice of protest by e-mail (fax is not acceptable) as directed in Section 6.4. Such notice of protest must be received by the City on or before 5 p.m. PST of the fifth (5th) working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every reason asserted for the protest. The protest must be signed by an individual authorized to represent the Respondent, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

6.4 Protest of Establishment of Prequalified Consultant List

a) By 5:00 p.m. PST on the fifth (5th) working day of the City's issuance of a Notice of Intent to Establish a Prequalified Consultant List, any consultant firm that has submitted a responsive response and believes that the City has incorrectly selected another Respondent for pre-qualification may submit a written notice of protest as directed in Section 6.4. Such notice of

protest must be received by the City on or before 5 p.m. PST of the fifth (5th) working day after the City's issuance of the Notice of Intent to Establish a Prequalified Consultant List.

b) The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Respondent, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

6.5 Delivery of Protests

All protests must be received by the specified date and time deadline. Protests should be transmitted via e-mail that objectively will establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone), mail, or by fax will not be considered.

Protests must be delivered to:

E-mail: steve.w.lee@sfgov.org

6.6 Protest Review

a) The Controller's Office will confirm receipt of notice of protest by Respondent which must be submitted in accordance with Sections 6.1, 6.2 or 6.3.

b) If a Respondent submits a complete and timely protest, the Controller's Office will review notice of protest soon after receipt of the protest to determine validity of notice, including, but not limited to: (1) receipt by due date; (2) inclusion of a written statement specifying in detail each and every one of the grounds asserted for the protest; (3) signed by an individual authorized to represent the Respondent; (4) citation of the law, rule, local ordinance, procedure or RFQ provision on which the protest is based; and (5) specification of facts and evidence sufficient for the City to determine the validity of the protest.

c) A Respondent may not rely on a Protest submitted by another Respondent, but must timely pursue its own Protest.

d) The City, at its discretion, may make a determination regarding a protest without requesting further documents or information from the Respondent who submitted the protest. Accordingly, the initial protest must include all grounds of protest and all supporting documentation or evidence reasonably available to the prospective Respondent at the time the protest is submitted. If the Respondent later raises new grounds or evidence that were not included in the initial protest, but which could have been raised at that time, then the City may not consider such new grounds or new evidence.

e) If the notice of protest is determined to be valid, the Controller's Office shall review facts and evidence to determine the outcome of the protest, citing any applicable laws, rules, ordinances, procedures, and/or provisions. The review shall be an informal process conducted by the Controller's Office or its designee and will be based upon the information submitted by the Respondent in its protest letter. The Controller's Office may seek input from the City Attorney's Office, Office of Contract Administration, Contract Monitoring Division, and/or other City departments as needed or appropriate. The Controller's Office will notify the Respondent in writing of its decision at the conclusion of the review. The Controller or his designee shall make the final determination regarding the outcome of the protest. The decision of the Controller's

Office is final.

7. Vendor Compliance

Respondent Team must fulfill the City's administrative requirements for doing business with the City and become a compliant vendor prior to contract award. Fulfillment is defined as completion, submission and approval by applicable City agencies of the forms and requirements.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Consultant Services for the SFPUC Sustainability Program (PRO.0063)Funding Source: EA-Community Benefits OperatingPSC Duration: 5 yearsPSC Amount: \$300,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The consultant will provide support for development of the San Francisco Public Utilities Commission's (SFPUC) Sustainability Program, and will be an essential part of an internal/external partnership that will drive the effective institutionalization of the Program within the agency. Support will include project management, meeting facilitation, evaluation, individual coaching, communications planning, content development, and stakeholder engagement.

Specific tasks to be performed by the consultant include:

- Reframing of Sustainability at the SFPUC: visioning, mission-statement development, and goal-setting.
- Stakeholder Engagement & Training Workshops: surveying, workshops, focus groups, presentations, web content development, etc. for employees, wholesale customers, other City departments, professional associations, etc.
- Program Implementation Framework & Action Plan Development: formulating strategic alignment with SFPUC's approach to water management ("One Water"), climate change adaptation and mitigation, green infrastructure for stormwater management, and overall industry innovations, etc. Framework shall include communication tools for buy-in, capacity building, and implementation status, recommendations for internal organizational structure to support implementation, and identification of partnership opportunities.

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

In 2016, the SFPUC enacted a new Agency-wide strategic plan, Strategic Plan 2020, that requires the phasing out the current Strategic Sustainability Plan. The Strategic Sustainability Plan must now align with and be integrated into the Strategic Plan 2020. SFPUC requires the specialized expertise of a sustainability-focused consulting firm to assist with this alignment and integration of the agency's sustainability program with its long-term strategic vision and goals. Denying these services will prevent SFPUC from instituting an agency-wide sustainability program that is intended to ensure that its enterprises, divisions, and bureaus operate more efficiently and to work towards a common set of sustainability goals. Furthermore, without these consultant services, full execution of the Agency's 2020 Strategic Plan, in accordance with the requirements of Charter Article VIII Sec.8B.123(A)(3), will be hindered.

- 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.

Similar work was performed under PSC 4109-04/05 (SFPUC CS-799). The SFPUC Sustainability Plan was first developed after the Prop E/CCSF Charter Article VIII Sec.8B.123(A)(3) passed in 2002, which required SFPUC to develop an agency-wide strategic plan. A consultant was hired to help with stakeholder engagement and the development of the plan, and it was determined that sustainability should be the core of the SFPUC's agency-wide strategic plan. A baseline assessment was conducted in 2007, followed by the first plan in 2008. In 2009, a subset of metrics were collected which eventually resulted in an updated plan in 2011. From 2011 to 2015, the SFPUC reported on the strategic sustainability metrics annually. Although similar work has been done previously, the work that will be done under this contract will be unique and new to the agency.

- 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.

The full project scope, including Program visioning, stakeholder engagement, Program development and implementation planning, capacity building of SFPUC staff, and transfer of implementation responsibilities to SFPUC staff is expected to take 5 years. However, funding is currently available for the only first year of work. The contract will be renewed for up to 5 years depending on satisfaction of work and availability of future funding.

2. Reason(s) for the Request

- A. Indicate all that apply (be specific and attach any relevant supporting documents):

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

- B. Explain the qualifying circumstances:

The contract is for the development of a sustainability program, while the actual implementation of the program will be done by SFPUC staff. Services in the scope of this contract are not meant to be long-term, ongoing services. Furthermore, there is uncertainty regarding the availability of future funding. Currently, SFPUC has allocated \$75,000 for this project, but future funding has not been guaranteed. As such, the adoption of a new civil service class to perform this work is not practical or feasible.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Proven expertise and extensive experience in the following is required: • Development and implementation of sustainability programs for large public agencies, preferably utilities/built environment; • Development of long-term and short-term sustainability goals and developing metrics for evaluating progress towards those goals; • Organizational development and change management implementation; • Internal and external stakeholder communications; • Solution-driven program monitoring and evaluation; • Group facilitation and individual coaching; and • Demonstrated knowledge of social and economic equity, community benefits, environmental justice, and/or sustainability outcomes specific to a city agency, preferably a large public utility.
- 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?

N/A

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
There are no current civil service staff with the required expertise and experience.
- 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 would not be practical or feasible to adopt a new civil service class to perform this work because the project will not be an ongoing project. The sustainability program will be continued by SFPUC staff after the work with the consulting agency has been completed.

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 contact? If so, please explain what that will entail; if not, explain why not.
Yes, the contractor will develop communications tools for internal and external stakeholders, such as employees, wholesale customers, other City departments, professional associations. Tools may include surveys, focus groups, presentations, quarterly reports, online content development and other collateral. The contractor will also facilitate sustainability workshops for employees, and identify stakeholder involvement strategies throughout plan development and implementation. The employees that will be trained will vary any where from executive staff to interns. The approximate number of employees that will be trained and training hours will be based on available funding and the consultant's plan, but is estimated at ~25-30 staff, and roughly 40-50 hours of training.
- 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 02/06/2017, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49030 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of Slackson@sfiwater.org
To: [Jackson, Shamica](mailto:Jackson.Shamica); amakayan@ifpte21.org; jh@local16.org; Lopez, Ricardo; Basconillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; nail@sfdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ahlood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevak@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.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@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LIUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaquev@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Jackson, Shamica; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 49030 - 16/17
Date: Monday, February 06, 2017 4:29:28 PM

RECEIPT for Union Notification for PSC 49030 - 16/17 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49030 - 16/17 for \$300,000 for Initial Request services for the period 04/15/2017 – 04/14/2022. 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/8507> 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)

[Print](#)

San Francisco Charter

SEC. 8B.123. PLANNING AND REPORTING.**(A) Planning and Reporting**

The Public Utilities Commission shall annually hold public hearings to review, update and adopt:

- (1) A Long-Term Capital Improvement Program, covering projects during the next 10-year period; including cost estimates and schedules.
- (2) A Long-Range Financial Plan, for a 10-year period, including estimates of operation and maintenance expenses, repair and replacement costs, debt costs and rate increase requirements.
- (3) A Long-Term Strategic Plan, setting forth strategic goals and objectives and establishing performance standards as appropriate.

The Capital Improvement Program and Long-Range Financial Plan shall serve as a basis and supporting documentation for the Commission's capital budget, the issuance of revenue bonds, other forms of indebtedness and execution of governmental loans under this Charter.

(B) Citizens' Advisory Committee

The Board of Supervisors, in consultation with the General Manager of the Public Utilities Commission, shall establish by ordinance a Citizens' Advisory Committee to provide recommendations to the General Manager of the Public Utilities Commission, the Public Utilities Commission and the Board of Supervisors.

(Added November 2002)



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

2005 JUN 10 PM 3:31

June 9, 2005

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

LINDA RICHARDSON
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 2011-04/05
THROUGH 2026-04/05 AND 4096-04/05 THROUGH 4110-04/05
AND 4107-97/98.

THOMAS T. NG
VICE PRESIDENT

At its meeting of June 6, 2005 the Civil Service Commission had for its consideration the above matter.

ALICIA D. BECERRIL
COMMISSIONER

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

DONALD A. CASPER
COMMISSIONER

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.

MORGAN R. GORRONO
COMMISSIONER

CIVIL SERVICE COMMISSION

KATE FAVETTI
EXECUTIVE OFFICER

KATE FAVETTI
Executive Officer

Attachment

- c: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs
- Herberth Campos, Department of Human Resources
- Gordon Choy, Department of Public Works
- David Curto, Department of Human Services
- Philip Ginsburg, Human Resources Director
- Elizabeth Jacobi, Department of Human Resources
- Galen Leung, Department of Public Health
- John Marquez, Airport Commission
- Lee Okumoto, Public Utilities Commission ✓
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners Binder
- Chron

Anna Wong
Kofo Pompingo
James Howell
Lee Okumoto

POSTING FOR

May 16, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC#	Department	Amount	Description of work	Type of Approval	Duration
4108-04/05	Public Utilities Commission	\$89,463	Will provide continuity in construction closeout support services and claim support services for project WD-2327.	Regular	4/30/2006
4109-04/05	Public Utilities Commission	\$500,000	Will provide assessment, analysis and planning services for the SFPUC Sustainability Plan. Includes developing a workplan; developing a baseline assessment of the sustainability of the SFPUC organization, and policy and practices.	Regular	7/30/2008
4110-04/05	Public Utilities Commission	\$2,090,000	Will design, build and install 295 kilowatts at Pier 50, Shed D.	Regular	5/31/2006

*

ESCPSTING

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/21/05

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

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)

CONTINUING ANNUAL

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

TYPE OF SERVICE: CS-799 Sustainability Analysis Services

FUNDING SOURCE: ADD FUNDING SOURCE : Revenues (505021 and 02700)

PSC AMOUNT: \$500,000

PSC DURATION: June 24, 2005 to July 30, 2008

1. DESCRIPTION OF WORK:

A. Concise description of work: Provide assessment, analysis and planning services for the SFPUC Sustainability Plan. Includes developing a workplan; develop a baseline assessment of the sustainability of the SFPUC organization, policy and practices; stakeholder identification, communication and outreach; and develop a draft and final sustainability plans.

B. Explain why this service is necessary and the consequences of denial: Specialized expertise in sustainable development, particularly focused on the utilities, is necessary which is not available in the City, and includes for example natural resource economics, environmental performance accounting, and climatology. Proposition E requires the Commission to provide services in a sustainable manner, and the Commission has committed to the development of a sustainability plan; therefore the consequences of denial would be that this would not occur.

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

D. Will the contract(s) be renewed. YES/NO? NO

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

L21 James Howells 3/23/05
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

RFP sent to _____ on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4109-04/05

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Sustainability assessment, analysis, design, reporting, benchmarking; national and international sustainability development and business reporting; natural resource economics; environmental performance accounting; socio-economic performance accounting; natural resource risk assessment; climatology; environmental justice analysis; sustainability facilitation, mediation, and conflict engagement; community relations & public affairs (focusing on stakeholder identification for sustainability planning).

B. Which, if any, civil service class normally performs this work? No class normally performs this work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: No current job classifications has the expertise or experience necessary.

B. Would it be practical to adopt a new civil service class to perform this work? Explain No. The specialized expertise needed is short-term in duration.

5. ADDITIONAL INFORMATION (if yes, attach explanation)

	YES	NO
A. Will the contractor directly supervise City & County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City & County employees? <i>Describe the training and indicate approximate number of hours.</i> <i>Indicate occupational type of City & County employees to receive training (i.e., clerks, civil engineers, etc) and approximate number of hours to be trained.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? PUC Res #03-0245	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input type="checkbox"/>

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

Signature of Departmental Personal Services Contract Coordinator

Lee Okumoto

(415) 551-4589

Print or Type Name

Telephone

1145 Market Street, 1st Floor

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Electronic Health Record (EHR) Project Temporary, Supplemental Staffing/Consulting & BackfillFunding Source: General FundsPSC Duration: 4 years 25 weeksPSC Amount: \$15,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor(s) will provide temporary supplemental and backfill staffing and consulting services for the Department of Public Health (DPH) during the Department's Electronic Health Record (EHR) project.

DPH is in the process of acquiring and implementing a new enterprise-wide, integrated and hosted Electronic Health Record (EHR) System critical to the operations of its integrated care delivery network and ability to drive value for patients, families, and staff from a whole person care and population-based framework. The new system is intended to replace many of DPH's myriad of current systems, applications and databases used to support the planning, delivery, management, and accounting for patient/client/consumer care.

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

Backfill and temporary supplemental staffing and specialized consulting is needed in order to keep legacy applications running and to maintain the continuity of services during the transition to a new EHR system. In addition, temporary supplemental staffing and consulting services will be needed for highly specialized IT positions while City staff receive training and certification on the new EHR system or to assist in the development, project management, and implementation of a new EHR system. Current IT employees will be engaged in critical implementation and development services for the new EHR, will attend intensive training courses to learn the new system and will not have the time to maintain existing legacy applications. This request also includes non-IT positions and consultants such as facilities/physical plant specialists, specialized analysts with backgrounds in modern and legacy EHR, workflow design, optimizations, re-engineering, human resource functions, revenue cycle optimizations and change management. If the request is denied, the successful implementation to a new EHR will be placed in jeopardy, resulting in a failed implementation, loss of revenue (billing), and an overall negative impact to clinical operations which will degrade patient care.

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.

This is a new service for DPH IT. In the past, backfill/temporary staffing was used for the Zuckerberg San Francisco General (ZSFG) Rebuild project for clinical (primarily nursing and radiology) positions.

D. Will the contract(s) be renewed?

Only if there is an extended need.

- 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):

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- 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:

It is anticipated that the continued need for backfill and supplemental staffing and consulting services will be limited to the implementation and go-live phases of the EHR project.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor(s) must have on staff or access to staff with the following expertise: developers, analysts, system administrators for legacy applications specialized in application delivery and the following: application delivery and data center; server-side active directory, data archiving and retrieval, Citrix engineering, virtual machine server administration, virtual desktop interface engineering; Wide Area Networking/Local Area Networking: network solutions architect, WAN/LAN engineers; client devices: IT operations support lead, IT operations support; administrative service management: process integration analysts, process documentation, trainer; access management: on-boarding process analysts, workflow engine automation engineer active directory engineers, informaticist; facilities and space; informatics/EHR workflow expert, facilities project manager, building plans engineer; and EHR application and integration: applications analysts, application reporting analyst, application data warehouse; human resource: EHR human resource planning, staff readiness and implementation in a civil service, union-based environment; project management-certified in modern project management techniques, experience with project management and implementation of a major EHR solution.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1031, IS Trainer-Assistant; 1032, IS Trainer-Journey; 1033, IS Trainer-Senior; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1070, IS Project Director; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admn III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 1244, Senior Personnel Analyst; 1246, Principal Personnel Analyst; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 2320, Registered Nurse; 5214, Building Plans Engineer; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4; 0923, Manager II; 0931, Manager III; 0932, Manager IV; 0933, Manager V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor may provide their own computers and similar equipment in their own offices.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The Department has assessed the current staffing profile and has determined that there is not enough internal capacity to implement a system of this magnitude and complexity while still keeping legacy applications running on a day-to-day basis. The Information Technology (IT) Department is currently executing a multi-year recruitment and hiring plan to effectively staff the information technology unit. The Department has prioritized hiring and has been aggressively filling open requisitions. For example, in the past 18 months IT Operations has hired 60 positions and currently has 29 openings. IT Operations has filled 122 of 151 total positions, and as of October 2016, nine of the 29 openings are currently posted on the City jobs website. In addition, IT Operations is working closely with Department of Technology recruiter to advertise openings and to establish a large pool of qualified candidates.

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 existing Civil service employees will be working on the new EHR project and will not have sufficient time to fulfill their current duties or will initially not have the specialized knowledge to work on the new system.

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. The back-fill and temporary staffing will only be needed during the implementation and transition to the new EHR system. As the new system goes live, the existing legacy application will be decommissioned which will reduce the need for the requested services. In addition, as current City employees receive the needed training the need for the services will decrease.

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. The Contractor(s) will provide expertise and specific training as needed in change management, process improvement, gap analysis in workflows, program management and information governance as they relate to a unified electronic health record. The following is a partial list of employees that may receive training: 1053, 1054, 1043, 1044, 1070, 1091, 1092, 1093, 1094, 1095, 0923, 0931, 0933, 0932, 5502, 5504, 5508, 5506, 2320, 1032, 1033, 1031, 5214, 1042, 1823, 1824. Due to the wide-ranging scope of the project, other employees may receive training as required.

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 12/29/2016, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse)

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 Street, Room 307 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42422 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2017

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Thursday, December 29, 2016 3:18 PM
To: Hale, Jacquie (DPH); Lopez-Barrios, Ricardo (PDR); Sandeep.lal@seiu1021.me; pscreview@seiu1021.org; ablood@cirseiu.org; david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; L21PSCReview@ifpte21.org; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42422 - 16/17

RECEIPT for Union Notification for PSC 42422 - 16/17 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 42422 - 16/17 for \$15,000,000 for Initial Request services for the period 01/01/2017 -- 06/30/2021. 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/8159> 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

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: 340B Drug Pricing Program Tracking-Reporting Software

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$1,800,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The contractor will provide access to web-based software to be used at the Zuckerberg San Francisco General (ZSFG) hospital pharmacy and its satellite and contracted pharmacies to track, report and inventory for drug replenishment activities under the federal 340B Drug Pricing program. The 340B Drug Pricing Program is a federal program which requires drug manufacturers to provide outpatient drugs to eligible health care organizations--"covered entities"--at significantly reduced prices, enabling covered entities to stretch federal resources much further, reaching more eligible patients and providing more comprehensive services.

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

Acquisition of this software will assist ZSFG and the Department in responding to recent recommendations from the Health Services Resources Administration (HRSA) to separate billings for ZSFG and ambulatory care patients accurately. Denial will likely result in lack of compliance and risk future ZSFG participation in the 340B program.

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.

This is a new request.

D. Will the contract(s) be renewed?

As needed and as 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.

The Department expects the need for these services to continue.

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

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

B. Explain the qualifying circumstances:

The vendor has the specialized, proprietary, web-based software needed to track and report as required under the Federal 340B Drug Discounting program. The specific tracking and reporting enabled by this software is required for participation in the program, especially to meet auditing requirements to provide separate billing records.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must be able to provide a web-based software solution with the ability to collect and organize National Drug Code (NDC) data to aid in compliance with Medicaid billing and reporting requirements, with automated crosswalk maintenance to ensure the correct NDCs are charged and accumulated, logic to automatically match new NDCs and charge codes, and the ability to maintain multiple NDCs for the same charge code.
- 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; 1071, IS Manager;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide proprietary, web-based software currently unavailable from any other source, which provides additional value by providing access to software specifically developed for billing compliance with the 340B program by a national manufacturer who is able to draw on knowledge and experience nationally.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

We have not attempted to obtain these services internally as it would require the creation of similar software

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
It would be impractical to create the needed software internally, and would not provide the advantages that the vendor is able to provide, including consistent updating to match both technical and regulatory requirements that is based on broad knowledge accumulated from experience in providing the services throughout the US.
- 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, since the primary purpose of the services is to maintain the needed software, which is proprietary.

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 contact? If so, please explain what that will entail; if not, explain why not.
The purpose of these services is not to provide training, however, on-the-job training will be provided to the extent that it will enable effective operation of the software.
- 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 01/23/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP

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 Street, Room 307 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43440 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2017

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccoordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Monday, January 23, 2017 6:11 PM
To: Hale, Jacquie (DPH); amakayan@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; L21PSCReview@ifpte21.org; Hale, Jacquie (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43440 - 16/17

RECEIPT for Union Notification for PSC 43440 - 16/17 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 43440 - 16/17 for \$1,800,000 for Initial Request services for the period 02/01/2017 - 01/31/2022. 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/dhrdupal/node/8469> 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

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 41036 - 14/15)

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

Type of Service: Credit Liquidity Facilities

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$5,000,000

PSC Original Approved Duration: 01/05/15 - 12/31/19 (4 years 51 weeks)

PSC Mod#1 Amount: \$20,000,000

PSC Mod#1 Duration: 01/01/20-12/31/24 (5 years 2 days)

PSC Cumulative Amount Proposed: \$25,000,000

PSC Cumulative Duration Proposed: 9 years 51 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The San Francisco International Airport (Airport) Finance Division has a need to set up reimbursement agreements with firms to provide credit and/or liquidity facilities to have access to financial institutions that will provide short term financial loans to the Airport Commission (AC). The financial loans are necessary to ensure that the Airport's variable rate bonds are issued at the lowest possible interest rate.

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

This service is necessary to ensure the Airport has access to lower interest loans. The Airport would be subject to paying higher interest rates if it issued variable rate bonds without the assistance of credit and/or liquidity facility providers.

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.

41036-14/15

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at the Airport.

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:

To continue access to financial loans for the Airport.

2. Reason(s) for the Request

A. Display all that apply

Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

Explain the qualifying circumstances:

This service can only be performed by a financial institution.

B. Reason for the request for modification:

Need to increase amount and duration.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This service must be provided by a financial institution with the capital necessary to meet the Airport's financial needs. The Airport does not have enough cash on hand to provide "self-liquidity". Airport will monitor the credit agreements and pay the required fees on a quarterly basis.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 0931, Manager III; 0933, Manager V;
- 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 servant staff do not possess the appropriate state and federal registrations to act as a financial institution.
- 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, as this is not work that could be performed by an individual.

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.
This work cannot be performed by civil servant staff.
- 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 02/01/17, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Municipal Executive Association;

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41036 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/06/2017

Receipt of Union Notification(s)

From: DHR-PSCCoordinator, DHR (HRD)
To: Yen Pang (AIR)
Subject: FW: Receipt of Modification Request to PSC # 41036 - 14/15 - MODIFICATIONS
Date: Wednesday, February 01, 2017 4:24:58 PM

-----Original Message-----

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of
cynthia.avakian@flysfso.com
Sent: Wednesday, February 01, 2017 3:38 PM
To: Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com;
Yen Pang (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 41036 - 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 \$20,000,000 for services for the period January 1, 2020 – December 31, 2024. 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/8489>

Email sent to the following addresses: staff@sfmea.com camaguey@sfmea.com L21PSCReview@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR Dept. Code: AIR

Type of Request: [X] Initial [] Modification of an existing PSC (PSC # _____)

Type of Approval: [] Expedited [X] Regular [] Omit Posting

Type of Service: Credit Liquidity Facilities

Funding Source: Airport Operating Funds PSC Duration: 4 years 51 weeks

PSC Amount: \$5,000,000 PSC Est. Start Date: 01/05/2015 PSC Est. End Date: 12/31/2019

1. Description of Work

A. Scope of Work:

The San Francisco International Airport (Airport) Finance Division has a need to set up reimbursement agreements with firms to provide credit and/or liquidity facilities to have access to financial institutions that will provide short term financial loans to the Airport Commission (AC). The financial loans are necessary to ensure that the Airport's variable rate bonds are issued at the lowest possible interest rate.

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

This service is necessary to ensure the Airport has access to lower interest loans. The Airport would be subject to paying higher interest rates if it issued variable rate bonds without the assistance of credit and/or liquidity facility providers.

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 service has been provided through reimbursement agreements with financial institutions.

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

2. Union Notification: On 11/10/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Municipal Executive Association,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41036 - 14/15

DHR Analysis/Recommendation:

01/05/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 01/05/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

This service must be provided by a financial institution with the capital necessary to meet the Airport's financial needs. The Airport does not have enough cash on hand to provide "self-liquidity". Airport will monitor the credit agreements and pay the required fees on a quarterly basis.

B. Which, if any, civil service class(es) normally perform(s) this work?

0931,0933,1824,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil servant staff do not possess the appropriate state and federal registrations to act as a financial institution.

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

No, as this is not work that could be performed by an individual.

5. Additional Information (if "yes", attach explanation)

YES NO

- | | | |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?
This work cannot be performed by civil servant staff. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

ON 12/08/2014 BY:

Name: Cynthia Avakian

Phone: 650-821-2014

Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097

San Francisco, CA 94128

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 45162 - 14/15)

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

Type of Service: Investment Banking, Derivative Counterparty and Related Services

Funding Source: Proceeds from bond sales

PSC Original Approved Amount: \$12,000,000

PSC Original Approved Duration: 04/20/15 - 06/30/22 (7 years 10 weeks)

PSC Mod#1 Amount: \$35,000,000

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$47,000,000

PSC Cumulative Duration Proposed: 7 years 10 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The San Francisco International Airport (Airport) Finance Division has a need for investment banks to perform underwriting, remarketing, derivatives counterparty and/or commercial paper dealer services on behalf of variable rate bonds issued by the Airport. The investment banks underwriters will work with potential buyers of the Airport's bonds to ensure the lowest interest rate.

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

This services is necessary to ensure the Airport has access to lower interest loans. The Airport would be subject to paying higher interest rates if it issued fixed rate or variable rate bonds without the assistance of underwriters or remarketing agents.

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.
45162-14/15

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for the 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:

To continue access to investment banks for their services on behalf of the Airport.

2. Reason(s) for the Request

A. Display all that apply

Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

Explain the qualifying circumstances:

The Investment Banking Services required by SFO must be performed by a financial institution.

B. Reason for the request for modification:

Need to increase amount.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This service must be provided by staff at a financial institution that is registered with the U.S. Securities and Exchange Commission, Municipal Securities Rulemaking Board, Financial Industry Regulatory Authority and California Department of Corporation.

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 0931, Manager III; 0933, Manager V;

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.

Only an independent third-party with applicable federal and state registrations can underwrite bonds. The Airport does not have these registrations. Airport staff can process the agreements but cannot provide the investment banking services.

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 the Airport and other City departments do not qualify as independent third-parties.

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, City staff do not qualify as an independent third-party and cannot qualify to perform the work.

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 02/09/17, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21; Municipal Executive Association;

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45162 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2017

Receipt of Union Notification(s)

From: DHR-PSCCoordinator, DHR (HRD)
To: Yen Pang (AIR)
Subject: FW: Receipt of Modification Request to PSC # 45162 - 14/15 - MODIFICATIONS
Date: Friday, February 10, 2017 7:42:39 AM

-----Original Message-----

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of
cynthia.avakian@flyso.com
Sent: Thursday, February 09, 2017 4:27 PM
To: Cynthia Avakian (AIR); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com
(contact); staff@sfmea.com; Yen Pang (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 45162 - 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 \$35,000,000 for services for the period April 3, 2017 -- June 30, 2022. 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/8490>

Email sent to the following addresses: staff@sfmea.com camaguey@sfmea.com L21PSCReview@ifpte21.org amakayan@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR Dept. Code: AIR

Type of Request: [X] Initial [] Modification of an existing PSC (PSC # _____)

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

Type of Service: Investment Banking, Derivative Counterparty and Related Services

Funding Source: Proceeds from bond sales PSC Duration: 7 years 10 weeks
PSC Amount: \$12,000,000 PSC Est. Start Date: 04/20/2015 PSC Est. End Date: 06/30/2022

1. Description of Work

A. Scope of Work:

The San Francisco International Airport (Airport) Finance Division has a need for investment banks to perform underwriting, remarketing, derivatives counterparty and/or commercial paper dealer services on behalf of variable rate bonds issued by the Airport. The investment banks underwriters will work with potential buyers of the Airport's bonds to ensure the lowest interest rate.

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

This services is necessary to ensure the Airport has access to lower interest loans. The Airport would be subject to paying higher interest rates if it issued fixed rate or variable rate bonds without the assistance of underwriters or remarketing agents.

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.
Related Financial Advisory Services were previously covered by PSC 4098-09/10.

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

2. Union Notification: On 02/23/2015, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association; Prof & Tech Eng, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45162 - 14/15

DHR Analysis/Recommendation:

04/20/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 04/20/2015

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

This service must be provided by staff at a financial institution that is registered with the U.S. Securities and Exchange Commission, Municipal Securities Rulemaking Board, Financial Industry Regulatory Authority and California Department of Corporation.

B. Which, if any, civil service class(es) normally perform(s) this work?

0931,0933,1825,1824,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Only an independent third-party with applicable federal and state registrations can underwrite bonds. The Airport does not have these registrations. Airport staff can process the agreements but cannot provide the investment banking services.

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

No, because the Airport and other City departments do not qualify as independent third-parties.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? NO, City staff do not qualify as an independent third-party and cannot quali	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 03/20/2015 BY:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flsfo.com

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 45945 - 13/14)

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

Type of Service: Project Management Support Services (PMSS) & Design Build (DB) Services for REACH

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$17,000,000

PSC Original Approved Duration: 09/01/14 - 08/31/17 (3 years)

PSC Mod#1 Amount: \$20,000,000

PSC Mod#1 Duration: 08/31/17-07/30/19 (1 year 47 weeks)

PSC Mod#2 Amount: \$90,000,000

PSC Mod#2 Duration: 08/01/19-08/01/21 (2 years 3 days)

PSC Cumulative Amount Proposed: \$127,000,000

PSC Cumulative Duration Proposed: 6 years 48 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Project Management Support Services (PMSS) and Design Build (DB) services to manage the design and construction of the Revenue Enhancement And Customer Hospitality Program (REACH) Boarding Area C (B/A C) and International Terminal Building (ITB) Improvements Project. Work will include project planning, project controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management, and constructability design review for the following projects: 1) Boarding Area C (B/A C) Improvements, 2) ITB Pre-Schematic, and 3) ITB Improvements.

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

Under the REACH program, San Francisco International Airport (SFO) is planning to improve and upgrade amenities in the boarding areas and passenger terminals throughout the Airport. If the PMSS and DB services for the REACH B/A C and ITB Improvements project is denied, the existing facilities will not meet the standards set forth by the Airport and will not serve the passenger needs which may result in lost revenues.

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.
PSC 45945-13/14

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

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:
Need to align the approval with the contract(s) under this approval.

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 specific time limited capital project that requires specialized PMSS and DB skills for the REACH program for the Boarding Area C and the International Terminal Building projects.

B. Reason for the request for modification:

Increase time and money

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; Airport security and special systems. Project control skills to support this project through programming, design, and construction including project schedule development and analysis are also required.

B. Which, if any, civil service class(es) normally perform(s) this work? 1070, IS Project Director; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5209, Industrial Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4; 6318, Construction Inspector; 6319, Senior Const Inspector;

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 civil service classes do not have the required expertise and specialized skills related to services listed above. The Airport will use experienced project and construction management staff integrated with the contract staff to provide the required services. Depending on the projects, current Airport staff will perform the following duties: project management, construction management, and IT/engineering/architectural design and oversight.

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: Existing civil service classes exist, but not with the specialized knowledge of airport terminal requirements. Major construction and terminal projects do not occur frequently enough to justify permanent staffing.

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 contact? If so, please explain what that will entail; if not, explain why not.
N/A
- 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.
Yes, The Allen Group, LLC/Avila & Associates

7. Union Notification: On 02/07/17, the Department notified the following employee organizations of this PSC/RFP request:
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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45945 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2017

Receipt of Union Notification(s)

Cynthia Avakian (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flyso.com
Sent: Tuesday, February 07, 2017 11:36 AM
To: Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 45945 - 13/14 - MODIFICATIONS

[This sender failed our fraud detection checks and may not be who they appear to be. Learn about spoofing at <http://aka.ms/LearnAboutSpoofing>]

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 \$90,000,000 for services for the period August 1, 2019 – August 1, 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/5940>

Email sent to the following addresses: L21PSCReview@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 45945 - 13/14)

Type of Approval: [] Expedited [x] Regular [] Omit Posting

Type of Service: Project Management Support Services (PMSS) & Design Build (DB) Services for REACH

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$17,000,000 PSC Original Approved Duration: 09/01/14 - 08/31/17 (3 years)

PSC Mod#1 Amount: \$20,000,000 PSC Mod#1 Duration: 08/31/17-07/30/19 (1 year 47 weeks)

PSC Mod#2 Amount: PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$37,000,000 PSC Cumulative Duration Proposed: 4 years 47 weeks

1. Description of Work

A. Scope of Work:

Project Management Support Services (PMSS) and Design Build (DB) services to manage the design and construction of the Revenue Enhancement And Customer Hospitality Program (REACH) Boarding Area C (B/A C) and International Terminal Building (ITB) Improvements Project. Work will include project planning, project controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management, and constructability design review for the following projects: 1) Boarding Area C (B/A C) Improvements, 2) ITB Pre-Schematic, and 3) ITB Improvements.

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

Under the REACH program, San Francisco International Airport (SFO) is planning to improve and upgrade amenities in the boarding areas and passenger terminals throughout the Airport. If the PMSS and DB services for the REACH B/A C and ITB Improvements project is denied, the existing facilities will not meet the standards set forth by the Airport and will not serve the passenger needs which may result in lost revenues.

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.

Yes, PSC 45945-13/14

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

2. Union Notification: On 10/13/15, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45945 - 13/14

DHR Analysis/Recommendation:

11/16/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 11/16/2015

11/16/2015

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; Airport security and special systems. Project control skills to support this project through programming, design, and construction including project schedule development and analysis are also required.

B. Which, if any, civil service class(es) normally perform(s) this work?

1070,5201,5203,5207,5209,5211,5502,5504,5506,5508,6318,6319,

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 existing civil service classes do not have the required expertise and specialized skills related to services listed above. The Airport will use experienced project and construction management staff integrated with the contract staff to provide the required services. Depending on the projects, current Airport staff will perform the following duties: project management, construction management, and IT/engineering/architectural design and oversight.

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

Existing civil service classes exist, but not with the specialized knowledge of airport terminal requirements. Major construction and terminal projects do not occur frequently enough to justify permanent staffing.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Not known at this time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 10/13/15 BY:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flsfo.com

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES

Dept. Code: HRD

Type of Request: Initial Modification of an existing PSC (PSC # 32158 - 16/17)

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

Type of Service: H-20 and H-40 Exam Test Development

Funding Source: General Fund

PSC Original Approved Amount: \$99,000

PSC Original Approved Duration: 09/15/16 - 06/30/19 (2 years 41 weeks)

PSC Mod#1 Amount: \$40,000

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$139,000

PSC Cumulative Duration Proposed: 2 years 41 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Provide expert test development consultation for the H-20 Fire Lieutenant and H-40 Fire Battalion Chief selection processes and defend those selection processes against legal challenge as necessary.

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

The service is necessary because Fire Department selection processes have historically been litigious. The consultant will provide expert guidance and defend the City in the event of litigation.

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.
32158-16/17

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

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

Explain the qualifying circumstances:

Civil Service classifications are not applicable because personnel do not have the level of expertise required to successfully defend the selection instruments.

B. Reason for the request for modification:

1) To increase the amount 2) To include tactical and role-play exercises for the H-20 Fire Lieutenant examination.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must have extensive and current knowledge of psychometrics and statistical analysis, and experience providing depositions and testifying as an expert witness in State and Federal courts.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1241, Personnel Analyst; 1244, Senior Personnel Analyst; 1246, Principal Personnel Analyst;
- 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 are not applicable because staff do not have the credentials to provide expert testimony in court.
- 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 would not be practical to adopt a new civil service class because personnel analysts perform the majority of tasks related to development and administration of the selection process.

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 will provide four hours of training to DHR staff per year.
- 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 02/08/17, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

Name: Chanda Ikeda Phone: 557-4944 Email: chanda.ikeda@sfgov.org

Address: 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 32158 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2017

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of chanda.ikedada@sfgov.org
Sent: Wednesday, February 08, 2017 11:13 AM
To: Lewis, Brent (HRD); L21PSCReview@ifpte21.org; Choi, Suzanne (HRD); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 32158 - 16/17 - MODIFICATIONS

Follow Up Flag: Follow up
Flag Status: Flagged

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN RESOURCES – HRD has submitted a modification request for a Personal Services Contract (PSC) for \$40,000 for services for the period September 15, 2016 – 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/8512>

Email sent to the following addresses: L21PSCReview@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES -- HRDDept. Code: HRDType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: H-20 and H-40 Exam Test DevelopmentFunding Source: General FundPSC Amount: \$99,000PSC Est. Start Date: 09/15/2016 PSC Est. End Date 06/30/2019**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide expert test development consultation for the H-20 Fire Lieutenant and H-40 Fire Battalion Chief selection processes and defend those selection processes against legal challenge as necessary.

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

The service is necessary because Fire Department selection processes have historically been litigious. The consultant will provide expert guidance and defend the City in the event of litigation.

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.

PSC#4084-11/12 was approved February 6, 2012 by the Civil Service Commission.

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.

not applicable

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

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

B. Explain the qualifying circumstances:

Civil Service classifications are not applicable because personnel do not have the level of expertise required to successfully defend the selection instruments.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have extensive and current knowledge of psychometrics and statistical analysis, and experience providing depositions and testifying as an expert witness in State and Federal courts.

B. Which, if any, civil service class(es) normally perform(s) this work? 1241, Personnel Analyst; 1244, Senior Personnel Analyst; 1246, Principal Personnel Analyst;

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?

DHR is unavailable to provide the services because staff do not have the level of expertise required.

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 are not applicable because staff do not have the credentials to provide expert testimony in court.

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 would not be practical to adopt a new civil service class because personnel analysts perform the majority of tasks related to development and administration of the selection process.

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 will provide four hours of training to DHR staff per year.

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 09/16/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

Name: Brent Lewis Phone: 557-4944 Email: brent.lewis@sfgov.org

Address: 1 South Van Ness Avenue, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 32158 - 16/17

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 09/23/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 4031-13/14)

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

Type of Service: Parking Access and Revenue Control System

Funding Source: Operating Fund

PSC Original Approved Amount: \$12,000,000

PSC Original Approved Duration: 03/01/14 - 02/28/17 (3 years)

PSC Mod#1 Amount: \$2,000,000

PSC Mod#1 Duration: 03/01/17-12/31/19 (2 years 43 weeks)

PSC Cumulative Amount Proposed: \$14,000,000

PSC Cumulative Duration Proposed: 5 years 43 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The contractor will provide a Parking Access and Revenue Control System (PARCS) to be installed at 19 off-street parking facilities that will be integrated and remotely monitored by a Central Monitoring System (CMS) for customer support and revenue security oversight. The installation will involve the utilization of proprietary software and hardware.

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

The contractor will replace and update the current PARCS that was installed during the past 15 years. The current PARCS is no longer reliable and efficient making access and revenue control difficult. The new PARCS will result in better operational oversight by the SFMTA, increase revenue protection (\$85 million annually), and reduce operating expenses. If this contract is denied, the San Francisco Municipal Transportation Agency (SFMTA) will be unable to upgrade the current PARCS and it will continue to degrade and ultimately fail to provide the City's commitment to customer service, careful stewardship of the public's capital investments, and adequate safeguards on the City's parking revenues.

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.

Via PSC #4031-13/14.

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:

The extended duration will cause the total duration of the PSC to be greater than 5 years. This is necessary in order to complete the services required by the terms of the contract.

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 system would contain proprietary hardware and software. Work performed by non-manufacturer/vendor staff will void all warranties. All service work and upgrades are performed by specially trained PARCS manufacturer/vendor staff.

B. Reason for the request for modification:

Slight increase in cost and extended duration to accommodate completion of contracted services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: 5 years of experience and expertise in design and installation which must include successful installation of a complex system for parking access and revenue control involving 4+ locations transmitting to a centralized monitoring center. Installation and maintenance technicians must possess the manufacturer's training and certification in order to troubleshoot, cable and wire, and replace mechanical parts.

B. Which, if any, civil service class(es) normally perform(s) this work? 1012, IS Technical-Journey; 1013, IS Technician-Senior; 7318, Electronic Maintenance Tech;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide a system of software and hardware to replace outdated PARCS equipment.

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 system would contain proprietary hardware and software. Work performed by non-manufacturer/vendor staff will void all warranties. All service work and upgrades are performed by specially trained PARCS manufacturer/vendor staff.

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 is a one-time project using PARCS equipment that is proprietary.

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 training is provided with this service for hardware and software installation of the PARCS.
- 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.
Skidata.Inc.

7. **Union Notification:** On 02/09/17, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Electrical Workers, Local 6;

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 S. Van Ness Avenue, 6th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4031-13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2017

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Thursday, February 09, 2017 1:35 PM
To: DHR-PSCCoordinator, DHR (HRD); L21PSCReview@ifpte21.org; khughes@ibew6.org; oashworth@ibew6.org
Cc: Malone, Robert (MTA); Diggs, Geoffrey H; Patel, Ashish (MTA); Goree, Rodney (MTA); Helms, Mike (MTA)
Subject: FW: Receipt of Modification Request to PSC # 4031-13/14 - MODIFICATIONS
Attachments: MOD PSC \$12M+\$2M+Duration- Parking Access Revenue Control System.pdf

DHR PSC Coordinator: For your review and processing.

Unions: For your info. I noted that the Unions weren't notified from DHR's database.

-----Original Message-----

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of cynthia.hamada@sfmta.com
Sent: Thursday, February 09, 2017 1:26 PM
To: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>; Hamada, Cynthia <Cynthia.Hamada@sfmta.com>; DHR-PSCCoordinator, DHR <DHR-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 4031-13/14 - 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 \$2,000,000 for services for the period March 1, 2017 -- December 31, 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/8528>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present. Either you selected none or there is no email entered in the system by that particular union

Additional Attachment(s)



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

October 24, 2013

Sent via Electronic Mail

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4028-13/14
THROUGH 4032-13/14 AND 4113-08/09.

At its meeting of October 21, 2013 the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report and approved the request for proposed personal services contracts.

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.*

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

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Department of Human Resources
Brent Lewis, Department of Human Resources
Greg Kato, Treasure & Tax Collector Office
Jacquie Hale, Department of Public Health
Joseph Valdez, San Francisco Police Department
Ben Rosenfield, Controller's Office
Jaci Fong, Office of Contract Administration
Commission File
Chron

POSTING FO

10/21/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4028-13/14	08	Treasurer/Tax Collector	Regular	\$750,000	The Office of the Treasurer & Tax Collector wishes to procure access to financial market data and software to analyze that data to enhance the County Pooled Fund Portfolio's earnings.	10/1/2013 - 9/30/2018
4029-13/14	68	Municipal Transportation Agency	Regular	\$275,000	The Contractor will develop a campaign strategy and message for a pedestrian safety campaign. The contractor will research and develop a strategy based on best-practices for safety campaigns that have shown actual reductions in pedestrian accident rates. Based on this strategy, the consultant will develop campaign messaging for an 18-month pedestrian education campaign.	1/1/2014 - 7/30/2016
4030-13/14	68	Municipal Transportation Agency	Regular	\$499,000	The consultant will conduct complex financial and statistical analysis in the areas of contracting and affirmative action to perform a Disadvantaged Business Enterprise (DBE) Availability and Utilization Study (the Project). The Project involves: (1) investigating the existence of discrimination and its effects in the public transportation contracting industry within the San Francisco Bay Area, and (2) satisfying the requirements for Disparity/Utilization studies established by the Ninth Circuit Court of Appeals in Western States Paying Co., Inc. v. Washington State Department of Transportation.	1/1/2014 - 2/31/2014
4031-13/14	68	Municipal Transportation Agency	Regular	\$12,000,000	The contractor will provide a Parking Access and Revenue Control System (PARCS) to be installed at 19 off-street parking facilities that will be integrated and remotely monitored by a Central Monitoring System (CMS) for customer support and revenue security oversight. The installation will involve the utilization of proprietary software and hardware.	3/1/2014 - 2/28/2017
4032-13/14	38	Police	Regular	\$360,000	Managed Services for HP Printers & Plotter fleet at all locations of SFPD. Attend Service Calls within 4 business hours. Monitor and provide 99% up-time of Printers. Carry Printer, Plotters Parts & supplies to replace onsite for break-fix issues. Supplies, such as Toner to be replaced within 4 business hours at HOJ and drop-shipped to all other remote locations. Waste toner should be sent over to recycling plants at service providers expense.	10/4/2013 - 9/30/2015

Total Amount - Regular: \$13,884,000

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 21, 2013

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER: 68

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

() CONTINUING () ANNUAL

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

TYPE OF SERVICE: Parking Access and Revenue Control System

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$12,000,000.00

PSC DURATION: March 1, 2014 - February 28, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will provide a Parking Access and Revenue Control System (PARCS) to be installed at 19 off-street parking facilities that will be integrated and remotely monitored by a Central Monitoring System (CMS) for customer support and revenue security oversight. The installation will involve the utilization of proprietary software and hardware.

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

The contractor will replace and update the current PARCS that was installed during the past 15 years. The current PARCS is no longer reliable and efficient making access and revenue control difficult. The new PARCS will result in better operational oversight by the SFMTA, increase revenue protection (\$85 million annually), and reduce operating expenses. If this contract is denied, the San Francisco Municipal Transportation Agency (SFMTA) will be unable to upgrade the current PARCS and it will continue to degrade and ultimately fail to provide the City's commitment to customer service, careful stewardship of the public's capital investments, and adequate safeguards on the City's parking revenues.

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

This service was provided by the Parking Authority (PA). The SFMTA does not have that information.

D. Will the contract(s) be renewed:

No.

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

IFPTE Local 21 Union Name Signature of person mailing / faxing form Date 8/21/13
Electricians Local 6 Union Name Signature of person mailing / faxing form Date 8/21/13

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

SFMTA Approved

PSC# 4031-13/14

8-21-13

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

5 years of experience and expertise in design and installation which must include successful installation of a complex system for parking access and revenue control involving 4+ locations transmitting to a centralized monitoring center. Installation and maintenance technicians must possess the manufacturer's training and certification in order to troubleshoot, cable and wire, and replace mechanical parts.

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

Classifications 1012 I.S. Technician-Junior, 1013 I.S. Technician-Senior, and 7318 Electronic Maintenance Technician.

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

Yes. The contractor will provide a system of software and hardware to replace outdated PARCS equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The system would contain proprietary hardware and software. Work performed by non-manufacturer/vendor staff will void all warranties. All service work and upgrades are performed by specially trained PARCS manufacturer/vendor staff.

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

No. Civil service classes already exist. This is a one-time project using PARCS equipment that is proprietary.

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

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

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai

Print or Type Name

415-701-5377

Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

1 S. Van Ness Avenue, 6th Floor, San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 35293 - 16/17)

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

Type of Service: As-Needed Environmental Services for the SFPUC (CS-242)

Funding Source: WSIP/ Non WSIP Capital Projects

PSC Original Approved Amount: \$0

PSC Original Approved Duration: 09/12/16 - 01/30/22 (5 years 20 weeks)

PSC Mod#1 Amount: \$7,400,000

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$7,400,000

PSC Cumulative Duration Proposed: 5 years 20 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Contract work consists of as-needed environmental tasks for the SFPUC Water System Improvement Project (WSIP) and non-WSIP projects, such as providing specialized natural resource and environmental planning expertise and services; analysis, research, reports, studies and recommendations; and preparing regulatory documents/permits.

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

The regional and local WSIP and non-WSIP projects require additional short-term, specialized work and technical expertise to support the environmental and design phases. Without the information and recommendations generated by this specialized expertise, the environmental compliance and design phases can be delayed or stopped. This would mean that construction would be delayed or, if permits were not obtained, disallowed.

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.

This service is currently being provided via PSC No.35293-16/17 (CS-242).

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:

A duration greater than 5 years is needed to continue receiving environmental analysis services, permitting support, and specialized environmental and other technical expertise for our capital projects.

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:

The City's civil service classes do not have the necessary specialized knowledge, expertise, and training that is needed for this project. Further, the services are required on an as-needed basis

B. Reason for the request for modification:

The agreements are being amended to add capacity. The amendment to this PSC is to align the PSC amount and duration with the contract amount and duration.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Detailed knowledge of California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) statutes, regulations, and guidance; natural resource policy, planning, and management; comprehensive expertise in environmental disciplines (e.g. biology, geology, hydrology, natural resource economics, etc); survey protocols, mitigation, and environmental permitting/approval requirements; and expert environmental analysis and report writing skills.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5260, Architectural Assistant 1; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5602, Utility Specialist;
- 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.
While civil service classes produce environmental-related documentation, these classes do not have certain specialized training and expertise to do the work necessitated by multidisciplinary environmental work. These classifications are generalists, typically without the necessary expertise in specific disciplines (biology, geology, hydrology, natural resource economics, etc.) and the in-depth knowledge of certain environmental planning, review and management activities.
- 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 would not be practical to adopt a new class due to the specialized nature of the many environmental services required, combined with recognition that these services are required "as-needed" rather than on a consistent full-time basis.

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 contact? If so, please explain what that will entail; if not, explain why not.
There will be no training under this PSC.
- 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.
BASELINE(CS-242A)ESA/ORION(CS-242B) URS(CS-242C) RMC(CS-242D)

7. Union Notification: On 02/02/17, the Department notified the following employee organizations of this PSC/RFP request:
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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35293 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfwater.org
To: [Jackson, Shamica](mailto:Jackson_Shamica); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Jackson, Shamica; DHR-
PSCCoordinator, DHR
Subject: Receipt of Modification Request to PSC # 35293 - 16/17 - MODIFICATIONS
Date: Thursday, February 02, 2017 11:58:36 AM

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$7,400,000 for services for the period September 12, 2016 -- January 30, 2022. 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/8494>

Email sent to the following addresses: L21PSCReview@ifpte21.org
amakayan@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Environmental Services for the SFPUC (CS-242)Funding Source: WSIP/ Non WSIP Capital ProjectsPSC Duration: 5 years 20 weeksPSC Amount: \$0**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contract work consists of as-needed environmental tasks for the SFPUC Water System Improvement Project (WSIP) and non-WSIP projects, such as providing specialized natural resource and environmental planning expertise and services; analysis, research, reports, studies and recommendations; and preparing regulatory documents/permits.

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

The regional and local WSIP and non-WSIP projects require additional short-term, specialized work and technical expertise to support the environmental and design phases. Without the information and recommendations generated by this specialized expertise, the environmental compliance and design phases can be delayed or stopped. This would mean that construction would be delayed or, if permits were not obtained, disallowed.

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.

This service is currently being provided under PSC # 4054-08/09. That PSC is over 10 years long and under the department's discretion we thought it would more efficient to go out with a new PSC for the remaining duration of this contract.

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.

A duration greater than 5 years is needed to continue receiving environmental analysis services, permitting support, and specialized environmental and other technical expertise for our capital projects.

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:

The City's civil service classes do not have the necessary specialized knowledge, expertise, and training that is needed for this project. Further, the services are required on an as-needed basis

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Detailed knowledge of California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) statutes, regulations, and guidance; natural resource policy, planning, and management; comprehensive expertise in environmental disciplines (e.g. biology, geology, hydrology, natural resource economics, etc); survey protocols, mitigation, and environmental permitting/approval requirements; and expert environmental analysis and report writing skills.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5260, Architectural Assistant 1; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5602, Utility Specialist;
- 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?

None, the available civil service classes do not have the necessary specialized expertise.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
While civil service classes produce environmental-related documentation, these classes do not have certain specialized training and expertise to do the work necessitated by multidisciplinary environmental work. These classifications are generalists, typically without the necessary expertise in specific disciplines (biology, geology, hydrology, natural resource economics, etc.) and the in-depth knowledge of certain environmental planning, review and management activities.
- 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 would not be practical to adopt a new class due to the specialized nature of the many environmental services required, combined with recognition that these services are required "as-needed" rather than on a constant full-time basis.

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 contact? If so, please explain what that will entail; if not, explain why not.
There will be no training under this PSC.
- 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 09/19/2016, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35293 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/27/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY

Dept. Code: TIS

Type of Request: Initial Modification of an existing PSC (PSC # 4052 13/14)

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

Type of Service: Professional Services for the New Public Safety Building at Mission Bay

Funding Source: General Fund

PSC Original Approved Amount: \$500,000

PSC Original Approved Duration: 11/19/13 - 11/18/14 (52 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 03/06/17-12/31/17 (3 years 6 weeks)

PSC Cumulative Amount Proposed: \$500,000

PSC Cumulative Duration Proposed: 4 years 6 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The Department of Technology is seeking a vendor to duplicate a highly reliable phone system for the new Public Safety Building at Mission Bay. The primary processor will be installed at the new Public Safety Building and the secondary processor at a site to be determined. The new system will support staff at the Public Safety Building and be networked to the existing San Francisco Police Department Avaya Private Branch Exchanges to provide 5 digit dialing and a common voice mail (full message waiting indicator functionality required).

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

The new Public Safety Building will house a Police Station, Fire Station, Police/Fire Task Force and administration staff for the Police Department. The site will also serve as a backup Department Operations Center for the San Francisco Police Department. If this request is denied, it will have dire consequences for the above departments to communicate with one another and respond to emergency situations.

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.

Yes

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

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

Explain the qualifying circumstances:

The City is purchasing equipment from the vendor who must complete the installation or the warranty of the equipment is void.

B. Reason for the request for modification:

The modification is needed to extend the term of the agreement to convert five SFPD station to the Cisco Platform. The stations are the Mission Station, Taraval Station, Park Station, Bayview Station, and the Police Academy.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Voice engineers with at least five (5) years of experience providing voice engineering design and implementation support of selected equipment.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 7308, Cable Splicer;
- 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.
Current staffing levels do not provide sufficient number of Telecom Technicians/Engineers to work on the one-time installation and successfully manage their day to day responsibilities. DT staff will work with the selected vendor to oversee the design and implementation and acquire skills essential to maintaining the system.
- 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, the classifications exist, however the request is for an intermittent period and just for this specific project.

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 contact? If so, please explain what that will entail; if not, explain why not.
100 Hours of training for the technical engineers to be trained on the Cisco equipment.
- 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.
Yes, to extend the term.

7. **Union Notification:** On 02/03/17, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6; Architect & Engineers, Local 21;

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

Name: Jolie Gines Phone: 415 581 3974 Email: jolie.gines@sfgov.org

Address: One South Van Ness Avenue, 2nd Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4052 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org
To: Gines, Jolie (TIS); L21PSCReview@ifpte21.org; Gines, Jolie (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4052 13/14 - MODIFICATIONS
Date: Friday, February 03, 2017 12:17:35 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period March 6, 2017 – December 31, 2017. 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/8498>

Email sent to the following addresses: L21PSCReview@ifpte21.org

IBEW6 wavier

From: Kevin Hughes
To: Gines, Jolie (TIS)
Subject: RE: Waiver of 30 day review for PSC # 4052 13/14 - MODIFICATIONS
Date: Tuesday, February 21, 2017 2:05:32 PM
Attachments: khus001.png

Hi Jolie,

All done. Waived 30 day review period.

Best, Kevin H. IBEW6.

From: Gines, Jolie (TIS) [mailto:jolie.gines@sfgov.org]
Sent: Tuesday, February 21, 2017 1:48 PM
To: Kevin Hughes <khughes@ibew6.org>
Subject: RE: Waiver of 30 day review for PSC # 4052 13/14 - MODIFICATIONS

4052 13/14 - MODIFICATIONS .edit Feb 3 2017 12:18 Professional Services for the New Public Safety Building at Mission Bay jolie.gines 2017-Mar-06 2017-Dec-31 not yet approved jolie.gines

Hi Kevin,

Yes, the Mod is posted in the Mod section. I think you may be able to review from this link: <http://apps.sfgov.org/dhr/dnpal/node/8498>

Please let me know if you are not able to do that I will ask Suzanne for her assistance.

Thank You!
Jolie

Jolie Gines
Principal Administrative Analyst
Department of Technology
City and County of San Francisco

Desk: 415 581 3974 | Cell: 415 583 5603 | jolie.gines@sfgov.org | sfgov.org/dt/City Enterprise Agreements
One South Van Ness Avenue, 2nd Floor | Cube number 2300 | San Francisco CA 94103

-----Original Message-----

From: Kevin Hughes [mailto:khughes@ibew6.org]
Sent: Tuesday, February 21, 2017 1:43 PM
To: Gines, Jolie (TIS) <jolie.gines@sfgov.org>
Subject: RE: Waiver of 30 day review for PSC # 4052 13/14 - MODIFICATIONS

Hi Jolie,

I normally post and log all of the waivers in the DHR data base. On their PSC website, I've reviewed the PSC and I don't see any problem waving the 30 day review but I would like to have it go through their web site data base. In looking at the site, this is all it shows for this PSC. Have you posted the mod? If no, please let me know when it is posted and I'll take care of it.

Best, Kevin Hughes IBEW6.

4052 13/14 November 18, 2013 Professional Services for the New Public Safety Building at Mission Bay GENERAL SERVICES AGENCY - TECHNOLOGY - TIS add to mod jolie.gines November 18, 2014 November 19, 2014 \$250,000

-----Original Message-----

From: Gines, Jolie (TIS) [mailto:jolie.gines@sfgov.org]
Sent: Tuesday, February 21, 2017 1:24 PM
To: Kevin Hughes <khughes@ibew6.org>; Osha Ashworth <osashworth@ibew6.org>
Cc: Choi, Suzanne (HRD) <suzanne.choi@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr.pscordinator@sfgov.org>
Subject: Waiver of 30 day review for PSC # 4052 13/14 - MODIFICATIONS

Hello Kevin,

I hope you are well.

Would you please be so kind as to approve waiver of your 30 day review for this amendment? There is no additional funds to be extended just to convert five (5) SFPD sites from the Avaya PBX system to the Cisco Platform. These stations are the Mission Station, Taraval Station, Park Station, Bayview Station and the Police Academy.

Please do let me know if you require additional information and if you have any further questions.

Thank You,
Jolie

Jolie Gines
Principal Administrative Analyst
Department of Technology
City and County of San Francisco

Desk: 415 581 3974 | Cell: 415 583 5603 | jolie.gines@sfgov.org | sfgov.org/dt/City Enterprise Agreements One South Van Ness Avenue, 2nd Floor | Cube number 2300 | San Francisco CA 94103

—Original Message—

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of jolie.gines@sfgov.org

Sent: Friday, February 03, 2017 12:15 PM

To: Gines, Jolie (TIS) <jolie.gines@sfgov.org>; L21PSCReview@ifpte21.org; Gines, Jolie (TIS) <jolie.gines@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: Receipt of Modification Request to PSC # 4052 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - TECHNOLOGY – TIS has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period March 6, 2017 - December 31, 2017. 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/hrdportal/node/8498>

Email sent to the following addresses: L21PSCReview@ifpte21.org

L21 waiver

From: [Emma Erbach](#)
To: [Gines, Jolie \(TIS\)](#)
Subject: RE: Receipt of Modification Request to PSC # 4052 13/14 - MODIFICATIONS
Date: Tuesday, February 21, 2017 11:32:29 AM

Hi Jolie,

* We will allow this modification. Sorry to not get back to you earlier!

-----Original Message-----

From: Gines, Jolie (TIS) [<mailto:jolie.gines@sfgov.org>]
Sent: Tuesday, February 21, 2017 11:32 AM
To: Emma Erbach <eerbach@ifpte21.org>
Subject: RE: Receipt of Modification Request to PSC # 4052 13/14 - MODIFICATIONS

Emma,

Please advise on the status of DT's request for the L21 waiver.

Your attention is very much appreciated.

Thank You,
Jolie

Jolie Gines
Principal Administrative Analyst
Department of Technology
City and County of San Francisco

Desk: 415 581 3974 | Cell: 415 583 5603 | jolie.gines@sfgov.org | sfgov.org/dt/City Enterprise Agreements One
South Van Ness Avenue, 2nd Floor | Cube number 2300 | San Francisco CA 94103

-----Original Message-----

From: Gines, Jolie (TIS)
Sent: Monday, February 13, 2017 4:29 PM
To: 'Emma Erbach' <eerbach@ifpte21.org>
Subject: RE: Receipt of Modification Request to PSC # 4052 13/14 - MODIFICATIONS

Hi Emma,

I have attached the original PSC and the modification for your review.

Please do let me know if you require additional information or if you have any further questions.

Thank You,
Jolie

Jolie Gines
Principal Administrative Analyst
Department of Technology
City and County of San Francisco

Desk: 415 581 3974 | Cell: 415 583 5603 | jolie.gines@sfgov.org | sfgov.org/dt/City Enterprise Agreements One

South Van Ness Avenue, 2nd Floor| Cube number 2300| San Francisco CA 94103

-----Original Message-----

From: Emma Erbach [mailto:eerbach@ifpte21.org]
Sent: Monday, February 13, 2017 3:37 PM
To: Gines, Jolie (TIS) <jolie.gines@sfgov.org>
Subject: RE: Receipt of Modification Request to PSC # 4052 13/14 - MODIFICATIONS

Hi Jolie,

Can you send me the PSC as an attachment? I want to forward it to my leadership team, not all of whom have access to the database. I anticipate we will be able to waive review period, but want to make sure everyone is in agreement.

-----Original Message-----

From: Gines, Jolie (TIS) [mailto:jolie.gines@sfgov.org]
Sent: Monday, February 13, 2017 2:18 PM
To: L21PSC Review <L21PSCReview@ifpte21.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Cc: Andrea Prebys-Williams <andrea@ifpte21.org>; Emma Erbach <eerbach@ifpte21.org>
Subject: RE: Receipt of Modification Request to PSC # 4052 13/14 - MODIFICATIONS
Importance: High

Hi Andrea, Emma and L21 Team,

Please advise if you are able to waive the 30 day review for this amendment.

Your attention is very much appreciated.

Thank You,
Jolie

Jolie Gines
Principal Administrative Analyst
Department of Technology
City and County of San Francisco

Desk: 415 581 3974 | Cell: 415 583 5603 | jolie.gines@sfgov.org| sfgov.org/dt/City Enterprise Agreements One
South Van Ness Avenue, 2nd Floor| Cube number 2300| San Francisco CA 94103

-----Original Message-----

From: Gines, Jolie (TIS)
Sent: Friday, February 03, 2017 12:24 PM
To: Gines, Jolie (TIS) <jolie.gines@sfgov.org>; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: RE: Receipt of Modification Request to PSC # 4052 13/14 - MODIFICATIONS

Hello Emma, Andrea and L21 team,

Would you please be so kind as to approve waiver of your 30 day review for this amendment? There is no additional funds to be extended just to convert five (5) SFPD sites from the Avaya PBX system to the Cisco

Platform. These stations are the Mission Station, Taraval Station, Park Station, Bayview Station and the Police Academy.

Please do let me know if you require additional information and if you have any further questions.

Thank You,
Jolie

Jolie Gines
Principal Administrative Analyst
Department of Technology
City and County of San Francisco

Desk: 415 581 3974 | Cell: 415 583 5603 | jolie.gines@sfgov.org | sfgov.org/dt/City Enterprise Agreements One
South Van Ness Avenue, 2nd Floor | Cube number 2300 | San Francisco CA 94103

-----Original Message-----

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of jolie.gines@sfgov.org
Sent: Friday, February 03, 2017 12:15 PM
To: Gines, Jolie (TIS) <jolie.gines@sfgov.org>; L21PSCReview@ifpte21.org; Gines, Jolie (TIS) <jolie.gines@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 4052 13/14 - MODIFICATIONS

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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/8498>

Email sent to the following addresses: L21PSCReview@ifpte21.org

Additional Attachment(s)

November 18, 2013 Regular Meeting

MINUTES

Regular Meeting

November 18, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:01 p.m.

ROLL CALL

President Scott R. Heldfond	Present
Vice President E. Dennis Normandy	Present
Commissioner Douglas S. Chan	Present
Commissioner Kale Favetti	Present
Commissioner Gina Rocanova	Present

President Scott R. Heldfond presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

Although the Civil Service Commission granted her request to postpone her appeal hearing to a future meeting date, Sonia Knudsen wanted the Commission to know that she did not feel that she had received a copy of the department's staff report or notice of the meeting on her appeal in time to review the materials and prepare a response for the meeting.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of November 4, 2013.

Action: Adopted the minutes. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

Jennifer Johnston, Executive Officer, announced two changes under Agenda Item #7, Review of Request for Approval of Proposed Personal Services Contracts: first, review of Personal Service Contract #4025-13/14 was postponed to the Commission meeting of December 2, 2013 at the request of Public Utilities Commission; and second,

Department of the Environment withdrew its request for approval of Personal Service Contract #4044-13/14.

Ms. Johnston also announced that the Viewing Binder was temporary unavailable but that Commission staff could make it available upon request; and she reminded the public that all meeting materials are available on the Civil Service Commission's website in advance of, and for at least two weeks after, each Commission meeting.

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

Micki Callahan, Human Resources Director, announced that all supervisors and managers are required to take the City's mandatory sexual harassment training by the end of December and that five hundred individuals have already taken it. Ms. Callahan also noted that the training has been expanded to include illegal harassment and transgender issues.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Jennifer Johnston, Executive Officer, announced the Commission staff has brand new computer monitors thanks to the City's PC Refresh Program, which is coordinated through the Controller's Office, the Department of Technology and Mayor's office. Ms. Johnston also announced that two other items will be provided to the Commission at its second meeting of December: the five-year resetting of salaries for the members of the Board of Supervisors pursuant to the Charter, and a report on the upcoming budget instructions from the Mayor's Office.

0283-13-8 Review of Request for Approval of Proposed Personal Services Contracts (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4025-13/14	Public Utilities Commission	\$5,000,000	The proposed work includes inspection and observation of testing of equipment, machinery and products to be furnished for Water and Wastewater Treatment Plants, water distribution and wastewater collection projects. Services include inspection, surveillance, sampling and testing of structural steel, fabricated steel pipe, mechanical and electrical equipment and large-diameter valves conducted at various procurement facilities, both national and international.	Regular	12/1/2018
4043-13/14	Assessor	\$3,000,000	The Office of the Assessor Recorder (ASR) seeks a comprehensive commercial off the shelf recorder system that is a fully integrated, turnkey software solution. The system must be able to capture and streamline the recording business process that enables the Recorder Division to record an average of 260,000 documents per year. Functions will include document intake, examination, payment, scan and digitization, indexing, publication, and management of documents for the public, title companies, and government agencies on a walk-in, mail-in, and electronic basis. Services will include software solution licenses, hardware and peripherals procurement, system design, configuration, testing, installation, and implementation, along with data migration and conversion, change management assistance and staff training, and system documentation, maintenance, support, and troubleshooting.	Regular	3/31/2019
4044-13/14	Environment	\$35,000,000	Provide implementation support for major elements of an on-going energy efficiency partnership program with PG&E and for other grant funded projects. Provide the Department of the Environment with as-needed professional support for energy efficiency, renewables, and climate change activities, to include engineering, technical analysis, research, testing, certification, and policy development.	Regular	6/30/2020

4045-13/14	Public Utilities Commission	\$175,000	SFPUC's three (3) new local water treatment facilities were installed under construction contracts ending last quarter of fiscal year 2012-2013. Due to number of changes of plant configuration during construction the controls for these facilities require modifications to meet the California Department of Public Health (CaDPH) treatment and reporting requirements. The work will consist of modifying, upgrading, and reconfiguration of control, instrumentation, and reporting elements of Programmable Logic Controllers (PLC) programs and Human Machine Interfaces (HMI) displays.	Regular	10/31/2015
4046-13/14	Recreation & Park Commission	\$1,200,000	Provide full Architectural and Engineering services for the Balboa Pool Renovation. This includes all services necessary for schematic design phase, design development, participation in presentations to members of the public, Parks and Recreation Open Space Committee, and Recreation and Parks Department Commission. In addition, complete construction documents for permitting, all services required for the construction administration phase and project closeout. Architectural and Engineering firm shall also provide cost estimating services during the course of the project.	Regular	10/20/2018
4047-13/14	Municipal Transportation Agency	\$200,000	The consultant will provide strategic communications advice, and develop and produce an umbrella campaign that conveys a comprehensive story about the San Francisco Municipal Transportation Agency (SFMTA), its services and the value it provides to San Francisco's transportation systems. The consultant will produce a comprehensive marketing campaign that includes dynamic and creative digital, print and video ads within a short timeframe.	Regular	11/30/2015
4048-13/14	Municipal Transportation Agency	\$500,000	The Contractor will work collaboratively with the San Francisco Municipal Transportation Agency's (SFMTA) office staff, front-line employees, and the public to provide analytical support for evaluations that require surveying. Projects may include, but are not limited to, the following: 1) assessing the impact of All-Door Boarding on fare compliance rates; 2) evaluating the impacts of the Free Muni for Youth Pilot Program; 3) refining customer and employee satisfaction survey methodology; and 4) general public surveying as needed.	Regular	12/1/2018
4049-13/14	Municipal Transportation Agency	\$7,200,000	The contractor will provide dental, vision and possibly disability benefits to qualifying San Francisco taxi drivers. The contractor will also administer the benefits program and ensure timely claim, accounting and reporting services. The contractor will provide oversight on the plan and providers to establish and maintain benefit plans for qualified participants. The contractor will provide these benefits at a group rate that the taxi drivers are unable to obtain from their associated taxi companies.	Regular	1/31/2023
4050-13/14	General Services Agency	\$150,000	Advising City management through highly specialized equipment surveys, analysis, cost estimates, and expert consultant reports for planned elevator and escalator repairs, modernization, upgrades, and equipment maintenance planning of existing vertical transportation equipment at City-owned and/or operated facilities.	Regular	11/30/2016
4051-13/14	Dept. of Technology	\$250,000	The City is purchasing mainframe equipment to replicate the information on the City's current mainframe equipment currently installed at 200 Paul, so that in the event of a disaster, natural or otherwise, the information from the mainframe is accessible and current. The City is seeking a vendor to install mainframe equipment, for the City's Disaster Recovery/Business Continuity project that are proprietary to the manufacturer and if installed by any other vendor would void the warranty of the equipment.	Regular	11/18/2014
4052-13/14	Dept. of Technology	\$500,000	The Department of Technology is seeking a vendor to duplicate a highly reliable phone system for the new Public Safety Building at Mission Bay. The primary processor will be installed at the new Public Safety Building and the secondary processor at a site to be determined. The new system will support staff at the Public Safety Building and be networked to the existing San Francisco Police Department Avaya Private Branch Exchanges to provide 5 digit dialing and a common voice mail (full message waiting indicator functionality required).	Regular	11/18/2014



4078-09/10	Public Utilities Commission	Current Approved Amount	The main purpose of this contract is to provide as-needed professional services for microbiological based analytical testing encompassing: 1) specialized methods that the Water Quality Division Laboratories (WQDL) are not capable of performing internally, 2) backup testing services for the procedures that the WQDL performs in house, 3) emergency response support, and 4) laboratory and consulting services for test method development and validation.	Modification	6/30/2016
		\$1,000,000			
		Increase Amount Requested			
		\$0			
		New Total Amount Requested			
\$1,000,000					

0291-13-1	Speakers:	Allison Magee, Office of the Assessor-Recorder, spoke on PSC #4043-13/14. Samantha Roberts, Municipal Transportation Agency, spoke on PSC #4049-13/14.
	Notes:	PSC #4025-13/14 was postponed to the meeting of December 2, 2013 at the request of the Public Utilities Commission. The Department of the Environment withdrew its request for approval of PSC #4043-13/14. 1) Approved PSC #4049-13/14, but for a period of five years only, and with the following conditions: that the Municipal Transportation Agency report back to the Commission before the contract is signed; and that the Municipal Transportation Agency provide a follow-up status report in two years. (Vote of 5 to 0)
	Action:	2) Adopted the report. Approved the request for all remaining proposed personal services contracts (PSC #4043-13/14, PSC numbers 4045-13/14 through 4048-13/14, PSC numbers 4050-13/14 through 4052-13/14, and PSC #4078-09/10); notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)
<u>Annual Review of Exempt and Non-Exempt Classifications at the San Francisco Municipal Transportation Agency (SFMTA). (Item No. 8)</u>		
	Speakers:	None.
	Action:	Adopted the report. (Vote of 5 to 0)

0297-13-1	Civil Service Commission's Annual Planning Calendar of Required Reports. (Item No. 9)	
	Speakers:	Jennifer Johnston, Executive Officer
	Action:	Adopted the Executive Officer's report. Approved the Civil Service Commission's Annual Planning Calendar of Required Reports. (Vote of 5 to 0)
0278-13-5	Proposed Amendments to Civil Service Rule Series 004 – Administration. (Item No. 10)	
	October 21, 2013:	Adopted the Executive Officer's report; Directed the Executive Officer to post the proposed Rule revisions for adoption.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 18, 2013 Rev

DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER 75

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

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

TYPE OF SERVICE: Professional Services for the new Public Safety Building at Mission Bay

FUNDING SOURCE: General Funds

PSC AMOUNT: \$500,000 PSC DURATION: November 19, 2013 to November 18, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Department of Technology is seeking a vendor to duplicate a highly reliable phone system for the new Public Safety Building at Mission Bay. The primary processor will be installed at the new Public Safety Building and the secondary processor at a site to be determined. The new system will support staff at the Public Safety Building and be networked to the existing San Francisco Police Department Avaya Private Branch Exchanges to provide 5 digit dialing and a common voice mail (full message waiting indicator functionality required).

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

The new Public Safety Building will house a Police Station, Fire Station, Police/Fire Task Force and administration staff for the Police Department. The site will also serve as a backup Department Operations Center for the San Francisco Police Department. If this request is denied, it will have dire consequences for the above departments to communicate with one another and respond to emergency situations.

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

This is a new request.

D. Will the contract(s) be renewed: We do not expect the contract to be renewed.

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

Local 21
415 864 2166

Union Name

Signature of person mailing/faxing form

September 18, 2013

Date

Local 6
415 861 0734

Union Name

Signature of person mailing/faxing form

September 18, 2013

Date

RFP sent to L21, on 9-17-13

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Voice engineers with at least five (5) years of experience providing voice engineering design and implementation support of selected equipment.

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

1053 Telecom Engineer and 7308 Telecom Technician

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Current staffing levels do not provide sufficient number of Telecom Technicians/Engineers to work on the one-time installation and successfully manage their day to day responsibilities. DT staff will work with the selected vendor to oversee the design and implementation and acquire skills essential to maintaining the system.


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

No, the classifications exist, however the request is for an intermittent period and just for this specific project.

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

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

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

 9/18/13
Signature of Departmental Personal Services Contract Coordinator

Kendall Gary 415 581 4066
Print or Type Name Telephone Number

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

Additional information for 5B

B. Will the contractor train City and County employees? See attached sheet

- 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.

The staff that will be trained are CCSF staff that will be moving into the building (Police, Fire, GSA). This is phone user and voice mail training. Each session is estimated to be one to one and a half hours long.

400 Phone Users

2000 Voice Mail (PD wants a common platform for voice mail -- this would include all PD staff that have a mailbox assigned)

500 Unified Messaging Users(PD)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4089 - 09/10)

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

Type of Service: Specialty Medical Services for Patients of Laguna Honda Hospital

Funding Source: General Funds

PSC Original Approved Amount: \$4,500,000

PSC Original Approved Duration: 07/01/10 - 06/30/20 (10 years 2 days)

PSC Mod#1 Amount: \$2,000,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$6,500,000

PSC Mod#2 Duration: 07/01/20-06/30/22 (2 years)

PSC Cumulative Amount Proposed: \$13,000,000

PSC Cumulative Duration Proposed: 12 years 2 days

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The contractor will provide a medical doctor (MD) with a specialization in the fields of dermatology, gynecology, nephrology, pathology, radiology, neurology, orthopedics, plastics, and other sub specialties that may be required during the term of the approval. The services are very low in volume, typically averaging several hours a month and are also dependent on the patient mix at any given time.

Scope Change

This is a modification to support ongoing services in multiple clinical practice areas at Laguna Honda Hospital. The scope of work is modified to reflect the current list of needed services, including: pathology, dermatology, nephrology, neurology, orthopedic surgery, plastic surgery services, radiology, rheumatology, ophthalmology and optometry, electrocardiogram (ECG) services, otolaryngology Head and Neck Surgery (OHNS) services, endocrinology, infectious diseases services, psychiatry, cardiology, pulmonary, and podiatry.

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

These services are necessary in order to provide the needed spectrum of care to residents of Laguna Honda Hospital (LHH) and the Department of Health. Denial will result in serious health problems for residents of LHH, and the Department would no longer be in compliance with various Federal and State laws related to standards of patient care.

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 4089 - 09/10

D. Will the contract(s) be renewed?

Yes.

- 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:
These clinical practice services are crucial to the operation of Laguna Honda Hospital and are expected to be ongoing in order to meet a recurring and continued need.

2. Reason(s) for the Request

A. Display all that apply

- 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).

Explain the qualifying circumstances:

These clinical practice areas are critical medical services the City requires but is unable to provide itself. The provision of these services requires specialized medical training and the City does not directly employ the full range of doctors required to provide all of them.

B. Reason for the request for modification:

This request is to extend the term and increase the amount for the ongoing provision of these critical medical services at Laguna Honda Hospital.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must be a California state-licensed Medical Doctor (MD) with extensive experience in the needed specialty field.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Specialized services may be provided by the contractor at hospitals where they practice.

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 need for the services is as-needed, intermittent, and low-volume. In addition the extensive experience required for these specialties and sub-specialty services are not typically found in the 2230 class.
- 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, the volume of work and the wide ranging service areas covered does not warrant the creation of a new civil service class.

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 employee training; services are provided by licensed medical professionals.

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 02/08/17, the Department notified the following employee organizations of this PSC/RFP request:

Physicians and Dentists - 8CC;

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 Street, Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4089 - 09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Wednesday, February 08, 2017 3:32 PM
To: Hale, Jacquie (DPH); jduritz@uapd.com; Rossi, Ron (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4089 - 09/10 - MODIFICATIONS

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 \$6,500,000 for services for the period July 1, 2020

– June 30, 2022. 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/8500>

Email sent to the following addresses: jduritz@uapd.com

Additional Attachment(s)



Edwin M. Lee
Mayor

Barbara A. Garcia, MPA
Director of Health

MEMORANDUM

DATE: 4/5/2011
TO: DHR PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Jacquie Hale, PSC Coordinator
Department of Public Health (Dept. #81/82) *JK*
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No:	<u>4089-09/10</u>	Approval Date:	<u>2/1/2010</u>
Description of Service(s):	Specialty Medical Services for Patients of Laguna Honda Hospital and the Dept of Health		
Original Approved Amount:	<u>\$4,500,000</u>	Original Approved Duration:	<u>7/1/2010 – 6/30/2020</u>
Modification Amount:	<u>\$2,000,000</u>	Modification of Duration:	<u>No Change</u>
Total Amount as Modified:	<u>\$6,500,000</u>	Total Duration as Modified:	<u>7/1/2010 – 6/30/2020</u>

Reason for the modification:

The increase will account for additional surgical services (effective 7/1/2011) that have been identified by Medical staff at Laguna Honda Hospital in order to maintain the quality of care provided to residents of Laguna Honda Hospital. The amount covers the initial term of the contract and contract options that may or may not be used.

Attachment: Copy of Approved PSC Summary

(DPH Reference: CMS #6882, Regents of the University of California. Comprehensive medical services at Laguna Honda Hospital.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 4/11/11

By: *Micki Callahan*
FOR Micki Callahan, Human Resources Director



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

February 4, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4081-09/10
THROUGH 4090-09/10.

At its meeting of February 1, 2010 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 #4084-09/10 at the request of the Department of the Environment.
- (2) Continue PSC #4082-09/10 to the meeting of March 1, 2010.
- (3) Postpone PSC #4085-09/10 to the meeting of March 1, 2010.
- (4) Approve request for all remaining proposed personal services 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
ANITA SANCHEZ
Executive Officer

Attachment

- c: Sheila Arcelona, District Attorney's Office
- Parveen Boparai, Municipal Transportation Agency
- Rachel Buerkle, Department of the Environment
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Jacquie Hale, Department of Public Health
- Kan Htun, Art Commission
- Shamica Jackson, Public Utilities Commission
- Florence Kyaun, Public Utilities Commission
- Julian Low, Mayor's Office
- Mabel Ng, Ethics Commission
- Mary Ng, Department of Human Resources
- Commission File
- Chron

POSTING FOR
2/1/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4086-09/10	25	Mayor	Regular	\$900,000	Contractor shall conduct & coordinate State lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to State legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with Federal legislators.	12/31/2012
4087-09/10	40	Public Utilities Commission	Regular	\$4,000,000	Provide environmental analysis services to include: coordination & work plan preparation; environmental document scoping; environmental background & field studies; alternative analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.	5/1/2013
4088-09/10	40	Public Utilities Commission	Regular	\$100,000	Micro-Local Business Enterprise contractor to develop a Community Benefits Program for SFPUC based on analysis of SFPUC existing programs and other public agencies programs to provide SFPUC with a recommended course of action to ensure that the diverse communities/stakeholders affected by SFPUC-sponsored construction programs are benefitting in areas that include employment & job training; environmental, physical, & social improvements; and business development, including assisting small businesses with securing & sustaining bonding, financing, & insurance requirements.	3/1/2011
4089-09/10	82	Public Health	Regular	\$4,500,000	Provide medical doctors (MD's) with specialization in dermatology, gynecology, nephrology, pathology, radiology, neurology, orthopedics, plastics, and other sub-specialties that may be required during the term of the approval for patients of Laguna Honda Hospital and the Department of Health. The services are very low in volume, typically averaging several hours a month, and are dependent on the patient mix at any given time.	6/30/2020



PERSONAL SERVICES CONTRACT SUMMARY

DATE: NOV 13 2009

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81 & 82

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

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

TYPE OF SERVICE: Specialty Medical Services for Patients of Laguna Honda Hospital and the Department of Health

FUNDING SOURCE: General Funds

PSC AMOUNT: \$4,500,000 (\$450,000/yr est.) PSC DURATION: 7/1/2010 - 6/30/2020

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will provide a medical doctor (MD) with a specialization in the fields of dermatology, gynecological, nephrology, pathology, radiology, neurology, orthopedics, plastics, and other sub specialties that may be required during the term of the approval. The services are very low in volume, typically averaging several hours a month and are also dependent on the patient mix at any given time.

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

These services are necessary in order to continue to provide the needed spectrum of care to residents of LHH and the Department of Health. Denial will result in serious health problems for residents of LHH, and the Department would no longer be in compliance with various Federal and State laws related to standards of patient care.

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):

Under contract PSC's 3092-08/09, 3108 -08/09, 3093-08/09, 4014 09/10, 3094-08/09, 3095-08/09, 4015-09/10. In Fiscal Year 2009 / 2010 the Department entered into formal agreements for these services. This represents a consolidation of the prior approvals in anticipation of an upcoming RFP that will package the specialty medical services in order to achieve better operational efficiencies.

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

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

Physicians and Dentists - 8CC (UAPD)

Union Name

Jacquie Hale
Signature of person mailing/faxing form

NOV 13 2009

Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to _____, on _____
Union Name Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4089-09/10
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: february 1, 2010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must be a licensed Medical Doctor with extensive experience in the needed specialty field.

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

2230 Physician Specialist.

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

Yes. Specialized services may be provided by the contractor at their hospital sites.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil services classes are not applicable because the low volume of the services and the services are as-needed and intermittent. In addition the extensive experience required for these specialties and sub-specialty services are not typically found in the 2230 class.


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

No, the volume of work and the wide ranging sub specialties covered by the provided doctors does not warrant the creation of a new civil service class.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. 		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? <i>The Department will publish an RFP, the selected vendor may or may not have current contract with the Department.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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


 Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale
Print or Type Name
554-2609
Telephone Number

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4106-11/12)

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

Type of Service: Ongoing Support and Access to the Web Based One-e-App System

Funding Source: Gen. Fund(50%) / Fed. LHIP(50%)

PSC Original Approved Amount: \$1,800,000

PSC Original Approved Duration: 07/01/12 - 06/30/17 (5 years)

PSC Mod#1 Amount: \$252,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$2,462,400

PSC Mod#2 Duration: 07/01/17-06/30/22 (5-years 1 day)

PSC Cumulative Amount Proposed: \$4,514,400

PSC Cumulative Duration Proposed: 10 years 1 day

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

For continued support and custom development of the One-e-App system used by the Healthy San Francisco and San Francisco Provides Access to Health Care (SF PATH) programs. The scope of work includes continued use of One-e-App as a system of record or enrollment database, electronic application system, enrollment system, and eligibility system for program providers. On an annual basis, 200 trained application assistants use One-e-App to screen over 70,000 unique San Francisco applicants in the system for eligibility for health care programs. Continuation of the contract will facilitate several thousand new enrollments in Healthy San Francisco and SF PATH. The proposed work requires supporting system end users, completing quarterly system modifications to reflect required program changes, and conducting detailed quality assurance activities to monitor system performance.

Scope Change

This is a modification for continued support and custom development of the One-e-App system used by Public Health programs. The scope of work includes continued use of One-e-App as a system of record or enrollment database, electronic application system, enrollment system, and eligibility system for program providers.

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

One-e-App is the sole application and enrollment system and system of record for the Healthy San Francisco and San Francisco Provides Access to Health Care (SF PATH) programs. Between 2007 and 2012, the system was significantly customized to reflect the specific business rules for both programs. A contract continuation is critical to ensuring a seamless application and enrollment service experience for new and renewing applicants, as data for over 100,000 clients is stored in this system. A contract denial would compromise CCSF preparation for the successful transition of eligible program participants to programs under federal health reform in 2014.

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 4106-11/12

D. Will the contract(s) be renewed?
Yes, only if there is a continued need.

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:
These software services are crucial to the operation of various Public Health programs and are expected to be ongoing in order to meet a recurring and continued need.

2. Reason(s) for the Request

A. Display all that apply

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).

Explain the qualifying circumstances:

Social Interest Solutions' proprietary software product One-e-App provides a service the City requires but is unable to provide itself. One-e-App provides streamlining eligibility screening, enrollment, and case management of residents of San Francisco for local and state public health or social services programs administered by the city.

B. Reason for the request for modification:

To extend term and add funds in support of a continuing service.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Service is a customized software platform providing application and enrollment service for new and renewing applicants to various Public Health programs.

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; 1071, IS Manager;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide the Department with licensed software available only from the developer. In order to maintain the warranties, implementation and support services must be provided by the developer of the software. In addition, the vendor will provide an off-site fully hosted and secure environment for the application.

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 of the complex nature of this non-profit agency's proprietary product. Civil service classes are not applicable because of the complex nature of this non-profit agency's proprietary product.

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; service is a software platform.

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 training; service is a software platform

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.

Social Interest Solutions

7. Union Notification: On 02/03/17, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association; Management & Superv Local 21; Architect & Engineers, 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 Street, Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4106-11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/20/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, February 03, 2017 3:05 PM
To: Hale, Jacquie (DPH); amakayan@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; L21PSCReview@ifpte21.org; Rossi, Ron (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4106-1.1/12 - MODIFICATIONS

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 \$2,462,400 for services for the period July 1,

2017

-- June 30, 2022. 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/4572>

Email sent to the following addresses: L21PSCReview@ifpte21.org staff@sfmea.com camaguey@sfmea.com amakayan@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4106-11/12)

Type of Approval: [] Expedited [x] Regular ([] Omit Posting)

Type of Service: Ongoing Support and Access to the Web Based One-e-App System

Funding Source: Gen. Fund(50%) / Fed. LHIP(50%)
PSC Original Approved Amount: \$1,800,000 PSC Original Approved Duration: 07/01/12 - 06/30/17 (5 years)
PSC Mod#1 Amount: \$252,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$2,052,000 PSC Cumulative Duration Proposed: 5 years

1. Description of Work

A. Scope of Work:

For continued support and custom development of the One-e-App system used by the Healthy San Francisco and San Francisco Provides Access to Health Care (SF PATH) programs. The scope of work includes continued use of One-e-App as a system of record or enrollment database, electronic application system, enrollment system, and eligibility system for program providers. On an annual basis, 200 trained application assistors use One-e-App to screen over 70,000 unique San Francisco applicants in the system for eligibility for health care programs. Continuation of the contract will facilitate several thousand new enrollments in Healthy San Francisco and SF PATH. The proposed work requires supporting system end users, completing quarterly system modifications to reflect required program changes, and conducting detailed quality assurance activities to monitor system performance.

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

One-e-App is the sole application and enrollment system and system of record for the Healthy San Francisco and San Francisco Provides Access to Health Care (SF PATH) programs. Between 2007 and 2012, the system was significantly customized to reflect the specific business rules for both programs. A contract continuation is critical to ensuring a seamless application and enrollment service experience for new and renewing applicants, as data for over 100,000 clients is stored in this system. A contract denial would compromise CCSF preparation for the successful transition of eligible program participants to programs under federal health reform in 2014.

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.

Services have been provided in the past through earlier PSC request. See 4106-11/12

D. Will the contract(s) be renewed? Yes, only if there is a continued need.

2. Union Notification: On 02/24/15, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association; Management & Sup

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4106-11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 03/12/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
See Attachment

B. Which, if any, civil service class(es) normally perform(s) this work?
1022,1023,1024,1042,1043,1044,1052,1053,1054,1062,1063,1064,1070,1071,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes, contractor will provide the Department with licensed software available only from the developer. In order to maintain the warranties, implementation and support services must be provided by the developer of the software. In addition, the vendor will provide an off-site fully hosted and secure environment for the application.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because of the complex nature of this non-profit agency's proprietary product. Civil service classes are not applicable because of the complex nature of this non-profit agency's proprietary product.

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

5. Additional Information (if "yes", attach explanation)

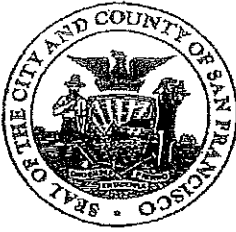
YES NO

- A. Will the contractor directly supervise City and County employee? YES NO
- B. Will the contractor train City and County employee?
See attachment YES NO
- C. Are there legal mandates requiring the use of contractual services? YES NO
- D. Are there federal or state grant requirements regarding the use of contractual services? YES NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service? YES NO
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Social Interest Solutions YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 02/24/15 BY:

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

Address: 101 Grove Street, Room 307 San Francisco, CA 94102



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

April 5, 2012

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4102-11/12 THROUGH 4107-11/12; 4056-10/11; 3027-11/12; 4033-10/11; AND 4093-09/10.

At its meeting of April 2, 2012 the Civil Service Commission had for its consideration the above matter.

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

ANITA SANCHEZ
EXECUTIVE OFFICER

The Commission adopted the following:

Adopted the report; Approved request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
ANITA SANCHEZ FOR
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Jesusa Bushong, San Francisco Fire Department
- Micki Callahan, Human Resources Director
- Carina Carlos, Department of Public Works
- Gordon Choy, Department of Public Works
- Marie de Vera, Department of Human Resources
- Jacque Hale, Department of Public Health
- Greg Kato, Treasurer/Tax Collector
- William Lee, Department of Emergency Management
- Joan Lubamersky, General Services Agency
- Maria Ryan, Department of Human Resources
- Shawn Wallace, San Francisco Police Department
- Jeannie Wong, Controller's Office
- Commission File
- Chron

POSTING FOR
4/2/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

RSCN No.	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4102-11/12	77	Emergency Management	Regular	\$6,566,042	DEB is upgrading its current CAD software to the new Total Command Computer Aided Dispatching Platform. This will consist of deploying hardware and customized, proprietary software developed by Tiburon, Inc. The system connects to several interfaces including Police Records, Fire Records, CLETS/NCIC, 911 Telephones to provide the best form of communications.	4/1/2012 - 11/30/2017
4103-11/12	31	Fire Department	Regular	\$300,000	Provider must be available to perform maintenance and repair, as needed, 24 hours per day, seven days per week. Additionally, work must be performed by a qualified, certified vendor recognized by the exhaust extractor manufacturer; otherwise, the warranty would be nullified.	1/1/2012 - 6/30/2015
4104-11/12	70	General Services Agency	Regular	\$50,000	To provide 22 card key entry systems throughout the building, complete with suppressors, electrical locking, card keys and elevator access control.	1/1/2012 - 6/30/2012
4105-11/12	70	General Services Agency	Regular	\$5,000,000	Contractor will provide structural pest control work for City facilities. This includes inspections of buildings, recommendations for pest prevention, use of mechanical, physical, and chemical controls (including pesticides), monitoring of pest populations, record keeping of infestations, and compliance with the Integrated Pest Management Ordinance. Duties also include the control of mosquitoes in a wide variety of situations such as storm sewer catchment basins and the control of rats in sewers and other structures. Contractor will perform work on an as needed basis dependent on actual levels of infestation and mosquito populations. Contractor will work with IPM managers at Dept. of Environment and Individual City facilities managers to identify IPM needs and review work completed and potential changes to IPM plan at monthly IPM meetings conducted by the Dept of Environment.	4/1/2012 - 3/31/2015
4106-11/12	82	Public Health	Regular	\$1,800,000	For continued support and custom development of the One-e-App system used by the Healthy San Francisco and San Francisco Provides Access to Health Care (SF PATH) programs. The scope of work includes continued use of One-e-App as a system of record or enrollment database, electronic application system, enrollment system, and eligibility system for program providers. One an annual basis, 200 trained application assistants use One-e-App to screen over 70,000 unique San Francisco applicants in the system for eligibility for health care programs. Continuation of the contract will facilitate several thousand new enrollments in Healthy San Francisco and SF PATH. The proposed work requires supporting system end users, completing quarterly system modifications to reflect required program changes, and conducting detailed quality assurance activities to monitor system performance.	7/1/2012 - 6/30/2017