




Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: December 23, 2016

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director 

From: Cynthia Avakian, AIR
Belle La, CPC
Genie Wong, POL
Shamica Jackson/Stacey Lo, PUC
Kimmie Wu, TTX
Stacey Camillo, DPW

Subject: **Personal Services Contracts Approval Request**

This report contains ten (10) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on 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
\$30,590,000	\$523,083,872	\$1,568,044,830

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

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POSTING FOR

January 09, 2017

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

2017-01-09

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
47256 - 16/17	AIRPORT COMMISSION	\$1,900,000.00	<p>Construction Management Support Services (CMSS) are required on an as-needed basis in support of the San Francisco International Airport's (SFO or Airport) Runway and Taxiway Improvement Project (Project). The Project Includes surfacing of Runways 10R-28L and Taxiways F2 and S. Specialized expertise in airport construction projects, including services for Federal Aviation Administration (FAA) funded Design Bid Build contracts, include:</p> <ul style="list-style-type: none"> - Construction Inspection Services - Resident Engineering and/or Office Engineering - Special Inspection and Testing - Material Testing and Reporting - Surveying Services 	December 27, 2016	June 30, 2020	REGULAR
45130 - 16/17	CITY PLANNING	\$500,000.00	<p>The San Francisco Planning Department's Office of Commission Affairs manages two commissions, the Planning Commission and Historic Preservation Commission. Planning Commission hearings are typically held every Thursday and Historic Preservation Commission hearings are typically held every other Wednesday. The services rendered shall include intelligent transcription of digitally recorded hearings (audio MP3 download directly from SFGovTV and video viewed directly from SFGovTV) that will be made available on the following day after each hearing. Production and delivery of the typed transcripts are required by COB on the following Monday for Historic Preservation Commission hearings and Tuesday for Planning Commission hearings in Microsoft Word format sent as an attachment via email. Hearings range from one to twelve hours. The average transcription time per Planning Commission hearing is approximately 5.5 hours, while approximately 1.5 hours for the Historic Preservation Commission.</p>	December 5, 2016	December 5, 2020	REGULAR
45454 - 16/17	POLICE	\$9,500,000.00	<p>The contractor will provide enhanced implementation and expanded development of the San Francisco Police Department's (SFPD) criminal justice information system platform called the Crime Data Warehouse (CDW). CDW is primarily an Oracle infrastructure platform comprised of operational network servers, databases, hardware, software, web-based applications, mobility-based applications and cloud-based applications. CDW provides SFPD law enforcement officers with a single, integrated criminal justice information system needed for identifying suspects and recording crime information.</p> <p>The work requested is primarily for consulting services to perform analysis, design, coding, architecture, testing, change management, training, etc. required to implement the enhanced functionality described in detail in the attached scope of work. This contract will also provide for any hardware, software, or cloud-based components needed to successfully implement the outlined scope of work.</p>	May 1, 2017	April 30, 2021	REGULAR
46946 - 16/17	PUBLIC UTILITIES COMMISSION	\$1,200,000.00	<p>The proposed work consists of developing and implementing a comprehensive state lobbying strategy for the San Francisco Public Utilities Commission (SFPUC) on legislative and regulatory issues related</p>	May 1, 2017	April 29, 2022	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			to water, wastewater, power, infrastructure, and other issues as directed. Scope includes identifying and advocating for or against legislative and regulatory items of interest; drafting legislative language, comment letters, and other materials; and representing the SFPUC before the California State Legislature, the Governor's office, regulatory agencies, industry associations and other entities as needed. This work will be performed in our state's capitol, Sacramento, CA, on a daily basis.			
49381 - 16/17	TREASURER/TAX COLLECTOR	\$1,450,000.00	The proposed work will include the planning, testing, programming, training, support, and maintenance of the software.	December 1, 2016	November 30, 2021	REGULAR
46714 - 16/17	PUBLIC UTILITIES COMMISSION	\$1,200,000.00	The proposed work includes developing and implementing a comprehensive federal lobbying strategy for the San Francisco Public Utilities Commission (SFPUC) on legislative and regulatory issues related to water, wastewater, power, infrastructure, and other issues as directed. Scope includes identifying and advocating for or against legislative and regulatory items of interest; drafting legislative language, comment letters, and other materials; and representing the SFPUC before the United States Congress, Federal Administration, regulatory agencies, industry associations and other entities as needed. This work will be performed in our nation's capitol, Washington DC, on a daily basis.	July 1, 2017	June 29, 2022	REGULAR
TOTAL AMOUNT \$15,750,000						



Posting For January 09, 2017

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2017-01-09

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4036-13/14 - MODIFICATIONS	January 9, 2017	GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW	\$4,500,000	\$6,000,000	Provide specialized services in Cost Estimating for Building Projects to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert cost estimating services to ensure that the most up to date cost data are utilized. The City intends to award two (2) contracts for \$500,000 each.	01/16/2020	06/30/2023	REGULAR
41559 - 15/16 - MODIFICATIONS	January 9, 2017	POLICE -- POL	\$90,000	\$260,000	The San Francisco Police Department (SFPD) Crime Laboratory's Forensic Biology Unit analyzes deoxyribonucleic acid (DNA) data generated from hundreds of crimes committed in the City and County of San Francisco per year. When the results of these analyses yield single, clear DNA profiles, interpretation is simple and straightforward. However, given the nature of the evidence the SFPD crime laboratory processes, the results of the DNA analyses frequently indicate that the DNA present is a mixture of more than one individual. To aid in the interpretation of mixed DNA profiles, the SFPD needs to purchase an expert system for complex DNA mixture analyses. The SFPD is seeking a qualified contractor to provide a software package, which includes installation and training, that allows for and standardizes the analyses of complex mixed profiles across analysts within the Forensic Biology Unit and to provide statistical support for the resulting interpretations. Training will include background information on mathematics/statistics on which software relies, equations used for analyses, operation of software, and interpretation of software results. The SFPD anticipates the grant funded contractual package will be fully implemented by December 30, 2017 and will likely purchase minimal additional software maintenance and industry upgrades using funding sources that will be determined in the next budget cycle.	01/01/2020	07/31/2022	REGULAR
49198 - 13/14 - MODIFICATIONS	January 9, 2017	POLICE -- POL	\$1,000,000	\$3,750,000	The deoxyribonucleic acid (DNA) testing that the San Francisco Police Department (SFPD) is requesting for contract consist of extracting and testing samples of DNA-containing substances. The substance must be identified, confirmed as a DNA-containing substance, extracted and DNA strains and substances. Substances are tested through chemical and scientific processes. The	07/01/2017	06/30/2019	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					cases that would be sent out for contract are those that current staffing has been unable to address. This will be an interim solution until new staff are recruited and trained.			
4100-12/13 - MODIFICATIONS	January 9, 2017	PUBLIC UTILITIES COMMISSION -- PUC	\$9,250,000	\$26,000,000	Contract work consists of providing professional construction management-related services for the Water System Improvement Program (WSIP) projects and other operating program needs, including but not limited to: work on the Sewer System Improvement Program (SSIP), Hetchy System Improvement Program (HSIP), Job Order Contracts, Repair & Replacement (Spot Sewer Repair Program and City Distribution Division), Waste Water and Water Supply & Treatment. Work includes: Construction Contract Management; Quality Assurance/Quality Control (QA/QC) Inspection; Cost Control; Environmental Inspection; Test & Start-Up, Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety; Partnering, and Administrative & Clerical Support.	07/01/2018	12/31/2020	REGULAR

TOTAL AMOUNT \$14,840,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Construction Management Support Services for Runway and Taxiway Improvements

Funding Source: Federal & Airport Capital Funds

PSC Amount: \$1,900,000

PSC Est. Start Date: 12/27/2016

PSC Est. End Date 06/30/2020

1. Description of Work

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

Construction Management Support Services (CMSS) are required on an as-needed basis in support of the San Francisco International Airport's (SFO or Airport) Runway and Taxiway Improvement Project (Project). The Project includes surfacing of Runways 10R-28L and Taxiways F2 and S. Specialized expertise in airport construction projects, including services for Federal Aviation Administration (FAA) funded Design Bid Build contracts, include:

- Construction Inspection Services
- Resident Engineering and/or Office Engineering
- Special Inspection and Testing
- Material Testing and Reporting
- Surveying Services

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

Services are necessary to support of the Project. Consequences of denial include significant delays in Project completion with increased costs and possible forfeitures of federal funding for the Runway 28L construction project.

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?

No, there are no plans to renew once Project is complete.

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

not applicable

2. Reason(s) for the Request

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

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

Services are short-term with skills required on an intermittent basis for the Project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: 1) Management of construction projects: including project documents, inspection services, materials testing & surveying operations, scheduling, budgeting, estimating, progress reports, responses to Requests for Information, negotiating Potential Change Orders & executing Change Orders. 2) Conducting peer & quality assurance review of documents & field verification prior to construction. 3) Development & implementation of a formal Quality Control/Quality Assurance Program.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5305, Materials Testing Technician; 5310, Survey Assistant I; 5312, Survey Assistant II; 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?

A Notice of Intent (NOI) was issued on August 25, 2016 to the following City Departments: Municipal Transportation Agency, Port, Public Utilities Commission, and Public Works. The deadline for responses was September 6, 2016. No responses were received.

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

A. Explain why civil service classes are not applicable.

Civil services classes are not applicable as existing staff does not have the required expertise and specialized skills related to the proposed services for the Project.

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 required services and expertise are Project specific, required on an as-needed basis and do not 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.
No as work is as-needed, Project specific, and intermittent.

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 10/24/2016, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47256 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/09/2017

Receipt of Union Notification(s)

Christina Chiong (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Monday, October 24, 2016 5:06 PM
To: Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; Christina Chiong (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47256 - 16/17

RECEIPT for Union Notification for PSC 47256 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 47256 - 16/17 for \$1,900,000 for Initial Request services for the period 12/27/2016 – 06/30/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrDrupal/node/8152> 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: CITY PLANNING -- CPC

Dept. Code: CPC

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

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

Type of Service: Transcription Services

Funding Source: General Funds

PSC Amount: \$500,000

PSC Est. Start Date: 12/05/2016

PSC Est. End Date 12/05/2020

1. Description of Work

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

The San Francisco Planning Department's Office of Commission Affairs manages two commissions, the Planning Commission and Historic Preservation Commission. Planning Commission hearings are typically held every Thursday and Historic Preservation Commission hearings are typically held every other Wednesday. The services rendered shall include intelligent transcription of digitally recorded hearings (audio MP3 download directly from SFGovTV and video viewed directly from SFGovTV) that will be made available on the following day after each hearing. Production and delivery of the typed transcripts are required by COB on the following Monday for Historic Preservation Commission hearings and Tuesday for Planning Commission hearings in Microsoft Word format sent as an attachment via email. Hearings range from one to twelve hours. The average transcription time per Planning Commission hearing is approximately 5.5 hours, while approximately 1.5 hours for the Historic Preservation Commission.

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

A denial of transcription services for the San Francisco Planning Commission and Historic Preservation hearings will result in a delay for the public to receive information on important matters that occurred at the hearings.

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

No, this service has not been provided in the past.

D. Will the contract(s) be renewed?

Yes, since commission hearings are held weekly, there is a need to continue the transcription services on a perpetuity basis.

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

B. Explain the qualifying circumstances:

The services are specifically for weekly hearings and will not require additional hours. The transcription services does not require a court reporter to be available at the hearing. The transcription services requires part-time and evening hours to complete.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must have five (5) or more continuous years in business performing transcription services for public agencies. The transcription services require skills and expertise to accurately produce verbatim transcripts submitted typographically free of error.
- B. Which, if any, civil service class(es) normally perform(s) this work? 8138, Court Reporter;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: not applicable

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 transcription services does not require a court reporter to be available at the hearing. The transcription services requires part-time and evening hours to complete.
- 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 services are specifically for weekly hearings and will not require additional hours. As a result, adopting a new civil service class is not feasible.

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.
No training services are necessary for transcription 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 09/07/2016, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous**

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

Name: Belle La Phone: 415-575-6833 Email: belle.la@sfgov.org

Address: 1650 Mission Street, Suite 400 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45130 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/09/2017

Receipt of Union Notification(s)

La, Belle (CPC)

From: dhr-psccordinator@sfgov.org on behalf of belle.la@sfgov.org
Sent: Wednesday, September 07, 2016 12:05 PM
To: La, Belle (CPC); Lopez-Barrios, Ricardo (PDR); Basconcillo, Katherine (PUC);
pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org;
pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com;
ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS);
david.canham@seiu1021.org; jtanner940@aol.com; La, Belle (CPC); DHR-
PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45130 - 16/17

RECEIPT for Union Notification for PSC 45130 - 16/17 more than \$100k

The CITY PLANNING -- CPC has submitted a request for a Personal Services Contract (PSC) 45130 - 16/17 for \$500,000 for Initial Request services for the period 12/05/2016 -- 12/05/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8038> 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: POLICE -- POLDept. Code: POLType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Criminal Justice Information System Platform (Crime Data Warehouse)Funding Source: General FundPSC Duration: 4 yearsPSC Amount: \$9,500,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide enhanced implementation and expanded development of the San Francisco Police Department's (SFPD) criminal justice information system platform called the Crime Data Warehouse (CDW). CDW is primarily an Oracle infrastructure platform comprised of operational network servers, databases, hardware, software, web-based applications, mobility-based applications and cloud-based applications. CDW provides SFPD law enforcement officers with a single, integrated criminal justice information system needed for identifying suspects and recording crime information.

The work requested is primarily for consulting services to perform analysis, design, coding, architecture, testing, change management, training, etc. required to implement the enhanced functionality described in detail in the attached scope of work. This contract will also provide for any hardware, software, or cloud-based components needed to successfully implement the outlined scope of work.

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

This service is necessary to modernize the San Francisco Police Department's Information Technology. Denial of service will prevent the implementation of required enhancements and modifications to the Crime Data Warehouse platform.

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.

Through PSC 4034-11/12

D. Will the contract(s) be renewed?

Unknown at this time.

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:

We were not able to identify required Oracle based application development skill sets immediately available within the City. Recruitment for the required skills within the Civil Service classifications and compensation has been difficult.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized Oracle based consulting services to perform analysis, design, coding, architecture, testing, change management, and training required to implement the enhanced functionality described in detail of the attached scope of work.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- 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?

We are not able to identify required Oracle based application development skill sets immediately available within the City. Recruitment for the required skills within the Civil Service classifications and compensation has been difficult.

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

- A. Explain why civil service classes are not applicable.
We were not able to identify required Oracle based application development skill sets immediately available within the City. Recruitment for the required skills within the Civil Service classifications and compensation has been difficult.
- 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 1060s classification series suits the description of skills required. However, due to the urgent need to modernize the SFPD's Information Technology, it is essential that experienced consultants with Oracle based application development skills lead these efforts and train the current and future 1060 series SFPD employees.

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.
Ongoing knowledge transfer of newly built software architecture.
- 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.

This document shows the contract services and costs for the period from May 2012 to April 2017.

7. **Union Notification:** On 11/10/2016, the Department notified the following employee organizations of this PSC/RFP request:

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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245 - 3rd Street, 6th Floor San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45454 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/09/2017

Receipt of Union Notification(s)

Wong, Genie (POL)

From: dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
Sent: Thursday, November 10, 2016 11:21 AM
To: Wong, Genie (POL); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Wong, Genie (POL); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45454 - 16/17

RECEIPT for Union Notification for PSC 45454 - 16/17 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 45454 - 16/17 for \$9,500,000 for Initial Request services for the period 05/01/2017 – 04/30/2021. 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/8241> 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)

Crime Data Warehouse Description of Services

The contractor will provide enhanced implementation and expanded development of San Francisco Police Department's (SFPD) criminal justice information system platform called Crime Data Warehouse (CDW). CDW is primarily an Oracle infrastructure platform comprised of operational network servers, databases, hardware, software, web-based applications, mobility-based applications and cloud-based applications. CDW provides SFPD law enforcement officers with a single, integrated criminal justice information system needed for identifying suspects and recording crime information.

The work requested is primarily for consulting services to perform analysis, design, coding, architecture, testing, change management, training, etc. required to implement the enhanced functionality described in detail in the scope of work. All contractor personnel will be required to pass a background investigation prior to commencing work. Also, this contract will provide for any hardware, software or cloud-based components as needed to successfully implement the outlined scope of work.

Scope of Work

1. Connect our CDW platform to other entities in San Francisco through our city-wide hub. Other entities such as the Courts, Sheriff, District Attorney's Office and Public Defender can then access that data as needed.
2. Provide access to the data in police vehicles or mobile devices. Also connecting with the broader Bay Area and national and international data sources. Accessing broader datasets improves our identification of crimes and apprehension of suspected criminals locally by accessing their crime activity in other regions.
3. Implement Predictive Analysis and processes for reducing crime by using past crime activity to predict future activity.
4. Manage Records and Data Warehouse
5. Complete transformation of Oracle Database to fully searchable integrated Data Warehouse. Data warehouse should be included in Active Directory single sign-on.
6. Provide search capability to be able to search for single or multiple variables located within the Data Warehouse – i.e. tattoos, license plate, phrases, address, etc. Each single search should cover SF incidents, field reports, SF community crime information, Bay area crime reports, outside agency crime reports, including state-wide, nation-wide, and international crime report data
7. Complete full integration of geographic validation. This means that the address entered on the police report will be electronically verified and identified and mapped on existing GIS mapping data and software. Provide ability to use latitude and longitude to track exact locations of crime scenes within a certain location such as a large park. Provide ability to specify location instead of address – such as Golden Gate Park.
8. Provide capability to access documents from incident reports via a link or through scanned attachments.
9. Attach or link photos to CDW platform and applications
10. Attach or link videos to CDW platform and applications
11. Attach or link audio to CDW platform and applications
12. Attach or link body worn cameras video to CDW platform and applications

13. Develop and implement full case tracking per Investigations functional requirements – use existing Controller’s system as a baseline Implement chronological investigation information into case tracking system
14. Develop and implement interface systems and processes from CDW platform and applications to our Cogent ABIS fingerprint system.
15. Integrate SFPD’s Crime Data Warehouse with Regional Database such as Coplink, Aries, and other systems – share San Francisco data with the region and receive regional data within the Data Warehouse. Accessible data should be nation-wide and International.
16. Integrate arrest and booking data for juvenile and adult offenders into CDW platform and applications
17. Integrate all types of traffic collision data into CDW platform and applications
18. Integrate citations into CDW platform and applications
19. Provide capabilities to create all Federal, State, and Local Police Reports – through auto population of existing data. Provide ability to change the forms as the agencies change forms.
20. Provide Business Analysis of existing CABLE mainframe police sub-systems. Create plan for moving functionality to CDW platform and applications and integrating other agencies to CDW platform and applications.
21. Implement CABLE functionality on CDW platform and applications and shut down CABLE police sub-systems.
22. Create security plan for providing security at the field, user, group, division, or other levels. Provide recommendations for data security measures. Provide system for administering data security.
23. Provide ability to expunge, purge, or redact data from CDW platform and applications as needed.
24. Extract license plate recognition data from existing sources to CDW platform and applications to provide tickler alerts as data is entered which matches license plates spotted in San Francisco.
25. Implement a Gang Tracking system – to allow for the tracking of criminal activity by gangs and terrorist organizations, methodologies, symbols, etc. in accordance with SFPD policies.
26. Integrate systems and processes with the San Francisco Sheriff’s booking system, (the New World Systems Jail Management System.) Provide ability or portal for police to grant access to selected fields of data to sheriff.
27. Interface systems to the JUSTIS citywide database. This will allow other city agencies to share the department’s information. Work with the JUSTIS team to create functional and technical design of this interface. Work with JUSTIS team to define security requirements and access to criminal data.
28. Develop and implement Process and Technology to do Predictive Policing, including, but not limited to:
 - a. Crime patterns
 - b. Ambient factors
 - c. Violent crime by geography predictions
 - d. Social Networking
 - e. Recent Activity
 - f. Be on the Lookout for
 - g. Most Wanted

- h. Crime trends
 - i. Compstat information
 - j. Anti-Terrorism Intelligence
 - k. Hot Spots
 - l. Terrorist Alerts
 - m. Affiliations
 - n. Geographic Analysis
 - o. Terrorist pattern detection
 - p. Inventory of buildings and terrorist targets
29. Develop and implement new processes and policies for Predictive Policing. Train personnel in the use of the tools for the identification of crime patterns, the analysis of information, and the development of procedures for the deployment of police resources.
 30. Develop and implement policies and processes required to engage with federal and state entities to track anti-terrorism efforts and progress. Initiate and implement meetings and connections with the appropriate agencies to engage anti-terrorism efforts.
 31. Define requirements for and implement property/evidence/narcotics management system
 32. Define requirements for and implement career Criminal Registry (implement flag for probation, parole, sex registrants, arsonists, validated gang members, etc.)
 33. Implement or connect to impounded vehicles information.
 34. Define and implement Driver's License scanning capability to swipe drivers' licenses in police vehicles and auto-populate CDW platform and applications.
 35. Create interface among CDW platform and applications and existing facial recognition systems.
 36. Implement high availability among CDW platform and applications, include Oracle virtualization, site redundancy and real-time data synchronization
 37. Develop an architectural/design review showing real-time or near-real-time data integration achieved, maintained, and managed. Data integration design specify/allow for data quality, robust metadata, auditability, and service level agreements (SLAs) requiring data delivery ranging from nightly batching to real-time services across heterogeneous IT ecosystems both internal SFPD and other agencies.
 38. Develop and implement any other law enforcement related functions that arise that are not included above.



original contract
\$1,832,750

ORDERING DOCUMENT

Customer Name: City and County of San Francisco
Customer Address: 850 Bryant Street
San Francisco, CA 94103

Oracle America, Inc.
1001 Sunset Blvd.
Rocklin, CA 95765

ORACLE CONTRACT INFORMATION

Agreement: _____

Ordering Document Number: US-10013938-OD-25-MAY-2012

This ordering document incorporates by reference the terms of the agreement specified above and all amendments thereto (the "agreement"). As used in this ordering document, "you" or "your" shall refer to the customer as defined in the agreement.

A. SERVICES

You have ordered the services listed below in the table and detailed in the attached exhibit(s), which are incorporated herein by reference.

All fees on this ordering document are in US dollars.

Services	Reference	Fees*
Time and Materials Services	Exhibit 1-TMB-300339104	\$1,700,000.00
Estimated Expenses		\$132,750.00
Total Fees		\$1,832,750.00

*Expenses are in accordance with the referenced exhibit(s).

All fees payable to Oracle are due within 30 days from the invoice date. Invoices for services performed under separate exhibits may be provided separately. Fees for any time and materials engagements listed above are estimated fees, as detailed in the referenced time and material services exhibit(s).

B. ADDITIONAL TERMS

1. Segmentation:

The purchase of (i) hardware and/or related hardware support, (ii) programs and/or related technical support, or (iii) other services are all separate offers and separate from any other order for (i) hardware and/or related hardware support, (ii) programs and/or related technical support, or (iii) other services you may receive or have received from Oracle. You understand that you may purchase (i) hardware and/or related hardware support, (ii) programs and/or related technical support, or (iii) other services independently of any other product or service. Your obligation to pay for (i) hardware and/or related hardware support, (ii) programs and/or related technical support, or (iii) other services is not contingent on delivery of hardware or performance of any other service.

2. Contact Information.

Oracle Contracts Manager/Administrator:

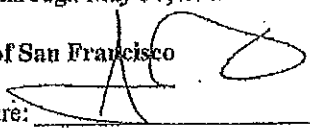
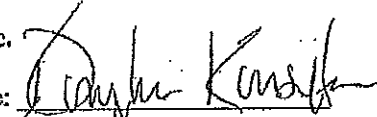
Name:	Doug Stanley
Address:	1001 Sunset Blvd. Rocklin, CA 95765
Phone:	916-315-5373
Fax:	
Email:	Doug.stanley@oracle.com

Your Billing/Accounts Payable Contact:

Name:	Leo Solomon
Address:	850 Bryant Street San Francisco, CA 94103
Phone:	415-553-9072
Fax:	
Email:	Leo.solomon@sfgov

3. Change Control Process:

Any request for any change in services must be in writing; this includes requests for changes in project plans, scope, specifications, schedule, designs, requirements, service deliverables, software environment or any other aspect of your order. Oracle shall not be obligated to perform tasks related to changes in time, scope, cost, or contractual obligations until you and Oracle agree in writing to the proposed change in an amendment to this ordering document and/or applicable exhibit(s).

This quote is valid through May 31, 2012 and shall become binding upon execution by you and acceptance by Oracle.	
City and County of San Francisco	Oracle America, Inc.
Authorized Signature: 	Authorized Signature: 
Name: <u>SUSAN Giffin</u>	Name: <u>Dany Kinselman</u>
Title: <u>CIO</u>	Title: <u>Managing Counsel</u>
Signature Date: <u>5/31/12</u>	Signature Date: <u>May 31, 2012</u>
Ordering Document Effective Date: May 25, 2012	



TIME AND MATERIALS EXHIBIT ONE

ORACLE CONTRACT INFORMATION

Customer Name: City and County of San Francisco
Ordering Document Number: US-10013938-OD-25-MAY-2012
Exhibit Number: Exhibit 1-TME-300339104

This exhibit incorporates by reference the terms of the ordering document specified above.

1. Description of Services.

A. At your direction Oracle will assist you with the Analysis, Design, Construction, Testing and Deployment of Phase Three of the San Francisco Police Department ("SFPD") Crime Data Warehouse with staff augmentation resources. The skills sets to be provided may include the following, as well as other staffing resources as directed by SFPD:

- Enterprise Solution Architect
- Functional/Business Analyst
- Oracle Business Intelligence Developer
- Web/Portal Developer
- Web/Mobile Developer
- Oracle Database Administration

2. Your Obligations and Project Assumptions.

You acknowledge that your timely provision of and access to office accommodations, facilities, equipment, assistance, cooperation, complete and accurate information and data from your officers, agents, and employees, and suitably configured computer products (collectively, "cooperation") are essential to the performance of any services as set forth in this exhibit. Oracle will not be responsible for any deficiency in performing services if such deficiency results from your failure to provide full cooperation.

You acknowledge that Oracle's ability to perform the services and any related estimate depends upon your fulfillment of the following obligations and the following project assumptions:

2.1. Your Obligations.

- 2.1.1. Maintain the properly configured hardware/operating system platform to support the services.
- 2.1.2. Obtain licenses under separate contract for any necessary Oracle software and hardware programs before the commencement of services.
- 2.1.3. Maintain annual technical support for the Oracle software and hardware under separate contract throughout the term of the services.

- 2.1.4. Provide Oracle with full access to the relevant functional, technical and business resources with adequate skills and knowledge to support the performance of services.
- 2.1.5. Provide any notices, and obtain any consents, required for Oracle to perform services.
- 2.1.6. As required by U.S. Department of Labor regulations (20 CFR 655.734), you will allow Oracle to post a Notice regarding Oracle H-1B employee(s) at the work site prior to the employee's arrival on site.
- 2.1.7. Provide, for all Oracle resources performing services at your site, a safe and healthful workspace (e.g., a workspace that is free from recognized hazards that are causing, or likely to cause, death or serious physical harm, a workspace that has proper ventilation, sound levels acceptable for resources performing services in the workspace, and ergonomically correct work stations, etc.).
- 2.1.8. Limit Oracle's access to any production environment or shared development environments to the extent necessary for Oracle to perform the services.
- 2.1.9. Provide Oracle access to data structures, documentation, applications, databases and appropriate staff in order to review the current data environment.
- 2.1.10. Provide virtual private network ("VPN") access to remote team members should any be engaged on the project. Note that excluding external access via VPN will prohibit remote resource usage.
- 2.1.11. Provide 24 hour remote access to all environments associated with the project.
- 2.1.12. Subject to the Services Agreement, Oracle will provide to the Department the time sheets and expense reports (or summary thereof with appropriate supporting documentation) covering the applicable billing period. Department will review and reply to Contractor in writing within five (5) business days with approval (or dispute) to allow Contractor's issuance of the applicable invoice. If no reply is received in the five (5) day period, the time sheets and expense reports will be deemed accepted.

2.2. Project Assumptions.

2.2.1. General Assumptions:

- 2.2.1.2 The estimated timeline for this project is May 31st, 2012 through December, 30, 2012.
- 2.2.1.4 A person day is defined as one (1) person working for up to eight (8) hours.
- 2.2.1.5 The work on this project will be performed at your facility located at 850 Bryant Street, San Francisco, CA.
- 2.2.1.6 You will honor all holidays honored by Oracle. With your permission, Oracle staff may choose to work government holidays and weekends, provided workspaces are available. During holiday work, there is no expectation of your participation.

2.2.2. Specific Project Assumptions

- 2.2.2.1. Oracle will provide domestic US resources for the performance of services.
- 2.2.2.2. Some of the Oracle consultants will work remotely on a schedule coordinated with the SFPD project manager and in accordance with the travel and expenses budget for this project.

3. Rates, Estimated Fees and Expenses.

The services specified above are provided on a time and materials ("T&M") basis; that is, you shall pay Oracle for all of the time spent performing such services, plus materials, taxes and expenses.

- 3.1 For a period of one year from the effective date of the ordering document, the services specified above shall be provided at a 31% discount off Oracle's standard consulting rates in effect when such services are performed. Thereafter, unless otherwise agreed by you and Oracle in writing, services performed under this exhibit will be provided at Oracle's standard consulting rates in effect when services are performed.

Oracle's standard consulting rates are listed in Oracle's US Price List. For your convenience, the following table includes Oracle's List Rates (\$/Hourly) based on the current US Price List as of the effective date of the ordering document, and also includes such rates less the discount specified above:

Consultant Level	List Rate (Hourly)	Discount Amt.	Extended Rate
Practice Director	\$ 460.00	\$ 142.60	\$ 317.40
Technical Director	\$ 460.00	\$ 142.60	\$ 317.40
Technical Manager	\$ 396.75	\$ 122.99	\$ 273.76
Practice Manager	\$ 396.75	\$ 122.99	\$ 273.76
Managing Principal	\$ 368.00	\$ 114.08	\$ 253.92
Senior Principal	\$ 368.00	\$ 114.08	\$ 253.92
Principal	\$ 322.00	\$ 99.82	\$ 222.18
Senior	\$ 264.50	\$ 82.00	\$ 182.51

- 3.2 All fees and expenses will be invoiced monthly. The fee estimate for labor performed under this exhibit is one million seven hundred thousand dollars (\$1,700,000.00); the estimate for travel and out of pocket expenses is an additional one hundred thirty-two thousand seven hundred fifty dollars (\$132,750.00). These estimates and any other estimates related to this exhibit are intended only to be for your budgeting and Oracle's resource scheduling purposes; these estimates do not include taxes. Oracle will invoice you for actual time spent performing the services, plus materials, taxes and expenses; such invoice may exceed the total estimated amount documented above. Once fees for services reach the estimate, Oracle will cooperate with you to provide continuing services on a T&M basis.
- 3.3 The parties acknowledge that temporary living reimbursements to Oracle provided resource(s) may be deemed compensatory under federal, state, and local tax laws if a resource's assignment in a particular location will exceed or has exceeded one year. Where reasonably possible, Oracle will plan with you to limit the duration of a resource's assignment in a particular location to less than one year. If the requirements of the services are such that it becomes necessary for a resource's services in a particular location to continue for a year or more and as a result, the reimbursement of such resource's living expenses are deemed compensatory for tax purposes, then, you agree to pay Oracle the amount of additional compensation provided to such resource to compensate for taxes imposed.

4. Project Management.

You shall designate a project manager who shall be solely responsible for project management associated with this exhibit and the direction of services provided to you by Oracle under this exhibit. Oracle shall provide services under this exhibit under the direction of such project manager, who shall make all decisions in connection with project management and direction of services under this exhibit.

5. Network Access. In order for Oracle to perform services under this exhibit, you will provide virtual private network ("VPN") access to your systems through a network connection you create between Oracle and your systems.

- You are responsible for ensuring that your network and systems comply with specifications Oracle provides prior to the commencement of the services and that all components of your Oracle software environment are accessible through the VPN.
- You are responsible for any equipment, labor and/or services necessary to set-up and maintain network connectivity at and to your Oracle software environment.
- You will provide and maintain user accounts for, and access to, the VPN for the Oracle team members, including but not limited to, Oracle's onsite remote and offshore (i.e. located outside of the United States) team members.

If your VPN client software and/or VPN infrastructure fails to allow Oracle access to perform services under this exhibit, you agree to pay for any increased costs resulting from your failure to provide such access. Oracle will prepare an amendment to this exhibit for the change in the services and fees resulting from such failure. If you do not review and approve such amendment within five (5) days after your receipt thereof, Oracle may terminate its performance of services under this exhibit.

ORACLE

Amendment
+ 1,132,750

Appendix F

ORDERING DOCUMENT/EXHIBIT SECOND AMENDMENT

Customer Name: City and County of
San Francisco
Customer Address: 850 Bryant Street
San Francisco, CA 94102

Oracle America, Inc.
1001 Sunset Blvd.
Rocklin, CA 95765

ORACLE CONTRACT INFORMATION

This ordering document/exhibit second amendment ("Second Amendment") amends the ordering document and/or exhibit(s) listed below and all ordering document/exhibit amendments thereto (the "ordering document") between you and Oracle America, Inc. ("Oracle").

The ordering document/exhibit is amended as follows:

A. AMENDMENT DETAILS

1. Ordering document US-10013938-OD-25-MAY-2012

You and Oracle hereby agree to amend the ordering document as follows:

a. Section A, Services -- Delete Services Table in its entirety and replace with the following:

Services	Reference	Fees*
Time and Materials Services	Exhibit 1-TME-300339104	\$1,700,000.00
Time and Materials Services First Amendment	Exhibit 1-TME-300339104	\$0.00
Time and Materials Services Second Amendment	Exhibit 1-TME-300339104	\$1,000,000.00
Total Fees		\$2,700,000.00
Estimated Expenses	Exhibit 1-TME-300339104	\$132,750.00
Estimated Expenses First Amendment	Exhibit 1-TME-300339104	\$0.00
Estimated Expenses Second Amendment	Exhibit 1-TME-300339104	\$132,750.00
Total Estimated Expenses		\$265,500.00
Total Funding		\$2,965,500.00

*Expenses are in accordance with each referenced exhibit.

2. Exhibit 1-TME-300339104

You and Oracle hereby agree to amend the time and materials exhibit as follows:

a. Section 2.2. Project Assumptions, 2.2.1. General Assumptions, delete 2.2.1.2. in its entirety and replace with the following:

"2.2.1.2. The estimated timeline for this project is May 31, 2012 through April 30, 2014."

6
Page 4 of 5

- b. Section 3, Rates, Estimated Fees and Expenses, delete Section 3.1 in its entirety and replace with the following:

“For the period of May 25, 2012 through April 30, 2014, the services specified above shall be provided at the rates set forth below. Thereafter, unless otherwise agreed by you and Oracle in writing, services performed under this exhibit will be provided at Oracle’s standard consulting rates in effect when services are performed.

Labor Category	Hourly Rate
Practice/Tech Director	\$ 310.00
Practice/Tech Manager	\$ 270.00
Managing Principal Consultant	\$ 245.00
Sr. Principal Consultant	\$ 245.00
Principal Consultant	\$ 217.00
Senior Consultant	\$ 180.00

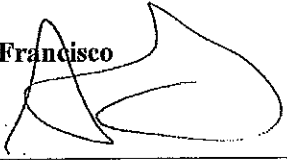

- c. Section 3, Rates, Estimated Fees and Expenses, delete Section 3.2 in its entirety and replace with the following:

“The fee estimate for labor performed under this exhibit is two million seven hundred thousand dollars (\$2,700,000.00); the estimate for travel and out of pocket expenses is an additional two hundred sixty-five thousand five hundred dollars (\$265,500.00).”

B. ADDITIONAL TERMS

1. Other. Subject to the modifications herein, the ordering document and applicable exhibit(s) shall remain in full force and effect.

This quote is valid through April 30, 2013 and shall become binding upon execution by you and acceptance by Oracle.

City and County of San Francisco	Oracle America, Inc.
Authorized Signature: 	Authorized Signature: 
Name: <u>Susan Griffin</u>	Name: <u>ROBERT C BACON, P.D.</u> <small>SR. CONTRACTS MANAGER</small>
Title: <u>Chief Information Officer</u>	Title: _____
Signature Date: <u>4-25-13</u>	Signature Date: <u>4/23/13</u>
Ordering Document/Exhibit Second Amendment Effective Date: December 17, 2012	

ORACLE

Appendix G

Amendment
+ 1,500,000

ORDERING DOCUMENT/EXHIBIT THIRD AMENDMENT

Customer Name: City and County of
San Francisco
Customer Address: 850 Bryant Street
San Francisco, CA 94102

Oracle America, Inc.
1001 Sunset Blvd.
Rocklin, CA 95765

ORACLE CONTRACT INFORMATION

This ordering document/exhibit third amendment ("Third Amendment") amends the ordering document and/or exhibit(s) listed below and all ordering document/exhibit amendments thereto (the "ordering document") between you and Oracle America, Inc. ("Oracle").

The ordering document/exhibit is amended as follows:

A. AMENDMENT DETAILS

1. Ordering document US-10013938-OD-25-MAY-2012

You and Oracle hereby agree to amend the ordering document as follows:

a. Section A, Services – Delete Services Table in its entirety and replace with the following:

"Services	Reference	Fees*
Time and Materials Services	Exhibit 1-TME-300339104	\$1,700,000.00
Time and Materials Services First Amendment	Exhibit 1-TME-300339104	\$0.00
Time and Materials Services Second Amendment	Exhibit 1-TME-300339104	\$1,000,000.00
Time and Materials Services Third Amendment	Exhibit 1-TME-300339104	\$1,350,000.00
Total Fees		\$4,050,000.00
Estimated Expenses	Exhibit 1-TME-300339104	\$132,750.00
Estimated Expenses First Amendment	Exhibit 1-TME-300339104	\$0.00
Estimated Expenses Second Amendment	Exhibit 1-TME-300339104	\$132,750.00
Estimated Expenses Third Amendment	Exhibit 1-TME-300339104	\$150,000.00
Total Estimated Expenses		\$415,500.00
Total Funding		\$4,465,500.00

*Expenses are in accordance with each referenced exhibit"

2. Exhibit 1-TME-300339104

You and Oracle hereby agree to amend the time and materials exhibit as follows:

a. Section 2.2, Project Assumptions, 2.2.1. General Assumptions, delete 2.2.1.2. in its entirety and replace with the following:

"2.2.1.2. The estimated timeline for this project is May 31, 2012 through December 31, 2017."

- b. Section 3, Rates, Estimated Fees and Expenses, delete Section 3.1 in its entirety and replace with the following:

"For the period of May 25, 2012 through April 30, 2015 the services specified above shall be provided at the rates set forth below. Thereafter, unless otherwise agreed by you and Oracle in writing, services performed under this exhibit will be provided at Oracle's standard consulting rates in effect when services are performed.

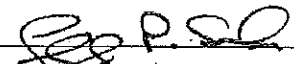
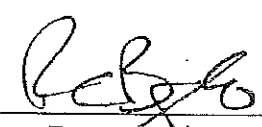
Labor Category	Hourly Rate
Practice/Tech Director	\$ 310.00
Practice/Tech Manager	\$ 270.00
Managing Principal Consultant	\$ 245.00
Sr. Principal Consultant	\$ 245.00
Principal Consultant	\$ 217.00
Senior Consultant	\$ 180.00"

- c. Section 3, Rates, Estimated Fees and Expenses, delete Section 3.2 in its entirety and replace with the following:

"The fee estimate for labor performed under this exhibit is four million fifty thousand dollars (\$4,050,000.00); the estimate for travel and out of pocket expenses is an additional four hundred fifteen thousand five hundred dollars (\$415,500.00)."

B. ADDITIONAL TERMS

1. Other. Subject to the modifications herein, the ordering document and applicable exhibit(s) shall remain in full force and effect.

This quote is valid through April 30, 2014 and shall become binding upon execution by you and acceptance by Oracle.	
City and County of San Francisco	Oracle America, Inc.
Authorized Signature: <u></u>	Authorized Signature: <u></u>
Name: <u>Gregory P. Suhr</u>	Name: <u>Robert C. Bagnulo</u>
Title: <u>Chief of Police</u>	Title: <u>Sr. Mgr. Deal Mgmt</u>
Signature Date: <u>3/27/14</u>	Signature Date: <u>2/21/14</u>
Ordering Document/Exhibit Third Amendment Effective Date: April 30, 2014	

ORACLE

Amendment
+1,000,000

Appendix H

ORDERING DOCUMENT/EXHIBIT FOURTH AMENDMENT

Customer Name: City and County of
San Francisco
Customer Address: 850 Bryant Street
San Francisco, CA 94102

Oracle America, Inc.
1001 Sunset Blvd.
Rocklin, CA 95765

ORACLE CONTRACT INFORMATION

This ordering document/exhibit fourth amendment ("Fourth Amendment") amends the ordering document and/or exhibit(s) listed below and all ordering document/exhibit amendments thereto (the "ordering document") between you and Oracle America, Inc. ("Oracle").

The ordering document/exhibit is amended as follows:

A. AMENDMENT DETAILS

1. Ordering document US-10013938-OD-25-MAY-2012

You and Oracle hereby agree to amend the ordering document as follows:

a. Section A, Services – Delete Services Table in its entirety and replace with the following:

"Services	Reference	Fees*
Time and Materials Services	Exhibit 1-TME-300339104	\$1,700,000.00
Time and Materials Services First Amendment	Exhibit 1-TME-300339104	\$0.00
Time and Materials Services Second Amendment	Exhibit 1-TME-300339104	\$1,000,000.00
Time and Materials Services Third Amendment	Exhibit 1-TME-300339104	\$1,350,000.00
Time and Materials Services Fourth Amendment	Exhibit 1-TME-300339104	\$950,000.00
Total Fees		\$5,000,000.00
Estimated Expenses	Exhibit 1-TME-300339104	\$132,750.00
Estimated Expenses First Amendment	Exhibit 1-TME-300339104	\$0.00
Estimated Expenses Second Amendment	Exhibit 1-TME-300339104	\$132,750.00
Estimated Expenses Third Amendment	Exhibit 1-TME-300339104	\$150,000.00
Estimated Expenses Fourth Amendment	Exhibit 1-TME-300339104	\$50,000.00
Total Estimated Expenses		\$465,500.00
Total Funding		\$5,465,500.00

*Expenses are in accordance with each referenced exhibit.

2. Exhibit 1-TME-300339104

You and Oracle hereby agree to amend the time and materials exhibit as follows:

a. Section 3, Rates, Estimated Fees and Expenses, delete Section 3.1 in its entirety and replace with the following:

"For the period of May 25, 2012 through April 30, 2016, the services specified above shall be provided at the rates set forth below. Thereafter, unless otherwise agreed by you and Oracle in writing, services performed under this exhibit will be provided at Oracle's standard consulting rates in effect when services are performed.

Labor Category	Hourly Rate
Practice/Tech Director	\$ 310.00
Practice/Tech Manager	\$ 270.00
Managing Principal Consultant	\$ 245.00
Sr. Principal Consultant	\$ 245.00
Principal Consultant	\$ 217.00
Senior Consultant	\$ 180.00"

- b. Section 3, Rates, Estimated Fees and Expenses, delete Section 3.2 in its entirety and replace with the following:

"All fees and expenses will be invoiced monthly. The fee estimate for labor performed under this exhibit is five million dollars (\$5,000,000.00); the estimate for travel and out of pocket expenses is an additional four hundred sixty-five thousand five hundred dollars (\$465,500.00). These estimates and any other estimates related to this exhibit are intended only to be for your budgeting and Oracle's resource scheduling purposes; these estimates do not include taxes. Oracle will invoice you for actual time spent performing the services, plus materials, taxes and expenses; such invoice may exceed the total estimated amount documented above. Once fees for services reach the estimate, Oracle will cooperate with you to provide continuing services on a T&M basis."

B. ADDITIONAL TERMS

1. Other. Subject to the modifications herein, the ordering document and applicable exhibit(s) shall remain in full force and effect.

This quote is valid through April 30, 2015 and shall become binding upon execution by you and acceptance by Oracle.	
You and Oracle acknowledge and agree that this ordering document voids, replaces and supersedes a similar ordering document signed by Oracle on March 18, 2015.	
City and County of San Francisco	Oracle America, Inc.
Authorized Signature: <u><i>Greg P. Suhr</i></u>	Authorized Signature: <u><i>Douglas W. Stanley</i></u>
Name: <u>Gregory P. Suhr</u>	Name: Douglas W. Stanley <i>OSF</i>
Title: <u>Chief of Police</u>	Title: Senior Deal Manager
Signature Date: <u>4/21/15</u>	Signature Date: April 8, 2015
Ordering Document/Exhibit Fourth Amendment Effective Date: May 1, 2015	

Appendix I

Amendment
+1,000,000

ORDERING DOCUMENT/EXHIBIT FIFTH AMENDMENT

Customer Name: City and County of
San Francisco
Customer Address: 1245 - 3rd Street
San Francisco, CA 94158

Oracle America, Inc.
1001 Sunset Blvd.
Rocklin, CA 95765

ORACLE CONTRACT INFORMATION

This ordering document/exhibit fifth amendment ("Fifth Amendment") amends the ordering document and/or exhibit(s) listed below and all ordering document/exhibit amendments thereto (the "ordering document") between you and Oracle America, Inc. ("Oracle").

The ordering document/exhibit is amended as follows:

A. AMENDMENT DETAILS

1. Ordering document US-10013938-OD-25-MAY-2012

You and Oracle hereby agree to amend the ordering document as follows:

a. Section A, Services -- Delete Services Table in its entirety and replace with the following:

Services	Reference	Fees*
Time and Materials Services	Exhibit 1-TME-300339104	\$1,700,000.00
Time and Materials Services First Amendment	Exhibit 1-TME-300339104	\$0.00
Time and Materials Services Second Amendment	Exhibit 1-TME-300339104	\$1,000,000.00
Time and Materials Services Third Amendment	Exhibit 1-TME-300339104	\$1,350,000.00
Time and Materials Services Fourth Amendment	Exhibit 1-TME-300339104	\$950,000.00
Time and Materials Services Fifth Amendment	Exhibit 1-TME-300339104	\$900,000.00
Total Fees		\$5,900,000.00
Estimated Expenses	Exhibit 1-TME-300339104	\$132,750.00
Estimated Expenses First Amendment	Exhibit 1-TME-300339104	\$0.00
Estimated Expenses Second Amendment	Exhibit 1-TME-300339104	\$132,750.00
Estimated Expenses Third Amendment	Exhibit 1-TME-300339104	\$150,000.00
Estimated Expenses Fourth Amendment	Exhibit 1-TME-300339104	\$50,000.00
Estimated Expenses Fifth Amendment	Exhibit 1-TME-300339104	\$100,000.00
Total Estimated Expenses		\$565,500.00
Total Funding		\$6,465,500.00

*Expenses are in accordance with each referenced exhibit.

2. Exhibit 1-TME-300339104

You and Oracle hereby agree to amend the time and materials exhibit as follows:

a. Section 2.2, Project Assumptions, 2.2.1, General Assumptions, delete 2.2.1.2. in its entirety and replace with the following:

W

"2.2.1.2. The estimated timeline for this project is May 31, 2012 through April 30, 2017"

- b. Section 3, Rates, Estimated Fees and Expenses; delete Section 3.1 in its entirety and replace with the following:

"For the period of May 25, 2012 through April 30, 2017 the services specified above shall be provided at the rates set forth below. Thereafter, unless otherwise agreed by you and Oracle in writing, services performed under this exhibit will be provided at Oracle's standard consulting rates in effect when services are performed.

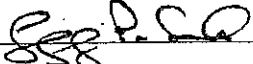
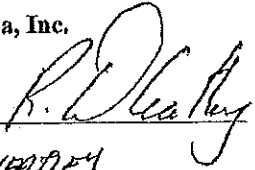
Labor Category	Hourly Rate
Practice/Tech Director	\$ 310.00
Practice/Tech Manager	\$ 270.00
Managing Principal Consultant	\$ 245.00
Sr. Principal Consultant	\$ 245.00
Principal Consultant	\$ 217.00
Senior Consultant	\$ 180.00

- c. Section 3, Rates, Estimated Fees and Expenses, delete Section 3.2 in its entirety and replace with the following:

"The fee estimate for labor performed under this exhibit is five million nine hundred thousand dollars and no cents (\$5,900,000.00); the estimate for travel and out of pocket expenses is an additional five hundred sixty-five thousand five hundred dollars and no cents (\$565,500.00)."

B. ADDITIONAL TERMS

1. Other. Subject to the modifications herein, the ordering document and applicable exhibit(s) shall remain in full force and effect.

This quote is valid through April 30, 2016 and shall become binding upon execution by you and acceptance by Oracle.	
City and County of San Francisco	Oracle America, Inc.
Authorized Signature: <u></u>	Authorized Signature: <u></u>
Name: <u>GREGORY P. SUHR</u>	Name: <u>ROBERT W. HEALEY</u>
Title: <u>Chief of Police</u>	Title: <u>SENIOR DEAL MANAGER</u>
Signature Date: <u>2/26/16</u>	Signature Date: <u>2.17.16</u>
Ordering Document/Exhibit Fifth Amendment Effective Date: May 1, 2016	

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 1-10-13

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 4034-11/12)

TYPE OF SERVICE: Professional Services, Crime Data Warehouse

FUNDING SOURCE: COIT and Grant Funding

Original Amount: \$2 Million PSC Duration: 10-1-11 - 10-31-12
Amount Mod #1 \$1 million PSC Duration #1: 10-31-12- 4-30-13
Amount Mod #2 \$5 Million PSC Duration #2: 5-01-13- 12-31-17
Total Amount \$8 million Total PSC Duration: 10-1-11 - 12-31-17

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The proposed work is to enhance the SFPD Crime Data Warehouse to allow the implementation of full mobile computing capabilities which will allow full update access to the application by all secured mobile devices. In addition, the SFPD Crime Data Warehouse will be expanded and enhanced to allow for Property Evidence Tracking, managing of the Crime Lab workflow and to facilitate, and make accessible, local Criminal History data. All of these systems and future systems in the SFPD Crime Data Warehouse will be tied together by a full implementation of the Oracle Web Portal product that will for the first time allow SFPD Officers and other Law Enforcement agency personnel to access the full gamut of needed information from a single source.

B. Explain why this service is necessary and the consequences of denial: This service is necessary in order to allow the SFPD to make use of all the IT tools available to them in the 21st century for the solving and prevention of crime. Currently, the SFPD IT Applications Staff does not have the development skills or expertise in Oracle Secure Enterprise Search, Oracle Web Portal or Oracle Identification Manager in order to take on this project. As with prior phases of the SFPD Crime Data Warehouse Project, SFPD IT Staff will work jointly with the Oracle Staff in order to develop the new functions and in order to receive knowledge transfer from the Oracle Staff.

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):

Service has been provided through PSC # 4034-11/12

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

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

Local 21 Officer Shawn Wallace #1104 January 10, 2013
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Local 21, on 7-11-11
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4034-11/12
STAFF ANALYSIS/RECOMMENDATION: Approved WW 2/28/13

CIVIL SERVICE COMMISSION ACTION:

Additional Attachment(s)

◇ **Section 5B. Will the contractor train City and County employees?**

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

5 B Answers Continued.

Crime Data Warehouse PSC Modification continued:

5B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.

Roberta Garcia (1063), Mauricio Monsalve (1063), Sharon Tsang (1062), Ana Mazlumian (1062) will receive training in the use of Oracle Secure Enterprise Search, Oracle Web Portal and Oracle Identification Manager in order to maintain and enhance the software that makes up the SFPD Crime Data Warehouse application.

Steve Senatori (1044) and Edward Yamada (1043) will receive training in the installation and system maintenance of the same products on the servers used by the SFPD Crime Data Warehouse application.

The total number of training hours will be variable since much of the knowledge transfer will take place in the form of "on the job" training. However, the total training hours will not be less than 20 hours per SFPD employee.

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

Two 1064 Senior Programmer Analysts: Roberta Garcia (1063), Mauricio Monsalve (1063)

Two 1062 Journey Programmer Analysts: Sharon Tsang (1062), Ana Mazlumian (1062)

One 1044 Principal Systems Engineer: Steve Senatori (1044)

One 1043 Senior Systems Engineer: Edward Yamada (1043).

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: State Legislative Representation and Advocacy Services (CS-1065)

Funding Source: SFPUC External Affairs Budget

PSC Duration: 4 years 52 weeks

PSC Amount: \$1,200,000

1. Description of Work

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

The proposed work consists of developing and implementing a comprehensive state lobbying strategy for the San Francisco Public Utilities Commission (SFPUC) on legislative and regulatory issues related to water, wastewater, power, infrastructure, and other issues as directed. Scope includes identifying and advocating for or against legislative and regulatory items of interest; drafting legislative language, comment letters, and other materials; and representing the SFPUC before the California State Legislature, the Governor's office, regulatory agencies, industry associations and other entities as needed. This work will be performed in our state's capitol, Sacramento, CA, on a daily basis.

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

These services are necessary because a lobbyist is best positioned to perform legislative representation and advocacy services before the state legislature in areas of interest to SFPUC. Without these services, the SFPUC is at risk of costly operational impacts to its water, wastewater and power enterprises resulting from legislative and administrative actions. The SFPUC is also at risk of losing out on critical funding opportunities to support its operations and infrastructure.

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.

SFPUC has contracted for these services in the past, through PSC #4072-06/07 (CS-231).

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):

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

B. Explain the qualifying circumstances:

Depth of knowledge and experience in lobbying, specializing in the areas of water, wastewater, power and infrastructure; expert knowledge of relevant legislation and initiatives that directly or indirectly affect the SFPUC; and established relationships with members of the California State Legislature, the Governor's Office and appropriate government agencies.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The required skills includes strong lobbyist experience specializing in the areas of water, wastewater, power and infrastructure; expert knowledge of relevant legislation and initiatives that directly or indirectly affect the SFPUC; and established relationships with members of the California State Legislature, the Governor's Office, and appropriate government agencies.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 0923, Manager II; 0933, Manager V;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, an office in Sacramento, CA near our state capitol.

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

None. The level of legislative representation needed in Sacramento, CA for this work do not currently exist within the City. These services would require dedicated staff to be based in the state capitol in order to attend meetings with state public officials and administrators, and testify at hearings on behalf of the Department.

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 may be relevant to portions of the work, but there is no one particular class or group of classes that encompasses the specific qualifications and expertise required for these lobbying and advocacy services, and the work must be performed in Sacramento, CA on a daily basis.

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, adopting a new civil service class would not address the advantages of hiring a specialist who has the resources and level of day-to-day contact with state legislative and administrative staff required to effectively advocate on behalf of the Department.

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.
None.

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 10/28/2016, 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

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

Name: Stacey Lo Phone: 415-554-1860 Email: SLo@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46946 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/09/2017

Receipt of Union Notification(s)

Lo, Stacey

From: dhr-psccordinator@sfgov.org on behalf of SLo@sfwater.org
Sent: Friday, October 28, 2016 3:44 PM
To: Lo, Stacey; amakayan@ifpte21.org; camaguey@sfmea.com; staff@sfmea.com; L21PSCReview@ifpte21.org; Lo, Stacey; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 46946 - 16/17

RECEIPT for Union Notification for PSC 46946 - 16/17 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46946 - 16/17 for \$1,200,000 for Initial Request services for the period 05/01/2017 – 04/30/2022. 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/dhrdrupal/node/8213> 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)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4072-06/07)

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

Type of Service: State Legislative Representation and Advocacy Services (CS - 231)

Funding Source: GM's Office Operating Budget

PSC Original Approved Amount: \$1,000,000

PSC Original Approved Duration: 05/01/07 - 05/01/12 (5 years 2 days)

PSC Mod#1 Amount: \$850,000

PSC Mod#1 Duration: 05/02/12-03/13/17 (4 years 45 weeks)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 03/14/17-04/30/17 (6 weeks 6 days)

PSC Cumulative Amount Proposed: \$1,850,000

PSC Cumulative Duration Proposed: 10 years 2 days

1. Description of Work

A. Scope of Work:

Legislative representation and advocacy before the California State Legislature and State Administration in areas of water, wastewater, energy and natural resources.

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

A lobbyist can ably perform services in legislative representation and advocacy before the state legislature in areas of water, wastewater, and natural resources. If these services are denied, the San Francisco Public Utilities Commission(SFPUC) may risk the loss of critical funding opportunities.

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 4072-06/07

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

2. Union Notification: On 04/03/15, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4072-06/07

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 04/14/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Seven (7) years of lobbyist experience specializing in the areas of water, wastewater, energy and natural resources; expert knowledge of relevant legislation and initiatives that directly or indirectly affect the SFPUC; and established relations with members of the Legislature, jurisdictional committees and appropriate government agencies.

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 yes, explain:
No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

No civil service class has the specific qualifications and the work must be preformed in Sacramento, CA.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No.

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?	<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? Edelstein, Gilbert Robson & Smith, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/03/15 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA 94105

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR -- TTX

Dept. Code: TTX

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

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

Type of Service: Debt Collection Software

Funding Source: General Fund

PSC Amount: \$1,450,000

PSC Est. Start Date: 12/01/2016 PSC Est. End Date 11/30/2021

1. Description of Work

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

The proposed work will include the planning, testing, programming, training, support, and maintenance of the software.

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

Collection Solutions Software Incorporated won the software contract through the Request For Proposal in 2015 and we will need to migrate over to and configure their software to maintain our delinquent account inventory and debt collection processes before the contract with our current vendor, Columbia Ultimate Business Software expires in June 30, 2017. The initial services are short term and specialized due to the software being completely owned and maintained by Collection Solutions Software Incorporated. If these services were denied it will severely impact the critical and essential municipal revenue recovery work performed by the Business of Delinquent Revenue, which manages a portfolio of more than half a million delinquent municipal debts that comprises more than \$600 million in receivables.

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 are currently being provided by Columbia Ultimate Business Software (CUBS) and supported by our department's Information Technology staff on premise. Our contract with Columbia Ultimate Business Software is set to expire on June 30, 2017.

D. Will the contract(s) be renewed?

It could possibly be renewed for additional terms if needed, but our goal is to replace the current software with a newer system to better meet the demands of the Department.

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 debt collection software will be the primary database for the entirety of the Business of Delinquent Revenue's ongoing delinquent collections work, which encompasses a comprehensive debt recovery process being conducted on a large existing inventory of accounts that will go beyond 5 years, and the continuous assignment of new delinquent accounts from various City Departments.

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 project requires expertise in the configuration, setup and installation of proprietary software.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Extensive knowledge and expertise on how to configure, program, train users of various levels, (i.e. collectors, system administrators, etc) and how to support and maintain the IMPACT HD 2.0 software, which is a proprietary software owned by Collection Solutions Software Incorporated.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the software will be hosted by Collection Solutions Software Incorporated. The data centers that will host the software, as well as the back-up data centers, will be provided by the contractor.

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

Collection Solutions Software Incorporated owns, maintains, supports and will host the software. These services cannot be provided by any other resources 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.
Job classes 1061, 1062, 1063, 1064 do not have expertise in the configuration, setup, and installation of the proprietary software. Furthermore, the installation, training, and programming (or if custom programming becomes necessary) of the IMPACT HD 2.0 software application, which is solely owned by Collection Solutions Software Incorporated and will be hosted by them, will be short term and will require specialized knowledge and expertise.
- 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, a new civil service class will not be needed because this will be a one-time installation and configuration only.

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, with the implementation of their software solution the contractor will need to provide extensive training to the Department employees. Please see attached training document. This training will include but is not limited to how to users will leverage the system to perform their daily debt collection work (i.e. work an assigned inventory of accounts, documenting the account record file, book payment arrangements, manage their delinquent accounts portfolio, etc.), uploading and extracting data files, post manual transactions and input/update accounts, processing financial transactions, managing accounting processes, creating reports, developing business and collection workflow strategies, system administration, information security, system support and maintenance requirements, and performing various data query functions.
- 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 11/08/2016, the Department notified the following employee organizations of this PSC/RFP request:
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: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: Kimmie Wu 1 Dr. Carlton B Goodlett Pl, Room 140, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49381 - 16/17

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 01/09/2017

Civil Service Commission Action:

Receipt of Union Notification(s)

From: Wu, Kimmie (TTX)
Sent: Friday, November 18, 2016 9:24 AM
To: L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Cc: Wu, Kimmie (TTX)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 49381 - 16/17

Hi,

Please be advised, the amount for this PSC #49381 - 16/17 has been adjusted down to 1,450,000.

Regards,

Kimmie Wu
Budget Manager
Office of the Treasurer & Tax Collector
City & County of San Francisco
415-554-4513

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of Kimmie.wu@sfgov.org
Sent: Tuesday, November 08, 2016 3:26 PM
To: Wu, Kimmie (TTX) <kimmie.wu@sfgov.org>; L21PSCReview@ifpte21.org; Wu, Kimmie (TTX) <kimmie.wu@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 49381 - 16/17

RECEIPT for Union Notification for PSC 49381 - 16/17 more than \$100k

The TREASURER/TAX COLLECTOR -- TTX has submitted a request for a Personal Services Contract (PSC) 49381 - 16/17 for \$2,400,000 for Initial Request services for the period 12/01/2016 □ 11/30/2021. 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/8245> 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)

The training approach may be modified as we progress with the implementation of the new software and adjust existing processes accordingly. The following occupational types will be receiving the below listed training:

Bureau of Delinquent Revenue

- 0931- BDR Director
- 0922 – Assistant Director

80 – 100 hours estimated training – Will require extensive training to be the managers of user access levels, know all back-end business and collection workflow strategies and processes, reporting, accounting and reconciliation, audit and quality control functions, import/export file management, assignment of accounts to collection agencies, user defined windows and views, etc. These positions provide support to the entire organization and is also responsible for adjusting, developing, and implementing workflow process changes of various scale and complexity to account for organizational changes, special debt type requirements, and unique debt collection situations.

- 4310 - Collection Supervisor
- 4337 – Principal Investigator

25 – 40 hours estimated training- This group supervises the primary users (Collection Officers, Senior Collection Officers, and Investigators) and will need to leverage the system to analyze the inventory for strategy development, develop and implement processes that are specific to the handling of various types of debts, dashboards to monitor and measure performance, create reports, etc.

- 4306 - Collection Officer
- 4308 – Senior Collection Officer
- 4334 – Investigators

20 – 30 hours estimated training – These will be the front end users who will use the software to perform their debt collection and enforcement work. This work includes sending notices, booking payment plans, assessing financial ability to pay, documenting and status coding the accounts, handling various collection situations (i.e. bankruptcy, lawsuits, probate), skip tracing, post-judgment collections, etc.

- 1404 – Clerk
- 1630 – Account Clerk
- 1632 – Senior Account Clerk

25 – 40 hours estimated training – The clerical staff performs various functions, such as uploading new placement files, manual account creation and deletion, posting manual financial transactions, running mass account update processes, generating various reports, and scanning documents and attaching the account records

Accounting & Reconciliation

- 1657 – Director of Accounting & Reconciliation
- 1654 – Principal Accountant
- 1632- Senior Account Clerk
- 1634 – Principal Account Clerk

25 – 40 hours estimated training – This group will be uploading payment files, handle various data extracts (i.e. payment data), analyze financial data in the system, perform accounting and reconciliation work in various degrees of complexity, and creating and generating reports.

Legal

- 8190 – Tax Collector Attorney
- 8177 – Assistant Tax Collector Attorney

- 1458 – Legal Secretary
- 8173 – Legal Assistant

20 – 30 hours estimated training – These users provide substantial and significant legal support to the organization, and performs legal collection enforcement on municipal and county debts, also performs post judgment, litigation, settlement negotiations, appeals, processes various court filings (i.e. medical liens, proofs of claim, legal briefs and responses), handles complex bankruptcy, legal research, etc. They will need access to the data and features in the software to perform their work.

Information Systems

- 1090 Series
- 1040 Series
-

80 - 100 hours estimated training – The Office of the Treasurer and Tax Collector's Information Technology group be the main on-site application & support administrators. They will need to be extremely well versed in all of the back-end system processes, information security, management of data file generation, internal system interfaces, maintenance and support, coordinate system updates, trouble-shooting, etc. They provide the highest level of technical support to the organization.

Other

5 – 10 hours estimated training - There will also be inquiry only users that department staff (BDR section management) will administer.

City and County of San Francisco

Request for Proposals for

**Office of the Treasurer & Tax Collector
Bureau of Delinquent Revenue
Debt Collection Software**



Date issued:

September 4th, 2015

Proposal due:

October 2nd, 2015 by 5:00PM PST

Request for Proposals for **Bureau of Delinquent Revenue's Debt Collection Software**

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Appendices:

- A. CMD Attachment 2: Requirements for Architecture, Engineering and Professional Services Contracts, for contracts \$50,000 and over document (separate document). Proposers must submit the following forms:

Form 2A CMD Contract Participation form
Form 2B CMD "Good Faith" Outreach Requirements form
Form 3 CMD Non-discrimination Affidavit
Form 5 CMD Employment form

The following form may be required, depending on the circumstances:

Form 4 Joint Venture Participation Schedule

- B. Standard Forms: Listing and Internet addresses of Forms related to B-1 Taxpayer Identification Number and Certification, to Business Tax Declaration, and to Chapters 12B and 12C, and 14B of the S.F. Administrative Code.
- C. Agreement for Professional Services (form P-500) separate document

**Request for Proposals for
Office of the Treasurer & Tax Collector
Bureau of Delinquent Revenue
Debt Collection Software**

I. Introduction and Schedule

A. General

The City and County of San Francisco is requesting proposals from businesses that can provide comprehensive software solutions in debt collection and delinquency management for the Bureau of Delinquent Revenue (BDR) within the Office of the Treasurer & Tax Collector.

The Bureau of Delinquent Revenue is the duly authorized and official collection agency for the City and County of San Francisco, and provides debt collection services for several City departments. The Bureau successfully manages a large and comprehensive revenue recovery operation that encompasses the full life cycle of the debt collection process, has a robust portfolio of more than half a million accounts that exceeds a billion dollars in delinquent receivables, and consists of approximately 30 different types of municipal debts. These municipal debts include business and personal property taxes, regulatory license fees, and county medical services debts.

The contract shall have an original term of five years. In addition, the City shall have the option to extend the contract for two additional terms for a period of two years each, which the City may exercise in its sole, absolute discretion.

B. Schedule

The anticipated schedule for selecting the vendor is:

<u>Proposal Phase</u>	<u>Date</u>
RFP issued by the City	09/04/15
Deadline for submission of written questions or requests for clarification	09/16/15
Proposals due	10/02/15
Oral interviews	11/6/15

II. Scope of Work

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. Due to the level of complexity and comprehensiveness of the BDR collection operation, the proposed collection software will need to contain features that allow for the management of the full life cycle and various flows of the debt collection process (placement for collection, initiating contact, payment processing, skip tracing, reassignment to a collection agency, legal action, bankruptcy, probate, etc.).

The scope of work to transition to the new collection software will require, but is not limited to, the following:

- The proposed solution must be compatible with JBase for windows version 4.7 and be able to migrate data from RPCS version 2012. An extensive migration of data will be required and must include, but is not limited to, the transfer of all account demographics, various data and financial fields, historical notes, transaction history, and images scanned to the account record. The new collection system will also need to be able to manage multiple interfaces with other software applications (i.e. cashiering system, online account access and electronic payments) and integrate pre-existing custom programs or offer an equivalent solution.
- The new collection software solution will need to demonstrate, in addition to the features listed in section III below, that it possesses the flexibility and agility to meet CCSF requirements
- Detailed plan of the project that includes the implementation methodology for a large centralized collection operation, proposed timeline and schedule for project completion, and pricing and cost estimates for the work
- The migration of data from our existing collection software will be both complex and extensive. TTX anticipates that, at minimum, four migration paths will be required to ensure thorough and high quality data migration. A QA testing and check-in approach for each path must be included in the data migration plan
- Segmented QA-Testing with periodic check-in and approval sign-off on the completion of each stage of implementation
- On-site training for the department staff
- Post implementation review and support plan before full transition to the new software is completed
- Proposing teams may suggest a modified scope as part of their proposal.

III. Minimum system requirements and desired features for the software

A. Essential collection software features

Below is a list of the features that are critical to our collection process and must be included with the software. They comprise the minimum requirements for the software solution. Please indicate if your proposed solution includes the feature by marking an X in the corresponding "Yes" or "No" boxes.

	Critical Features		
	Yes	No	
1. Conversion utilities, ability to interface with other programs, & meet minimum software/hardware requirements	Compatible with JBase for windows version 4.7 and/or able to migrate data from RPCS version 2012	<input type="checkbox"/>	<input type="checkbox"/>
	Account Distribution/Payment Proration Module	<input type="checkbox"/>	<input type="checkbox"/>
	California EDD Module	<input type="checkbox"/>	<input type="checkbox"/>
	Trans Union Credit Report Module	<input type="checkbox"/>	<input type="checkbox"/>
	California FTB/COD Module	<input type="checkbox"/>	<input type="checkbox"/>
	API Standard	<input type="checkbox"/>	<input type="checkbox"/>
	Tax Intercept Module	<input type="checkbox"/>	<input type="checkbox"/>
	Electronic imaging and document retrieval	<input type="checkbox"/>	<input type="checkbox"/>

Request for Proposals for Bureau of Delinquent Revenue's Debt Collection Software

	Integration or interfacing capabilities that includes but not limited to cashiering payments, ODBC connections or SQL backend, online bill presentment and payment processing		
2. Inventory Management	Assigned unique debt/client identifiers		
	Debt type grouping/packaging controls		
	Standard statistical reports on inventory		
	Customizable inventory reports		
	Controls for mass account forwarding feature for multiple agencies		
	Flexible account assignment & distribution features		
3. Administrative Controls	Control of access to menus and sub-menus		
	Set-up user profiles		
	Control of data and financial field accesses		
4. Collection Letter Drafting & Mass Mailing Features	Flexible formatting		
	User-friendly letter drafting features		
	Be able to include data fields		
	Flexible customization options		
	In-house printing single/mass feature		
	Includes PDF format for documents		
	Ability to create electronic mass mailing files for offsite printing		
5. Collection Workflow Strategy Management	Flexible set up options for workflow strategies		
	Extensive options for automated actions to be triggered by collection events or when certain conditions are met		
6. File Import/Export Capability	Flexible data export controls		
	Flexible data import controls		
	Multiple formats available for import or export		
	Automated import/export set-up controls		
7. Flexible Accounting & Reporting	Tracks all financial transactions		
	Ability to differentiate between fees, interest, penalties and principal		
	Standard collection reports included		
	Customizable accounting report generation		
	Ability to set-up recurring report templates		
	Ability to set-up additional financial fields as needed		
	All financial fields can be queried and are exportable		
	Ability to set-up additional transaction codes		
	Ability to post or reverse transactions in mass		
	Controls to set-up bucket posting priority		
Automated posting features			
8. Ability to set up customized data fields and query feature(s)	Allows for customizable data fields		
	All data fields can be queried and exported		
9. Data back up and information security, and have a test	Includes a data back-up/Disaster Recovery and		

Request for Proposals for Bureau of Delinquent Revenue's Debt Collection Software

environment that has all of the features of the live system	information security feature		
	Test environment that mirrors production		
10. Scalable for future additions to the systems (i.e. new software modules)	Software scalability can manage robust collection operation		
	Controls for ad hoc data archiving		
11. Data archiving feature	Ability to query archived data		
	Ability to restore archived data		
	Controls for flexible management of assigned inventory		
12. User-Friendly for all levels of staff	Ability to customize work list		
	Flag accounts for assignment to collection agency		
	Attach documents and images to account record		
	Query and export data		
	Detailed User manual		

B. Desired features

The list below is for the highly desired software features that, while not a minimum requirement, are important to the BDR collection process. Please indicate if your proposed solution includes the feature by marking an X in the corresponding "Yes" or "No" boxes.

	Desired Features	Yes	No
1. Conversion utilities, ability to interface with other programs, & meet minimum software/hardware requirements	California DMV Module		
	Control of payment priority within the debt types		
2. Administrative Controls	Ability to perform calculations		
3. Flexible Accounting & Reporting	Controls for automated process set-up for data archiving		
4. Data archiving feature	Run specific workflow strategy at front-end user level		
5. User-Friendly for all levels of staff	Customizable collector screen		
	Should allow for a large number of users		
	Capture phone numbers from inbound calls		
	Control of campaign set-up and statistics to capture		
	Control of the call results codes table		
6. Predictive Dialer System	Flexible controls to set-up user profiles		
	Has options for blended campaigns		
	Set-up automated messaging for "blast" campaigns		
	Include standard dialer reports		
7. Customizable Dialer Reports	Customizable report features		
	Includes data export/import option		
	Provides real time dialer results data		
8. Web-Based view	Should allow for a large number of users		
	Flexible controls to set-up user profiles and their viewing capabilities; also including group set-ups and options to update profiles in mass		
	Includes standard collection reports		
	Includes information security features		

Request for Proposals for **Bureau of Delinquent Revenue's Debt Collection Software**

9. Automated post-judgment processes	Calendar features for follow-up and/or renewal		
	Judgment interest calculation controls		
	Payment allocation and priority controls		
10. Filterable notes	Notes can be filtered via key words search		
	Searches can span across a group of accounts		
11. Collector performance dashboard with real time production data	Customizable dashboard for production content		
	Controls to define how production results are counted		

IV. Submission Requirements

A. Time and Place for Submission of Proposals

Proposals must be submitted as an attachment (PDF, Word, Excel formats, etc.) via email to Jeffrey.Smejkal@sfgov.org. Proposals must be received by 5:00 p.m. on or before October 2nd, 2015. Late submissions will not be considered.

Proposers shall submit two copies, separately bound, of required CMD Forms in a sealed envelope clearly marked **RFP for TTX Bureau of Delinquent Revenue Debt Collection Software** to:

Attn: Jeff Smejkal
 City & County of San Francisco
 Office of the Treasurer & Tax Collector
 1 Dr. Carlton B. Goodlett Place City Hall Room 140
 San Francisco, Ca. 94102

B. Format & Content

Proposals must be no longer than 15 pages and should include a table of contents. The page maximum does not include brochures, literature and demonstrations. These additional items are welcome but should not be submitted in lieu of responding to the requested information in the RFP. For this RFP proposers must submit the following information, in the order specified below:

1. Provide the following company information :
 - a. Name
 - b. Address
 - c. Contact name and title
 - d. Phone number
 - e. Email address
2. Provide a letter of introduction with a brief description of your firm, experience in the industry, number of years providing debt collection solutions to federal, state or local governments.
3. Complete the chart from Section II (Scope of Work) of the RFP and include a detailed response to the critical features requested in Section II.
4. Submit at least two (2) references, preferably of federal, state or local governments equal in size or larger than the City and County of San Francisco that have implemented your solution within the last five (5) years. Please include:
 - a. Name of the client

Request for Proposals for **Bureau of Delinquent Revenue's Debt Collection Software**

- b. Contact information (name, address, phone, email)
- c. Dates of engagement
- d. Total annual budget
- e. Total number of employees
- f. Total number of Departments / Agencies
- g. Type of Department / Agency (e.g. Airport, Hospital, Public Works, Social Services, etc.)
- h. Software implemented (specific modules)
- i. Technical environment

1. Team Qualifications (up to two pages)

- a. Provide a list identifying: (1) each key person on the project team, (2) the project manager, (3) the role each will play in the project, and (4) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval.

V. Evaluation and Selection Criteria

Any proposal that does not demonstrate that the proposer meets the requirements listed in Section II (Scope of Work), the minimum system requirements in Section III A (Minimum system requirements and desired features for the software, Essential Collection software features), or provides all of the requested information in Section IV (Submission Requirements) by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

A. Selection Criteria

The eligible proposals will be evaluated by a selection committee comprised of parties with expertise in debt collection and information technology. The City intends to evaluate the proposals generally in accordance with the criteria itemized below. Up to **three** of the firms with the highest scoring proposals will be interviewed by the committee to make the final selection.

1. Functionality and Features of the Proposed Software Solution (35 points)

- a. Compatible with JBase for windows version 4.7 and be able to migrate data from RPCS version 2012.
- b. Software solution possesses all "Essential Features" features listed in Section III A (Scope of Work), or demonstrates an equivalent solution.
- c. Number of "Desired Features" features included in the software or demonstrates an equivalent solution as listed in Section III B (Scope of Work).

2. Transition and Implementation Plan (35 points)

- a. Implementation plan (i.e. phased implementation process that will run concurrent with the continued use of the existing collection system) that includes a sufficiently detailed explanation of the QA testing for each phase of the data migration and implementation approaches
- b. Projected timeline and schedule to complete the project
- c. Training plan for department staff and user training manual (the user manual should include an index for the standard reports included in the software)
- d. Post implementation plan (the post implementation plan should include the software support and maintenance architecture)

3. Government Collection Services Experience (15 points)

a. Has at least two government clients the size of San Francisco or larger that has implemented the proposed software solution within the last 5 years

4. Price/Cost (15 points)

a. Competitive pricing of the software product(s) and the work necessary to migrate and fully transition to the new collection software (i.e. list pricing, itemized cost, hourly rates for services and/or staff, other pricing methodology, etc.). At minimum the pricing information should include, if applicable, the software licensing costs, professional services, equipment (including a diagram of the proposed architecture), and annual maintenance costs.

B. Oral Interview

Following the evaluation of the written proposals the **three** proposers receiving the highest scores will be invited to present demonstration of the proposed collection software solution using data provided by BDR. It is preferred that the demonstration does not exceed 90 minutes. The three proposers will each be tasked with demonstrating specific features of the proposed software to the evaluation panel. Proposers should confirm ahead of time if the demonstration will be on-site or remote (i.e. Webex) so arrangements can be made by the department.

Software Features for the Live Demonstration

For the live demonstration a sample of test accounts of varying debt types will be provided to the proposers. The account reference data, demographic, and financial details will be included. Using the test accounts proposers will need to present and demonstrate the following features of their software:

• **New Account Set-Up**

- Manually create a new account
- Upload the test file and create new accounts in mass
- Generate an account upload report

• **Payment Posting**

- Payments are to be applied to an obligation in the following sequence – fees, then interest, then penalties, and then principal. Create a payment posting process that updates an account in this order
- Post manual payments to two accounts to clear the entire balances (one payment to an account with balances due for fees, interest, penalties and principal, and one payment to an account with only a principal balance due)
- Demonstrate the posting of a partial payment
- Overpay an account by \$10.00
- Return payment – Demonstrate the processing of a posted payment that was found to be NSF and needs to be reversed; Add a \$50 return payment fee to the account and then re-post a new payment
- Mass posting – Post payments to 10 accounts of various debt types simultaneously
- Reverse the mass posting – On the same 10 accounts reverse the payments simultaneously

• **Debt Grouping/Packaging & Related Controls**

- Demonstrate how to group multiple accounts owed by one debtor into a packet of accounts

Request for Proposals for **Bureau of Delinquent Revenue's Debt Collection Software**

- Demonstrate the debt group controls and how to automatically group accounts that meet the settings in the control record
- Set-up account placement priority within the grouping by type of debt
- **Workflow Strategy**
 - Create two typical collection workflow strategies
 - Apply these strategies to a group of the test accounts
 - Demonstrate a workflow strategy that transitions and progresses accounts through the collection cycle based on type of debt, age, and value of the account
- **Administrative Controls**
 - Demonstrate the extensiveness of the administrative controls of the software solution
- **Imaging & Document Retrieval**
 - Demonstrate the way images and documents of various formats can be attached to an account record
 - Demonstrate how these images are categorized and how they can be retrieved
 - If applicable demonstrate how multiple documents (i.e. a mass mailing of tax statements) can be attached to a group of specific accounts included in the mailing
- **Accounting & Collection Performance/Custom Report Capabilities**
 - Briefly show the reporting features of the software, including a list of the most important standard reports included with your software solution
 - Demonstrate how to generate standard accounting reports. Include in your demonstration the collections by type of debt, showing the month to date and year to date revenues collected, number of accounts paid in full, and outstanding balances
 - Generate a collector performance report, also including the month to date and year to date collections, and other standard performance data
 - Demonstrate how to create custom reports and how to set-up recurring reports, including exporting that data
- **Collection Letter Drafting**
 - Demonstrate the letter drafting feature in the system, including how to save templates, set-up a letter series, and both manual and mass letter generation
 - Generate a file of letters to be printed, including the formats that are available (PDF, Text, MS Word doc, etc.)
- **"A Day in the Life of a Collector"**
 - Demonstrate how a collector would use the software to perform their collection work; Include how they comprehend the information on the collector screen, entering notes, updating account status, setting up a payment plan, and looking at their real-time production results
- **Account Inventory Controls**

Request for Proposals for Bureau of Delinquent Revenue's Debt Collection Software

- Demonstrate the extensiveness of the software's capabilities on how the inventory of delinquent accounts can queried and accessed in mass; include the reviewing of data and financial fields, commands for counting, summing, sorting, and other typical commands used to manipulate data for various analyses
- Briefly demonstrate the controls that the collectors have with managing their inventory; include how they can create work lists to focus on various accounts in their assigned inventory that meet their selection criteria (high balance, age of accounts, defaulted payment plan agreements, broken promises, judgment accounts, etc.)

The City intends to award this contract to the firm that best meets the needs of the Bureau of Delinquent Revenue. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are deemed not responsive to this request.

C. Contract Award

The Office of the Treasurer & Tax Collector will select a proposer with whom the Office of the Treasurer & Tax Collector's staff shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the Office of the Treasurer & Tax Collector, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

VI. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFP

Inquiries regarding the RFP and all oral notifications of an intent to request written modification or clarification of the RFP, must be directed to:

Jeffrey.Smejkal@sfgov.org

C. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten calendar days after the RFP is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Change Notices

The Department may modify the RFP, prior to the proposal due date, by issuing Bid Addendum(s), which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Bid Addendum(s) issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Bid Addendum(s).

E. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

Request for Proposals for Bureau of Delinquent Revenue's Debt Collection Software

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

G. Errors and Omissions in Proposal

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

I. Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. **Criminal.** Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. **Civil.** Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.

3. **Administrative.** Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

J. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the 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's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits 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.

K. Public Access to Meetings and Records

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

L. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.

M. No Waiver

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

N. Local Business Enterprise Goals and Outreach

The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance") shall apply to this RFP.

1. LBE Subconsultant Participation Goals

The LBE subconsulting goal for this project is 0% of the total value of the goods and/or services to be procured.

Each firm responding to this solicitation shall demonstrate in its response that it has used good-faith outreach to select LBE subcontractors as set forth in S.F. Administrative Code §§14B.8 and 14B.9, and shall identify the particular LBE subcontractors solicited and selected to be used in performing the contract. For each LBE identified as a subcontractor, the response must specify the value of the participation as a percentage of the total value of the goods and/or services to be procured, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the proposal. LBEs identified as subcontractors must be certified with the San Francisco Contract Monitoring Division at the time the proposal is submitted, and must be contacted by the proposer (prime contractor) prior to listing them as subcontractors in the proposal. Any proposal that does not meet the requirements of this paragraph will be non-responsive.

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a proposer shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(C)&(D) and CMD Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts.

Proposals which fail to comply with the material requirements of S.F. Administrative Code §§14B.8 and 14B.9, CMD Attachment 2 and this RFP will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of LBE subcontractor participation specified in the contract shall be deemed a material breach of contract. Subconsulting goals can only be met with CMD-certified LBEs located in San Francisco.

2. LBE Participation

The City strongly encourages proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating discount will be in effect for the award of this project for any proposers who are certified by CMD as a LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. Certification applications may be obtained by calling CMD at (415) 252-2500. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

- a. A 10% bid discount shall be applied to Small LBEs and Micro-LBEs bidding as primes; or
- b. A 2% bid discount will be applied to an SBA-LBE, except that the 2% discount shall not be applied at any stage if it would adversely affect a Small LBE or Micro-LBE bidder.

If applying for a rating discount as a joint venture: The LBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the LBE joint venture's work shall be set forth in detail separately from the work to be performed by the non-LBE joint venture partner. The LBE joint venture's portion of the contract must be assigned a commercially useful function.

3. CMD Forms to be Submitted with Proposal

a. All proposals submitted must include the following Contract Monitoring Division (CMD) Forms contained in the CMD Attachment 2: 1) CMD Contract Participation Form, 2) CMD "Good Faith Outreach" Requirements Form, 3) CMD Non-Discrimination Affidavit, 4) CMD Joint Venture Form (if applicable), and 5) CMD Employment Form. If these forms are not returned with the proposal, the proposal may be determined to be non-responsive and may be rejected.

b. Please submit only two copies of the above forms with your proposal. The forms should be placed in a separate, sealed envelope labeled CMD Forms.

If you have any questions concerning the CMD Forms, you may call Romulus Asenloo, the Contract Monitoring Division Contract Compliance Officer for Office of the Treasurer & Tax Collector at 415-581-2310.

Contract Requirements

Proposer 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 referenced in RFP Attachment III.

O. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, ("**Nondiscrimination; Penalties**" in the Agreement); the Minimum Compensation Ordinance ("**Requiring Minimum Compensation for Covered Employee**" in the Agreement); the Health Care Accountability Ordinance ("**Requiring Health Benefits for Covered Employees**" in the Agreement); the First Source Hiring Program ("**First Source Hiring Program**" in the Agreement); and applicable conflict of interest laws ("**Conflict of Interest**" in the Agreement), as set forth in paragraphs B, C, D, E and F below.

P. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at www.sfCMD.org.

Q. Minimum Compensation Ordinance (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P: Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see "**Requiring Minimum Compensation for Covered Employee**" in the Agreement.

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

R. Health Care Accountability Ordinance (HCAO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

S. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

T. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

VII. Protest Procedures

A. Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth 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 one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP 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.

B. Protest of Contract Award

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

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 proposer, and must cite the law, rule, local ordinance, procedure or RFP 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.

C. Delivery of Protests

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

Attn: Jeff Smejkal
City & County of San Francisco
Office of the Treasurer & Tax Collector
1 Dr. Carlton B. Goodlett Place City Hall Room 140
San Francisco, Ca. 94102

Appendix A

Standard Forms

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, **the contractor should not do so again unless the contractor's answers have changed.** To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item four. To find out about item four and certification, the contractor should call Contract Monitoring Division at (415) 252-2500.

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification http://sfgsa.org/index.aspx?page=4762 www.irs.gov/pub/irs-fill/fw9.pdf	W-9	The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
2.	Business Tax Declaration http://sfgsa.org/index.aspx?page=4762	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits http://sfgsa.org/index	CMD-12B-101	Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with	Human Rights Comm. 25 Van Ness, #800 San Francisco, CA 94102-6059 (415) 252-2500

Request for Proposals for Bureau of Delinquent Revenue's Debt Collection Software

Item	Form name and Internet location	Form	Description	Return the form to; For more info
	aspx?page=4762 In Vendor Profile Application		spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.	
4.	CMD LBE Certification Application http://sfgsa.org/index.aspx?page=4762 In Vendor Profile Application		Local businesses complete this form to be certified by CMD as LBEs. Certified LBEs receive a rating bonus pursuant to Chapter 14B when bidding on City contracts. To receive the bid discount, you must be certified by CMD by the proposal due date.	Contract Monitoring Unit 25 Van Ness, #800 San Francisco, CA 94102-6059 (415) 252-2500

Where the forms are on the Internet

Office of Contract Administration

Homepage: www.sfgov.org/oca/
 Purchasing forms: Click on "Required Vendor Forms" under the "Information for Vendors and Contractors" banner.

Contract Monitoring Division

CMD's homepage: <http://sfgsa.org/index.aspx?page=5365>
 Equal Benefits forms: <http://sfgsa.org/index.aspx?page=5359>
 LBE certification form: <http://sfgsa.org/index.aspx?page=5364#Section%20V>

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Federal Legislative Representation and Advocacy Services (CS-1066)

Funding Source: SFPUC External Affairs Budget

PSC Duration: 4 years 52 weeks

PSC Amount: \$1,200,000

1. Description of Work

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

The proposed work includes developing and implementing a comprehensive federal lobbying strategy for the San Francisco Public Utilities Commission (SFPUC) on legislative and regulatory issues related to water, wastewater, power, infrastructure, and other issues as directed. Scope includes identifying and advocating for or against legislative and regulatory items of interest; drafting legislative language, comment letters, and other materials; and representing the SFPUC before the United States Congress, Federal Administration, regulatory agencies, industry associations and other entities as needed. This work will be performed in our nation's capitol, Washington DC, on a daily basis.

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

A lobbyist is best positioned to perform legislative representation and advocacy services before the U.S. Congress in areas of interest to SFPUC. Without these services, the SFPUC is at risk of costly operational impacts to its water, wastewater and power enterprises resulting from legislative and administrative actions. SFPUC is also at risk of losing out on critical funding opportunities to support its operations and infrastructure.

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.

SFPUC has contracted for these services in the past, through PSC #4073-06/07 (CS-232R).

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):

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

B. Explain the qualifying circumstances:

Expertise and knowledge of lobbyist experience specializing in the areas of water, wastewater, power and infrastructure; expert knowledge of relevant legislation and initiatives that directly or indirectly affect the SFPUC; and established relationships with members of the U.S. Congress, the Federal Administration and appropriate government agencies.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The required skills includes strong lobbyist experience specializing in the areas of water, wastewater, power and infrastructure; expert knowledge of relevant legislation and initiatives that directly or indirectly affect the SFPUC; and established relationships with members of the U.S. Congress, the Federal Administration, and appropriate government agencies.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 0923, Manager II; 0933, Manager V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, an office in Washington, DC.

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

None, the level of legislative representation needed in Washington, DC for this work do not currently exist within the City. These services would require dedicated staff to be based in the federal capitol in order to attend meetings with federal public officials and administrators, and testify at hearings on behalf of the Department.

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 may be relevant to portions of the work, but there is no one particular class or group of classes that encompasses the specific qualifications and expertise required for these services, and the work must be performed in Washington, DC on a daily basis.
- 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, adopting a new civil service class would not address the advantages of hiring a specialist who has the resources and level of contact with congressional and administrative staff required to effectively advocate on behalf of the Department.

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.
None.
- 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 10/28/2016, 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

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

Name: Stacey Lo Phone: 415-554-1860 Email: SLo@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46714 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/09/2017

Receipt of Union Notification(s)

Lo, Stacey

From: dhr-psccordinator@sfgov.org on behalf of SLo@sfwater.org
Sent: Friday, October 28, 2016 3:44 PM
To: Lo, Stacey; amakayan@ifpte21.org; camaguey@sfmea.com; staff@sfmea.com; L21PSCReview@ifpte21.org; Lo, Stacey; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 46714 - 16/17

RECEIPT for Union Notification for PSC 46714 - 16/17 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46714 - 16/17 for \$1,200,000 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/dhrdrupal/node/8214> 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)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4073-06/07)

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

Type of Service: Federal Legislative Representation and Advocacy Services (CS-851/ CS-232R)

Funding Source: GM's Office Operating Budget

PSC Original Approved Amount: \$1,250,000 PSC Original Approved Duration: 05/01/07 - 05/01/12 (5 years 2 day)
PSC Mod#1 Amount: \$1,362,000 PSC Mod#1 Duration: 05/02/12-03/13/17 (4 years 45 weeks)
PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 03/14/17-08/05/17 (20 weeks 5 days)
PSC Cumulative Amount Proposed: \$2,612,000 PSC Cumulative Duration Proposed: 10 years 14 weeks

1. Description of Work

A. Scope of Work:

Legislative representation and advocacy before the Congress and federal regulatory agencies in areas of water, wastewater, energy and natural resources.

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

A lobbyist can ably perform services in legislative representation and advocacy before Congress in areas of water, wastewater, and natural resources. If these services are denied, the San Francisco Public Utilities Commission (SFPUC) may risk the loss of critical funding opportunities.

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 is currently being provided via PSC No. 4073-06/07 (CS-232R).

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

2. Union Notification: On 06/17/15, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4073-06/07

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/29/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Seven (7) years of lobbyist experience specializing in the areas of water, wastewater, energy and natural resources; expert knowledge of relevant legislation and initiatives that directly or indirectly affect the SFPUC; and established relations with members of Congress, jurisdictional committees and appropriate government agencies.

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 yes, explain:
Yes, an office in Washington DC.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

No class has the specific qualifications and the work must be performed in Washington DC.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, because the work has to be performed in Washington DC.

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? 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? Daryl Owen Associates, Inc. YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 06/17/15 BY:

Name: _____ Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # 4036-13/14)

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

Type of Service: As-Needed Cost Estimating Services

Funding Source: Inter-Departmental Work Orders

PSC Original Approved Amount: \$1,000,000 PSC Original Approved Duration: 12/01/13 - 12/31/18 (5 years 4 weeks)

PSC Mod#1 Amount: \$500,000 PSC Mod#1 Duration: 01/01/19-01/15/20 (1 year 2 weeks)

PSC Mod#2 Amount: \$4,500,000 PSC Mod#2 Duration: 01/16/20-06/30/23 (3 years 23 weeks)

PSC Cumulative Amount Proposed: \$6,000,000 PSC Cumulative Duration Proposed: 9 years 30 weeks

1. Description of Work

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

Provide specialized services in Cost Estimating for Building Projects to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert cost estimating services to ensure that the most up to date cost data are utilized. The City intends to award two (2) contracts for \$500,000 each.

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

Cost estimating is a specialized professional service that is out of the Buildings Design and Construction Division (BDC) area of expertise. Cost estimating consultants are continually updating their databases and estimating measures with the current market rates and material costs. This data is not something that we provide at the BDC. The BDC is requesting to have our own bank of "As-Needed" Cost Estimating consultants for our projects. If services are denied, DPW will have to rely more on current "as-needed" consultants as "pass through" consultants and pay additional administrative fees (i.e. subcontracting markup) and may even have to turn work away.

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, through original PSC 4036-13/14.

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:

Public Works' as needed contracts cannot exceed 5 years in contract term. PSC term exceeds 5 years to account for a new pool of contracts for the next 5 years.

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:

This service is only needed on an as-needed and intermittent basis when specialized Cost Estimating services are needed.

B. Reason for the request for modification:

Current contracts are expiring soon. Public Works will be advertising for a new pool to get as-needed Consultants to provide cost estimating services that are not provided by City staff. We are anticipating 3 contracts at \$1,000,000 each for regular services and 3 contracts at \$500,000 each specific for Micro Local Business Enterprise (LBE) businesses.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants must be experts in their fields and certified by corresponding organizations, as applicable.

B. Which, if any, civil service class(es) normally perform(s) this work? 5120, Architectural Administrator; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

These are as-needed contract services only. They will only be utilized when the following conditions exist: • Civil service classifications are applicable and City staff will be utilized where feasible. • The Division is working at full capacity and postponement of pending projects would be contrary to the public interest. • Project requires special construction and third party Consultant is required to ensure that a high quality estimate is provided.

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 services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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.
Due to the specialized nature of this work, no training will be provided.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 12/12/16, 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: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4036-13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/09/2017

Receipt of Union Notification(s)

Dea, Tiffany (DPW)

From: dhr-psccordinator@sfgov.org on behalf of stacey.camillo@sfdpw.org
Sent: Monday, December 12, 2016 10:21 AM
To: Camillo, Stacey (DPW); L21PSCReview@ifpte21.org; Dea, Tiffany (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4036-13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$4,500,000 for services for the period January 16, 2020 – June 30, 2023. 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/7446>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # 4036-13/14)

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

Type of Service: As-Needed Cost Estimating Services

Funding Source: Inter-Departmental Work Orders

PSC Original Approved Amount: \$1,000,000

PSC Original Approved Duration: 12/01/13 - 12/31/18
(5 years 4 weeks)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 01/01/19-01/15/20 (1 year 2 weeks)

PSC Cumulative Amount Proposed: \$1,500,000

PSC Cumulative Duration Proposed: 6 years 6 weeks

1. Description of Work

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

Provide specialized services in Cost Estimating for Building Projects to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert cost estimating services to ensure that the most up to date cost data are utilized. The City intends to award two (2) contracts for \$500,000 each.

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

Cost estimating is a specialized professional service that is out of the Buildings Design and Construction Division (BDC) area of expertise. Cost estimating consultants are continually updating their databases and estimating measures with the current market rates and material costs. This data is not something that we provide at the BDC. The BDC is requesting to have our own bank of "As-Needed" Cost Estimating consultants for our projects. If services are denied, DPW will have to rely more on current "as-needed" consultants as "pass through" consultants and pay additional administrative fees (i.e. subcontracting markup) and may even have to turn work away.

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, through original PSC 4036-13/14

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:

Public Works' as needed contracts cannot exceed 5 years in contract term. PSC term exceeds 5 years to account for additional time needed during the PSC approval process and for multiple awards.

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:

This service is only needed on an as-needed and intermittent basis when specialized Cost Estimating services are needed.

B. Reason for the request for modification:

This Mod #1 Request is to increase the capacity for cost estimating consultation services by 50% and extend the duration to accommodate the actual contract duration as awarded. These as-needed contracts are necessary to support Public Works on cost estimating expertise that are not provided by staff.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants must be experts in their fields and certified by corresponding organizations, as applicable.

B. Which, if any, civil service class(es) normally perform(s) this work? 5120, Architectural Administrator; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

These are as-needed contract services only. They will only be utilized when the following conditions exist: • Civil service classifications are applicable and City staff will be utilized where feasible. • The Division is working at full capacity and postponement of pending projects would be contrary to the public interest. • Project requires special construction and third party Consultant is required to ensure that a high quality estimate is provided.

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 services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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.

Due to the specialized nature of this work, no training will be provided.

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

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

Yes, this mod is to cover a 50% increase to the current contract.

7. **Union Notification:** On 05/31/16, 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: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4036-13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/14/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW Dept. Code: DPW

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

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

Type of Service: As-Needed Cost Estimating Services

Funding Source: Inter-Departmental Work Orders PSC Duration: 5 years 4 weeks
PSC Amount: \$1,000,000 PSC Est. Start Date: 12/01/2013 PSC Est. End Date: 12/31/2018

1. Description of Work

A. Scope of Work:

Provide specialized services in Cost Estimating for Building Projects to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert cost estimating services to ensure that the most up to date cost data are utilized. The City intends to award two (2) contracts for \$500,000 each.

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

Cost estimating is a specialized professional service that is out of the Buildings Design and Construction Division (BDC) area of expertise. Cost estimating consultants are continually updating their databases and estimating measures with the current market rates and material costs. This data is not something that we provide at the BDC. The BDC is requesting to have our own bank of "As-Needed" Cost Estimating consultants for our projects. If services are denied, DPW will have to rely more on current "as-needed" consultants as "pass through" consultants and pay additional administrative fees (i.e. subcontracting markup) and may even have to turn work away.

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.

Cost Estimating services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow BDC to have a dedicated prime consultant to provide cost estimating services for building projects.

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

2. Union Notification: On none, the Department notified the following employee organizations of this PSC/RFP request: no unions notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4036-13/14

DHR Analysis/Recommendation:

11/04/2013

Commission Approval Required

DHR Approved for 11/04/2013

Approved by Civil Service Commission with conditions

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
 Consultants must be experts in their fields and certified by corresponding organizations, as applicable.

B. Which, if any, civil service class(es) normally perform(s) this work?
 5120,5211,5212,5260,5261,5265,5266,5268,

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:

These are as-needed contract services only. They will only be utilized when the following conditions exist:

- * Civil service classifications are applicable and City staff will be utilized where feasible.
- * The Division is working at full capacity and postponement of pending projects would be contrary to the public interest.
- * Project requires special construction and third party Consultant is required to ensure that a high quality estimate

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

No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff 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 employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? Due to the specialized nature of this work, no training will be provided.	<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 _____ BY:

Name: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 41559 - 15/16)

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

Type of Service: DNA Mixture Analysis Package with Installation and Training

Funding Source: National Institute of Justice

PSC Original Approved Amount: \$170,000

PSC Original Approved Duration: 01/01/16 - 12/31/19 (4 years)

PSC Mod#1 Amount: \$90,000

PSC Mod#1 Duration: 01/01/20-07/31/22 (2 years 30 weeks)

PSC Cumulative Amount Proposed: \$260,000

PSC Cumulative Duration Proposed: 6 years 30 weeks

1. Description of Work

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

The San Francisco Police Department (SFPD) Crime Laboratory's Forensic Biology Unit analyzes deoxyribonucleic acid (DNA) data generated from hundreds of crimes committed in the City and County of San Francisco per year. When the results of these analyses yield single, clear DNA profiles, interpretation is simple and straightforward. However, given the nature of the evidence the SFPD crime laboratory processes, the results of the DNA analyses frequently indicate that the DNA present is a mixture of more than one individual. To aid in the interpretation of mixed DNA profiles, the SFPD needs to purchase an expert system for complex DNA mixture analyses. The SFPD is seeking a qualified contractor to provide a software package, which includes installation and training, that allows for and standardizes the analyses of complex mixed profiles across analysts within the Forensic Biology Unit and to provide statistical support for the resulting interpretations. Training will include background information on mathematics/statistics on which software relies, equations used for analyses, operation of software, and interpretation of software results. The SFPD anticipates the grant funded contractual package will be fully implemented by December 30, 2017 and will likely purchase minimal additional software maintenance and industry upgrades using funding sources that will be determined in the next budget cycle.

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

This service is necessary to allow for interpretation of complex DNA mixtures, such as those commonly encountered on firearms, and to standardize analyses of these mixtures in the laboratory. Denial of this service would continue the laboratory's inability to interpret complex mixtures. Cases with complex mixtures are an ever growing share of DNA casework due to the increased sensitivity of testing and increased demand by the criminal justice system for DNA testing. Current in-house interpretation only allows for interpretation of simple mixtures with known contributors or mixtures with suitable amounts of DNA. As a result, many samples are inconclusive and not interpretable.

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 41559 - 15/16

D. Will the contract(s) be renewed?

Renewal will likely be for software maintenance and upgrades.

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 modification is for the SFPD to extend contract and add general funds to purchase software upgrades and continued maintenance for up to five years.

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:

City does not have software package available. Software mixture analysis is becoming a standard in the forensic biology field.

B. Reason for the request for modification:

The San Francisco Police Department (SFPD) purchased a deoxyribonucleic acid (DNA) mixture analysis software package in 2016, which included installation, training and one year of warranty and upgrades after installation was completed. This modification is for the SFPD to extend contract and add funds to purchase software upgrades and continued maintenance only available by contractor for up to five years.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: A unique high level of combined computer programming specializing in criminology. Program must be developmentally validated and have supporting publication in peer reviewed scientific journal to explain the models and mathematics used by the software.

B. Which, if any, civil service class(es) normally perform(s) this work? 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 8260, Criminalist II; 8262, Criminalist III;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor may need to provide hardware as part of proposal.

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 City does not employ staff who can create, install and provide training and maintenance on specialized software package for a Forensic Biology lab.

- 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 software is very specific requiring a unique skillset that needs to be immediately available.

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.

32-40 hours for all SFPD Forensic Biology 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.

Upgrades and service only available through current contractor.

7. Union Notification: On 12/02/16, the Department notified the following employee organizations of this PSC/RFP request:

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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor, San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41559 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/09/2017

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccoordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
Sent: Friday, December 02, 2016 2:16 PM
To: Wong, Genie (POL); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Wong, Genie (POL); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 41559 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$90,000 for services for the period January 1, 2020 -- July 31, 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/8310>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL Dept. Code: POL

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

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

Type of Service: DNA Mixture Analysis Package with Installation and Training

Funding Source: National Institute of Justice PSC Duration: 4 years
PSC Amount: \$170,000 PSC Est. Start Date: 01/01/2016 PSC Est. End Date: 12/31/2019

1. Description of Work

A. Scope of Work:

The San Francisco Police Department (SFPD) Crime Laboratory's Forensic Biology Unit analyzes deoxyribonucleic acid (DNA) data generated from hundreds of crimes committed in the City and County of San Francisco per year. When the results of these analyses yield single, clear DNA profiles, interpretation is simple and straightforward. However, given the nature of the evidence the SFPD crime laboratory processes, the results of the DNA analyses frequently indicate that the DNA present is a mixture of more than one individual. To aid in the interpretation of mixed DNA profiles, the SFPD needs to purchase an expert system for complex DNA mixture analyses. The SFPD is seeking a qualified contractor to provide a software package, which includes installation and training, that allows for and standardizes the analyses of complex mixed profiles across analysts within the Forensic Biology Unit and to provide statistical support for the resulting interpretations. Training will include background information on mathematics/statistics on which software relies, equations used for analyses, operation of software, and interpretation of software results. The SFPD anticipates the grant funded contractual package will be fully implemented by December 30, 2017 and will likely purchase minimal additional software maintenance and industry upgrades using funding sources that will be determined in the next budget cycle.

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

This service is necessary to allow for interpretation of complex DNA mixtures, such as those commonly encountered on firearms, and to standardize analyses of these mixtures in the laboratory. Denial of this service would continue the laboratory's inability to interpret complex mixtures. Cases with complex mixtures are an ever growing share of DNA casework due to the increased sensitivity of testing and increased demand by the criminal justice system for DNA testing. Current in-house interpretation only allows for interpretation of simple mixtures with known contributors or mixtures with suitable amounts of DNA. As a result, many samples are inconclusive and not interpretable.

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.
No. This is a new service.

D. Will the contract(s) be renewed? Renewal will likely be for software maintenance and upgrades.

2. Union Notification: On 10/06/2015, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41559 - 15/16

DHR Analysis/Recommendation:

12/07/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 12/07/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

A unique high level of combined computer programming specializing in criminology. Program must be developmentally validated and have supporting publication in peer reviewed scientific journal to explain the models and mathematics used by the software.

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

1063,1064,8260,8262,

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

The contractor may need to provide hardware as part of proposal.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The City does not employ staff who can create, install and provide training and maintenance on specialized software package for a Forensic Biology lab.

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

No. The software is very specific requiring a unique skillset that needs to be immediately available.

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? 32-40 hours for all SFPD Forensic Biology staff.	<input checked="" type="checkbox"/>	<input 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 11/13/2015 BY:

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor San Francisco, CA 94158

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 49198 - 13/14)

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

Type of Service: Orchid Cellmark

Funding Source: General Fund

PSC Original Approved Amount: \$2,000,000

PSC Original Approved Duration: 04/01/14 - 04/01/17 (3 years 1 day)

PSC Mod#1 Amount: \$750,000

PSC Mod#1 Duration: 04/01/14-06/30/17 (12 weeks 6 days)

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

PSC Mod#2 Duration: 07/01/17-06/30/19 (2 years)

PSC Cumulative Amount Proposed: \$3,750,000

PSC Cumulative Duration Proposed: 5 years 13 weeks

1. Description of Work

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

The deoxyribonucleic acid (DNA) testing that the San Francisco Police Department (SFPD) is requesting for contract consist of extracting and testing samples of DNA-containing substances. The substance must be identified, confirmed as a DNA-containing substance, extracted and DNA strains and substances. Substances are tested through chemical and scientific processes. The cases that would be sent out for contract are those that current staffing has been unable to address. This will be an interim solution until new staff are recruited and trained.

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

This service is necessary in order to address crime. The test results provide additional proof of identity for individuals to be prosecuted in criminal cases in the criminal justice system. This work is required of the San Francisco Police Department and should this work be denied, individuals potentially suspected of homicides, sexual assaults, burglaries and other violent crimes will continue to remain unidentified and potentially committing additional crimes.

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 49198 - 13/14

D. Will the contract(s) be renewed?

Unknown

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 SFPD is extending contract for DNA testing to continue services while continuing to recruit for

more staff. A new SFPD crime lab scheduled to open within 5 years will allow more testing capacity and reduce or eliminate need to outsource DNA testing.

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:

Contractor will assist with reducing backlog of DNA testing the SFPD crime lab does not have capacity to complete.

B. Reason for the request for modification:

The San Francisco Police Department(SFPD)is extending contract for deoxyribonucleic acid (DNA) testing while continuing to recruit for more staff. A new SFPD crime lab scheduled to open within five years will allow more testing capacity and reduce or eliminate need to outsource DNA testing.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: A thorough and complete knowledge of DNA extraction and testing in order to conduct case work is needed. Employees must go through a skills testing and certification process that can take up to 12-18 months to complete in order to work on cases. These skills include identification and confirmation as a DNA-containing substances, extraction, and isolation of DNA strains and markers. Substances are tested through chemical and scientific processes. Chemical testing and analysis of suspected DNA containing substances;

B. Which, if any, civil service class(es) normally perform(s) this work? 8260, Criminalist II;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Possibly, it is not a requirement for the contract, but if a contractor has higher-quality equipment at a comparable price to other contractors, the City would benefit from selection of that contractor.

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.

There is a backlog of cases requiring DNA testing that SFPD needs to resolve and their current staffing levels will not allow for resolution of this backlog until additional positions are filled.

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 current classification are sufficient for this work.

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.

No training is needed.

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.

Contract value will be increased and term will be extended .

7. **Union Notification:** On 11/30/16, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; 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: Genie Wong Phone: 415-734-3254 Email: Genie.Wong@sfgov.org

Address: 1245 - 3rd Street, 6th Floor, San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49198 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/09/2017

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
Sent: Wednesday, November 30, 2016 1:37 PM
To: Valdez, Joe (POL); L21PSCReview@ifpte21.org; Wong, Genie (POL); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 49198 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$1,000,000 for services for the period July 1, 2017 – 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:

1 <http://apps.sfgov.org/dhrrupal/node/6493>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICEDept. Code: POLType of Request: Initial Modification of an existing PSC (PSC # 49198 - 13/14)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Orchid CellmarkFunding Source: General FundPSC Original Approved Amount: \$2,000,000PSC Original Approved Duration: 04/01/14 - 04/01/17 (3 years 1 day)PSC Mod#1 Amount: \$750,000PSC Mod#1 Duration: 04/01/14-06/30/17 (12 weeks 6 days)PSC Cumulative Amount Proposed: \$2,750,000PSC Cumulative Duration Proposed: 3 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The deoxyribonucleic acid (DNA) testing that the San Francisco Police Department (SFPD) is requesting for contract consist of extracting and testing samples of DNA-containing substances. The substance must be identified, confirmed as a DNA-containing substance, extracted and DNA strains and substances. Substances are tested through chemical and scientific processes. The cases that would be sent out for contract are those that current staffing has been unable to address. This will be an interim solution until new staff are recruited and trained.

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

This service is necessary in order to address crime. The test results provide additional proof of identity for individuals to be prosecuted in criminal cases in the criminal justice system. This work is required of the San Francisco Police Department and should this work be denied, individuals potentially suspected of homicides, sexual assaults, burglaries and other violent crimes will continue to remain unidentified and potentially committing additional crimes.

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 49198 - 13/14

D. Will the contract(s) be renewed?

Unknown

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:

Contractor will assist with reducing backlog of DNA testing the SFPD crime lab does not have capacity to complete.

B. Reason for the request for modification:

The SFPD crime lab is experiencing a staff shortage due to position vacancies, reassignments, and maternity leaves. In the interim, increased funding is required for outsourcing DNA testing services. The SFPD also noticed a data entry error for type of service in the PSC database which needs to be corrected to show that this PSC is for DNA Testing. A memo is attached to fully explain the error.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: A thorough and complete knowledge of DNA extraction and testing in order to conduct case work is needed. Employees must go through a skills testing and certification process that can take up to 12-18 months to complete in order to work on cases. These skills include identification and confirmation as a DNA-containing substances, extraction, and isolation of DNA strains and markers. Substances are tested through chemical and scientific processes. Chemical testing and analysis of suspected DNA containing substances,
- B. Which, if any, civil service class(es) normally perform(s) this work? 8260, Criminalist II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Possibly, it is not a requirement for the contract, but if a contractor has higher-quality equipment at a comparable price to other contractors, the City would benefit from selection of that contractor.

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.
There is a backlog of cases requiring DNA testing that SFPD needs to resolve and their current staffing levels will not allow for resolution of this backlog until additional positions are filled.
- 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 current classification are sufficient for this work.

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.
No training is needed.
- 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.
Contract Value will be increased.

7. **Union Notification:** On 02/25/16, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; 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: Joseph Valdez Phone: 415-734-3254 Email: joe.valdez@sfgov.org

Address: 1245 - 3rd Street, 6th Floor, San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49198 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/08/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL Dept. Code: POL

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Orchid Cellmark

Funding Source: General Fund PSC Duration: 3 years 1 day
PSC Amount: \$2,000,000 PSC Est. Start Date: 04/01/2014 PSC Est. End Date: 04/01/2017

1. **Description of Work**

A. Scope of Work:

The deoxyribonucleic acid (DNA) testing that the San Francisco Police Department (SFPD) is requesting for contract consist of extracting and testing samples of DNA-containing substances. The substance must be identified, confirmed as a DNA-containing substance, extracted and DNA strains and substances. Substances are tested through chemical and scientific processes. The cases that would be sent out for contract are those that current staffing has been unable to address. This will be an interim solution until new staff are recruited and trained.

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

This service is necessary in order to address crime. The test results provide additional proof of identity for individuals to be prosecuted in criminal cases in the criminal justice system. This work is required of the San Francisco Police Department and should this work be denied, individuals potentially suspected of homicides, sexual assaults, burglaries and other violent crimes will continue to remain unidentified and potentially committing additional crimes.

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 is currently provided under PSC #4165-09/10. The department is asking for a new PSC and will put out a Request for Proposal (RFP) to seek a new contractor

D. Will the contract(s) be renewed? Unknown

2. **Union Notification:** On 12/06/2013, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21; Management & Superv Local 21; Professional & Tech Engrs, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49198 - 13/14

DHR Analysis/Recommendation: 02/03/2014

Commission Approval Required

DHR Approved for 02/03/2014

Approved by Civil Service Commission

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

A thorough and complete knowledge of DNA extraction and testing in order to conduct case work is needed. Employees must go through a skills testing and certification process that can take up to 12-18 months to complete in order to work on cases. These skills include identification and confirmation as a DNA-containing substances, extraction, and isolation of DNA strains and markers. Substances are tested through chemical and scientific processes. Chemical testing and analysis of suspected DNA containing substances,

B. Which, if any, civil service class(es) normally perform(s) this work?
8260,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Possibly, it is not a requirement for the contract, but if a contractor has higher-quality equipment at a comparable price to other contractors, the City would benefit from selection of that contractor.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

There is a backlog of cases requiring DNA testing that SFPD needs to resolve and their current staffing levels will not allow for resolution of this backlog until additional positions are filled.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. The current classification are sufficient for this work.

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?	<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 12/23/2013 BY:

Name: Joseph Valdez Phone: 415-734-3254 Email: joe.valdez@sfgov.org

Address: 1245 - 3rd Street, 6th Floor San Francisco, CA 94158

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 4100-12/13)

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

Type of Service: As-Needed Construction Management Services (CS-297,CS-1013, CS-1069)

Funding Source: CIP Project Revenue Funds

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

PSC Original Approved Duration: 07/01/13 - 06/30/18 (5 years)

PSC Mod#1 Amount: \$4,000,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$350,000

PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$400,000

PSC Mod#3 Duration: no duration added

PSC Mod#4 Amount: \$9,250,000

PSC Mod#4 Duration: 07/01/18-12/31/20 (2 years 26 weeks)

PSC Cumulative Amount Proposed: \$26,000,000

PSC Cumulative Duration Proposed: 7 years 26 weeks

1. Description of Work

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

Contract work consists of providing professional construction management-related services for the Water System Improvement Program (WSIP) projects and other operating program needs, including but not limited to: work on the Sewer System Improvement Program (SSIP), Hetchy System Improvement Program (HSIP), Job Order Contracts, Repair & Replacement (Spot Sewer Repair Program and City Distribution Division), Waste Water and Water Supply & Treatment. Work includes: Construction Contract Management; Quality Assurance/Quality Control (QA/QC) Inspection; Cost Control; Environmental Inspection; Test & Start-Up, Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety; Partnering, and Administrative & Clerical Support.

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

The San Francisco Public Utilities Commission(SFPUC) currently does not have sufficient personnel to perform work that will be required in the programs and departmental projects listed above. Neither does the SFPUC have the capacity to hire new City Personnel that could meet the timing nor the requirements of limited duration and specialized expertise for the anticipated work efforts. Denial will result in delay to the execution of the projects, unmanaged & uninspected work, and non-compliance to permit requirements.

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. 4100-12/13 (CS-297/ CS-1013/CS-1069).

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 San Francisco Public Utilities Commission (SFPUC) is requesting Personal Service Contract (PSC) authority to provide As-Needed Construction Management (CM) Services for the Sewer System Improvement Program Water System Improvement Program, Hetchy System Improvement Program, Emergency Firefighting Water System, Water and Wastewater Repair and Replacement Programs and other water, power, and wastewater capital projects. These services may include, but not be limited to, Construction Contract Management, Quality Control inspection, Quality Assurance Inspection, Green Infrastructure Construction Inspection, Project Controls, Environmental Inspection, Supplier Quality Surveillance, Special Laboratory Testing, Start-Up & Testing Assistance, Surveying, Construction Safety Inspection and Document Control. These services extend beyond five (5) years to provide construction management support through the end of construction.

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 services require specialized expertise on an as-needed basis such as environmental inspection and cost estimation & scheduling and provide construction management support through the end of construction.

B. Reason for the request for modification:

To align the PSC duration and amount with the Contract duration and amount.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Skills & expertise required are directly related to Construction Management work in the areas of: Construction Contract Administration; QA/QC Inspection (General, Warranty & Specialty); Cost Control (Cost Estimation & Scheduling); Environmental Inspection (Environ., Biological & Archaeological); Test & Start-Up; Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety (Inspection & review of safety documents); Partnering; and Administrative & Clerical Support.

B. Which, if any, civil service class(es) normally perform(s) this work? 1444, Secretary 1; 1446, Secretary 2; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5216, Chief Surveyor; 5241, Engineer; 5298, Planner 3-Environmental Review; 5304, Materials Testing Aide; 5305, Materials Testing Technician; 5310, Survey Assistant I; 5314, Survey Associate; 5601, Utility Analyst; 5602, Utility Specialist; 6130, Safety Analyst; 6317, Assistant Const Inspector; 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 resources listed under Part 3.B are needed to perform work for the various programs listed under Part 1.A, but the level of resources is not a long-term need warranting the hiring of additional permanent Civil Service personnel. Resources with specific skills and expertise will be needed only on a project-by project basis and will span only the duration of a project activity, the project life, or the duration of the As-Needed CM Services Contract.

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 various types of skills and expertise to be included in the As-Needed CM Services Contract are found in the existing Civil Service classes described under Part 3.B. As indicated above, however, the SFPUC will not always have sufficient personnel to perform work nor have the capacity to hire new City personnel that could meet the requirements of timing, limited duration and specialized expertise for the unanticipated work efforts.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

No. The nature of this contract is on an as-needed basis. The services are specialized and required during peak construction demand. In addition, the contracting services temporarily provides augmentation of existing staff resources.

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.

(CS-297) Avila,CPM-Alta JV, Eviron & Const, MCK (CS-1013) PMA Inc

7. Union Notification: On 10/04/16, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, SFAPP; 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# 4100-12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/09/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: Jackson_Shamica; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Lopez_Ricardo; Basconcllo_Kathy; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; L21PSCReview@ifpte21.org; Jackson_Shamica; DHR-PSCCoordinator.DHR
Subject: Receipt of Modification Request to PSC # 4100-12/13 - MODIFICATIONS
Date: Tuesday, October 04, 2016 11:39:17 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 \$9,250,000 for services for the period July 1, 2018 – December 31, 2020. 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/3817>

Email sent to the following addresses: L21PSCReview@ifpte21.org
jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org
xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com
ted.zarzecki@seiu1021.net pscreview@seiu1021.org
Wendy.Frigillana@seiu1021.org
pcamarillo_seiu@sbcglobal.net Kbasconcllo@sfgwater.org
Ricardo.lopez@sfgov.org
leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 4100-12/13)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Construction Management Services (CS-297)Funding Source: CIP Project Revenue FundsPSC Original Approved Amount: \$12,000,000PSC Original Approved Duration: 07/01/13 - 06/30/18 (5 years)PSC Mod#1 Amount: \$4,000,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$350,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$400,000PSC Mod#3 Duration: no duration addedPSC Cumulative Amount Proposed: \$16,750,000 PSC Cumulative Duration Proposed: 5 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contract work consists of providing professional construction management-related services for the Water System Improvement Program (WSIP) projects and other operating program needs, including but not limited to: work on the Sewer System Improvement Program (SSIP), Hetchy System Improvement Program (HSIP), Job Order Contracts, Repair & Replacement (Spot Sewer Repair Program and City Distribution Division), Waste Water and Water Supply & Treatment. Work includes: Construction Contract Management; Quality Assurance/Quality Control (QA/QC) Inspection; Cost Control; Environmental Inspection; Test & Start-Up, Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety; Partnering, and Administrative & Clerical Support.

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

The San Francisco Public Utilities Commission(SFPUC) currently does not have sufficient personnel to perform work that will be required in the programs and departmental projects listed above. Neither does the SFPUC have the capacity to hire new City Personnel that could meet the timing nor the requirements of limited duration and specialized expertise for the anticipated work efforts. Denial will result in delay to the execution of the projects, unmanaged & uninspected work, and non-compliance to permit requirements.

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. 4100-12/13 (CS-297/ CS-1013).

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:
See attached justificaiton.

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:
no response from department

B. Reason for the request for modification:

To align the PSC amount with the amended Contract amount.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Skills & expertise required are directly related to Construction Management work in the areas of: Construction Contract Administration; QA/QC Inspection (General, Warranty & Specialty); Cost Control (Cost Estimation & Scheduling); Environmental Inspection (Environ., Biological & Archaeological); Test & Start-Up; Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety (Inspection & review of safety documents); Partnering; and Administrative & Clerical Support.

B. Which, if any, civil service class(es) normally perform(s) this work? 1444, Secretary 1; 1446, Secretary 2; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5216, Chief Surveyor; 5241, Engineer; 5298, Planner 3-Environmental Review; 5304, Materials Testing Aide; 5305, Materials Testing Technician; 5310, Survey Assistant I; 5314, Survey Associate; 5601, Utility Analyst; 5602, Utility Specialist; 6130, Safety Analyst; 6317, Assistant Const Inspector; 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 resources listed under Part 3.B are needed to perform work for the various programs listed under Part 1.A, but the level of resources is not a long-term need warranting the hiring of additional permanent Civil Service personnel. Resources with specific skills and expertise will be needed only on a project-by project basis and will span only the duration of a project activity, the project life, or the duration of the As-Needed CM Services Contract.

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 various types of skills and

expertise to be included in the As-Needed CM Services Contract are found in the existing Civil Service classes described under Part 3.B. As indicated above, however, the SFPUC will not always have sufficient personnel to perform work nor have the capacity to hire new City personnel that could meet the requirements of timing, limited duration and specialized expertise for the unanticipated work efforts.

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.

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.
(CS-297) Avila, CPM-Alta JV, Eviron & Const, MCK (CS-1013) PMA Inc

7. Union Notification: On 02/05/16, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, SFAPP; 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@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4100-12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/07/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4100-12/13)

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

Type of Service: As-Needed Construction Management Services (CS-297)

Funding Source: CIP Project Revenue Funds
PSC Original Approved Amount: \$12,000,000 PSC Original Approved Duration: 07/01/13 - 06/30/18 (5 years)
PSC Mod#1 Amount: \$4,000,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: \$350,000 PSC Mod#2 Duration: no duration added
PSC Cumulative Amount Proposed: \$16,350,000 PSC Cumulative Duration Proposed: 5 years

1. Description of Work

A. Scope of Work:

Contract work consists of providing professional construction management-related services for the Water System Improvement Program (WSIP) projects and other operating program needs, including but not limited to: work on the Sewer System Improvement Program (SSIP), Hetchy System Improvement Program (HSIP), Job Order Contracts, Repair & Replacement (Spot Sewer Repair Program and City Distribution Division), Waste Water and Water Supply & Treatment. Work includes: Construction Contract Management; Quality Assurance/Quality Control (QA/QC) Inspection; Cost Control; Environmental Inspection; Test & Start-Up, Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety; Partnering, and Administrative & Clerical Support.

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

The San Francisco Public Utilities Commission(SFPUC) currently does not have sufficient personnel to perform work that will be required in the programs and departmental projects listed above. Neither does the SFPUC have the capacity to hire new City Personnel that could meet the timing nor the requirements of limited duration and specialized expertise for the anticipated work efforts. Denial will result in delay to the execution of the projects, unmanaged & uninspected work, and non-compliance to permit requirements.

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.

No. This service has not been provided in the past for as-needed construction management services.

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

2. Union Notification: On 12/19/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4100-12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 02/20/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Skills & expertise required are directly related to Construction Management work in the areas of: Construction Contract Administration; QA/QC Inspection (General, Warranty & Specialty); Cost Control (Cost Estimation & Scheduling); Environmental Inspection (Environ., Biological & Archaeological); Test & Start-Up; Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety (Inspection & review of safety documents); Partnering; and Administrative & Clerical Support.

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

5201,5203,5207,5241,6317,6318,6319,5601,5602,5298,5304,5305,5310,5314,5216,6130,1444,1446,

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 resources listed under Part 3.B are needed to perform work for the various programs listed under Part 1.A, but the level of resources is not a long-term need warranting the hiring of additional permanent Civil Service personnel. Resources with specific skills and expertise will be needed only on a project-by project basis and will span only the duration of a project activity, the project life, or the duration of the As-Needed CM Services Contract.

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

No. The various types of skills and expertise to be included in the As-Needed CM Services Contract are found in the existing Civil Service classes described under Part 3.B. As indicated above, however, the SFPUC will not always have sufficient personnel to perform work nor have the capacity to hire new City personnel that could

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?	<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? No. The Request for Proposal is being issued now.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 12/19/14 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4100-12/13)

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

Type of Service: As-Needed Construction Management Services (CS-297)

Funding Source: CIP Project Revenue Funds

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

PSC Original Approved Duration: 07/01/13 - 06/30/18 (5 years)

PSC Mod#1 Amount: \$4,000,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$16,000,000

PSC Cumulative Duration Proposed: 5 years

1. Description of Work

A. Scope of Work:

Contract work consists of providing professional construction management-related services for the Water System Improvement Program (WSIP) projects and other operating program needs, including but not limited to: work on the Sewer System Improvement Program (SSIP), Hetchy System Improvement Program (HSIP), Job Order Contracts, Repair & Replacement (Spot Sewer Repair Program and City Distribution Division), Waste Water and Water Supply & Treatment. Work includes: Construction Contract Management; Quality Assurance/Quality Control (QA/QC) Inspection; Cost Control; Environmental Inspection; Test & Start-Up, Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety; Partnering, and Administrative & Clerical Support.

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

The San Francisco Public Utilities Commission(SFPUC) currently does not have sufficient personnel to perform work that will be required in the programs and departmental projects listed above. Neither does the SFPUC have the capacity to hire new City Personnel that could meet the timing nor the requirements of limited duration and specialized expertise for the anticipated work efforts. Denial will result in delay to the execution of the projects, unmanaged & uninspected work, and non-compliance to permit requirements.

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.

No. This service has not been provided in the past for as-needed construction management services.

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

2. Union Notification: On 08/15/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4100-12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 09/15/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Skills & expertise required are directly related to Construction Management work in the areas of: Construction Contract Administration; QA/QC Inspection (General, Warranty & Specialty); Cost Control (Cost Estimation & Scheduling); Environmental Inspection (Environ., Biological & Archaeological); Test & Start-Up; Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety (Inspection & review of safety documents); Partnering; and Administrative & Clerical Support.

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

5201,5203,5207,5241,6317,6318,6319,5601,5602,5298,5304,5305,5310,5314,5216,6130,1444,1446,

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 resources listed under Part 3.B are needed to perform work for the various programs listed under Part 1.A, but the level of resources is not a long-term need warranting the hiring of additional permanent Civil Service personnel. Resources with specific skills and expertise will be needed only on a project-by project basis and will span only the duration of a project activity, the project life, or the duration of the As-Needed CM Services Contract.

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

No. The various types of skills and expertise to be included in the As-Needed CM Services Contract are found in the existing Civil Service classes described under Part 3.B. As indicated above, however, the SFPUC will not always have sufficient personnel to perform work nor have the capacity to hire new City personnel that could

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?	<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? No. The Request for Proposal is being issued now.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 08/15/14 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03/06/2013

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: As-Needed Construction Management Services For Non-Water System Improvement Program (WSIP) Work (CS-297)

FUNDING SOURCE: Non-WSIP Improvement Projects

PSC AMOUNT: \$12,000,000 PSC DURATION: 07/01/2013 - 06/30/2018

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Provide professional construction management-related services for Non-WSIP projects; these include work on the Sewer System Improvement Program (SSIP), Hetchy System Improvement Program, Job Order Contracts, Repair & Restoration (Spot Sewer Repair Program and City Distribution Division), Waste Water and Water Supply & Treatment. Work includes: Construction Contract Management; Quality Assurance/Quality Control (QA/QC) Inspection; Cost Control; Environmental Inspection; Test & Start-Up, Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety; Partnering, and Administrative & Clerical Support.
B. Explain why this service is necessary and the consequences of denial: The SFPUC currently does not have sufficient personnel to perform work that will be required in the programs and departmental projects listed above. Neither does the SFPUC have the capacity to hire new City Personnel that could meet the timing nor the requirements of limited duration and specialized expertise for the anticipated work efforts. Denial will result in delay to the execution of the projects, unmanaged & uninspected work, and non-compliance to permit requirements.
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): No, this service has not been provided in the past for Non-WSIP projects within the SFPUC.
D. Will the contract(s) be renewed: No.

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

L21/L1021 Shamica Jackson 12/21/2012
Union Name Signature of person mailing/faxing form Date
Union Name Signature of person mailing/faxing form Date

***** 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:** See supplemental attachment.
- B. **Which, if any, civil service class normally performs this work?** Engineering Classes 5201, 5203, 5207 & 5241; Construction Inspector Classes 6317, 6318 & 6319; Utility Specialist Classes 5601 & 5602; Planner Class 5298; Materials Testing Classes 5304 & 5305; Surveying Classes 5310, 5314 & 5216; Safety Officer Class 6130; and Administrative Classes 1444 & 1446.
- 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 resources listed under Part 3.B are needed to perform work for the various programs listed under Part 1.A, but the level of resources is not a long-term need warranting the hiring of additional permanent Civil Service personnel. Resources with specific skills and expertise will be needed only on a project-by project basis and will span only the duration of a project activity, the project life, or the duration of the As-Needed CM Services Contract.
- B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** No. The various types of skills and expertise to be included in the As-Needed CM Services Contract are found in the existing Civil Service classes described under Part 3.B. As indicated above, however, the SFPUC will not always have sufficient personnel to perform work nor have the capacity to hire new City personnel that could meet the requirements of timing, limited duration and specialized expertise for the unanticipated work efforts.

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? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson
Print or Type Name

415-554-0727
Telephone Number

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



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

April 3, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4097-12/13
THROUGH 4104-12/13.**

KATE FAVETTI
PRESIDENT

SCOTT R. HEIDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

At its meeting of April 1, 2013 the Civil Service Commission had for its consideration the above matter. The Commission adopted the report, and approved the requests for all requested contracts (PSC#s 4097-12/13 through 4104-12/13). The Commission notified the Office of the Controller and the Office of Contract Administration.

JENNIFER C. JOHNSTON
- EXECUTIVE OFFICER

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: Jeanne Buick, Department of Human Resources
Micki Callahan, Human Resources Director
Leorah Dang, Department of Human Resources
Aleric Degrafinried, Public Utilities Commission
Shamica Jackson, Public Utilities Commission
LaWan Jones, Public Utilities Commission
Kimberly Kimura, Assessor-Recorder
Rebekah Krell, Art Commission
Joan Lubamersky, General Services Agency
William Lee, Department of Emergency Management
Commission File
Chron

POSTING FOR
04/01/2013
PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4097-12/13	02	Assessor	Regular	\$336,000	The Office of the Assessor-Recorder seeks services to digitally scan and convert on an annual basis, approximately 1,794,000 hard copies to 16mm microfilm. Each document page shall be reproduced twice to create an Original and Redacted roll of archive silver film masters.	4/15/2013 - 6/30/2017
4098-12/13	28	Art Commission	Regular	\$800,000	Contract for artist design, fabricate, transport and install artwork for various Port locations including but not limited to; Pier 92, The Bayview Gateway and Heron's Head Park.	2/5/2013 - 2/5/2018
4099-12/13	40	Public Utilities Commission	Regular	\$25,000,000	Provide specialized expertise for the Hetchy System Improvement Program to assist in the areas of: facilities integration, start-up & commissioning, cost and schedule, risk management, engineering planning, design, and support during construction, construction management, construction support from planning to commissioning, project & program management services.	7/8/2013 - 12/31/2018
4100-12/13	40	Public Utilities Commission	Regular	\$12,000,000	Provide professional construction management-related services for Non-WSIF projects; these include work on the Sewer System Improvement Program (SSIP), Hetchy System Improvement Program, Job Order Contracts, Repair & Restoration (Spot Sewer Repair Program and City Distribution Division), Waste Water and Water Supply & Treatment. Work includes: Construction Contract Management; Quality Assurance/Quality Control (QA/QC) Inspection; Cost Control; Environmental Inspection; Test & Start-Up, Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety; Partnering, and Administrative & Clerical Support.	7/1/2013 - 6/30/2018
4101-12/13	70	General Services Agency	Regular	\$500,000	The Real Estate Division is in need of qualified appraisers to provide primarily commercial property appraisal services including: 1) draft and final appraisal reports, studies, reports, surveys, etc.; 2) expert witness testimony in condemnation trials or other proceedings, and; 3) review appraisals. We intend to create a list of pre-qualified firms and/or sole practitioners who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.	3/15/2013 - 3/14/2018
4102-12/13	70	General Services Agency	Regular	\$500,000	The Real Estate Division is in need of qualified Title Insurance companies to assist in completing purchase and sale transactions and to research title issues from time to time. It is the intention of the Division to create a list of pre-qualified firms who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement. Title Insurance can only be issued by a company licensed to provide such insurance.	3/15/2013 - 3/14/2018