



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: March 18, 2016

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Jacquie Hale, DPH
Cynthia Hamada, MTA
Joan Lubamersky, ADM
Angela Auyong, PDR
Joyce Kimotsuki, CON
Diane Lim, ADP

Subject: **Personal Services Contracts Approval Request**

Handwritten signature and date: 3/17/16

This report contains eleven (11) 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 FY2015-2016	Total for FY2015-2016
\$102,432,000	\$122,384,471	\$2,835,359,392

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POSTING FOR

April 04, 2016

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

2016-04-04

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
41279 - 13/14	PUBLIC HEALTH	\$49,000,000.00	The purpose of this service is to provide fiscal administration for administrative infrastructure, including service delivery in support of programming for Department of Public Health (DPH) clients. This supports services, such as administrative services, and behavioral health treatment services, e.g. foster care mental health programming, substance abuse drug court, anchor programming and related other behavioral health services.	January 1, 2016	December 31, 2019	REGULAR
44238 - 15/16	MUNICIPAL TRANSPORTATION AGENCY	\$450,000.00	The contractor will plan, coordinate, and conduct an in-person survey of the San Francisco Municipal Transportation Agency's (SFMTA) transit riders to collect data on their demographics and transportation practices. The consultant will collect statistically-significant data about customer travel patterns, income levels, ethnic background, language proficiency and fare media usage both on a temporal and geographical basis. Riders will be surveyed on all routes and modes of transit vehicles, on platforms, and by telephone as necessary. The consultant shall produce a final report that includes a discussion of the survey results and relevant high-level data summaries. The SFMTA will perform this work in accordance with the Metropolitan Transportation Commission (MTC) Resolution No. 3866.	April 5, 2016	December 31, 2017	REGULAR
30054 - 15/16	PUBLIC HEALTH	\$110,000.00	Contractor will be responsible for: 1) reviewing DPH's current indirect rate calculation methodology; 2) developing an indirect cost plan and rate that meets the requirements of state and federal code; 3) documenting the rate methodology; 4) preparing a financial analysis comparing the current DPH indirect rate to new rate; and 5) developing projections to estimate indirect cost rates and their impact on future grant revenues.	March 1, 2016	February 28, 2019	REGULAR
40494 - 15/16	PUBLIC HEALTH	\$8,000,000.00	For the provision of as-needed consulting services in the subject areas of the Federally Qualified Health Center (FQHC) program, the Health Resources and Services Administration (HRSA) grant program, managed care Knox-Keene licensing approval, the 1115 waiver process for alternative Medi-Cal billing and related processes, and other managed care/Affordable Care Act/financial topics, including bond and capital projects, consulting, maintenance, support, and customizations of financial systems currently in use by the Department.	May 1, 2016	December 31, 2020	REGULAR
42823 - 15/16	PUBLIC HEALTH	\$672,000.00	The contractor will provide a unique 1 x 3 inch bandage-like device and data analysis for a long term cardiac rhythm monitor that provides continuous Electro-Cardio Gram (ECG) monitoring for up to 14 days and interpret the data collected from the device.	April 1, 2016	March 31, 2019	REGULAR
49857 - 15/16	PUBLIC HEALTH	\$400,000.00	The manufacturer of new surgical/radiology and navigation equipment acquired as part of the San Francisco General Hospital (SFGH) Rebuild project will provide training, education, and support for medical staff	March 1, 2016	February 1, 2021	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			in its the proper use. Services will be delivered in the operating room (s) during operating procedures, or off-site, as appropriate.			

TOTAL AMOUNT \$58,632,000

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

Home >

Posting For April 04, 2016**Proposed Modifications to Personal Services Contracts**

Commission Hearing Date:

2016-04-04

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
3089 11/12 - MODIFICATIONS	April 4, 2016	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$700,000	\$769,500	The contractor will install, configure and provide maintenance on a software module that allows access to the City's Customer Relationship Management (CRM) software used to manage the City's service requests. When required, vendor services assist City staff extending the functionality of the application while training staff to make additional improvements.	04/01/2012	03/31/2021	REGULAR
2011-08/09 - MODIFICATIONS	April 4, 2016	PUBLIC HEALTH -- DPH	\$35,000,000	\$201,000,000	Contractor will provide fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN) to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan, including services to the indigent and uninsured; for licensed Residential Care Facilities (RCFs) and licensed Residential Care Facilities for the Elderly (RCFEs) to assist clients to live in a stable community setting, within San Francisco and out-of-county, in small, home-like operations that are owner-occupied licensed facilities (board-and-care homes); for wraparound services for CBHS's Children, Youth and Families clients to assist in client stabilization including emergency food and housing, transportation, and clothing; and for its Housing and Urban Health office's emergency housing program for homeless clients with special needs, including those discharged from San Francisco General Hospital (SFGH), and those services using State Substance Abuse Crime Prevention and Administration (Prop 36) and Mental Health Services Act (Prop 63) funds, those referred from the SF First, SF Homeless Outreach Team (HOT), and Project Homeless Connect programs, and the DPH-funded case management programs.	07/01/2016	06/30/2018	REGULAR
39875 - 13/14 - MODIFICATIONS	April 4, 2016	PUBLIC DEFENDER -- PDR	\$100,000	\$200,000	Pathways Institute Juvenile Theft Prevention Program is a proposed collaboration with the San Francisco Public Defender's Office, the District Attorney's Office and Juvenile Probation Department to address juvenile robbery and theft related behaviors. Pathways Institute will provide group therapy, individual and family therapy, intake and evaluation of youth, social work, case management and program coordination, education evaluation review and	07/01/2016	06/30/2017	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					coordination, supplemental therapies, psychological testing and assessment, and restorative justice interventions to provide for long term rehabilitation of delinquent youth who have been charged with robbery offenses and are or have been involved in the juvenile justice system.			
40778 - 14/15 - MODIFICATIONS	April 4, 2016	CONTROLLER -- CON	\$6,500,000	\$9,000,000	Identify and correct sales and use tax allocation errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of the State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits; develop and maintain a database of sales tax information for use by City employees, provide as-needed tax revenue enhancement services, develop a website for sales and use tax data.	01/08/2016	06/30/2020	REGULAR
49068 - 14/15 - MODIFICATIONS	April 4, 2016	ADULT PROBATION -- ADP	\$1,500,000	\$3,500,000	Software upgrade of an existing case management system for the Adult Probation Department (APD). The system will utilize SYSCON's (Vendor) existing data mappings to APD's business processes and then for subsequent maintenance of the upgraded software. The system will provide the ability to interface with other City departments and other California jurisdictions, including the California Department of Justice. Scope Change: Software upgrade of an existing case management system for the Adult Probation Department (APD). The system will utilize Vendor's existing data mappings to APD's business processes and then for subsequent maintenance of the upgraded software. The system will provide the ability to interface with other City departments and other California jurisdictions, including the California Department of Justice.	09/01/2020	06/30/2021	REGULAR

TOTAL AMOUNT \$43,800,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Community Behavioral Health Services Fiscal IntermediaryFunding Source: Gen Fund, Realignment, Medi-CalPSC Amount: \$49,000,000 PSC Est. Start Date: 01/01/2016 PSC Est. End Date 12/31/2019**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The purpose of this service is to provide fiscal administration for administrative infrastructure, including service delivery in support of programming for Department of Public Health (DPH) clients. This supports services, such as administrative services, and behavioral health treatment services, e.g. foster care mental health programming, substance abuse drug court, anchor programming and related other behavioral health services.

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

These are ongoing services that would directly impact the ability of the Department of Public Health to ensure ongoing service delivery.

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 is new. And no previous PSC.

D. Will the contract(s) be renewed?

As needed, if funding is available.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

B. Explain the qualifying circumstances:

The Department does not currently have the additional resources in order for civil service staff to perform these services. When these resources are identified and approved, any appropriate transitions will then be able to be implemented through appropriate City budget and hiring processes.

3. Description of Required Skills/Expertise**A. Specify required skills and/or expertise: The skills and expertise coincide largely with the positions identified below, including administrative and clinical capacity.**

B. Which, if any, civil service class(es) normally perform(s) this work? 1402, Junior Clerk; 1404, Clerk; 1406, Senior Clerk; 1635, Health Care Billing Clerk 1; 1654, Accountant III; 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 2586, Health Worker 2; 2587, Health Worker 3; 2591, Health Program

Coordinator 2; 2802, Epidemiologist 1; 2930, Psychiatric Social Worker; 2931, Marriage, Family & Child Cnslr; 2932, Sr Psychiatric Social Worker;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contract has resources to assist in administration of services under this PSC, including standard office facilities as needed.

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

The Department is currently evaluating each of these programs to determine if DPH has existing in-house capacity to administer these programs, and if the functions exist within the scope of services that DPH currently delivers through its civil service infrastructure. As applicable, DPH will create civil service positions to replace the contracted positions, and bring the services into the existing civil service infrastructure to continue the functions.

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

- A. Explain why civil service classes are not applicable.

The Department is in the process of evaluating whether some functions could be performed using civil service staff in the future given adequate time for planning and transition. However, to the degree that the Department is able to create civil service positions to replace contracted positions supported under this PSC, the Department will require time to complete the Civil Service hiring process. This can take up to a year per classification, beginning with inclusion of the proposed new positions in the annual budget process, the development of an exam, the creating of a hiring list, and the interview process. Funding availability would require the creation of new civil service positions to be a multi-year process, and not all functions may be appropriate for civil service, depending on the scope and functions.

- 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. At this stage of its evaluation, it does not appear to the Department that a new classification would be practical.

6. Additional Information

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

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

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

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

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

7. **Union Notification:** On 01/08/2016, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous, Professional & Tech Engrs, Local 21, SEIU 1021 Miscellaneous, Professional & Tech Engrs, Local 21,

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

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

Address: 101 Grove Street, Room 307 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41279 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/04/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, January 08, 2016 6:29 PM
To: Hale, Jacquie (DPH); Lopez-Barrios, Ricardo (PDR); Basconcillo, Katherine (PUC);
pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org;
Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@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; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org;
L21PSCReview@ifpte21.org; brenda_mendieta@sfdph.org; Isen, Richard (TIS); DHR-
PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41279 - 13/14

RECEIPT for Union Notification for PSC 41279 - 13/14 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41279 - 13/14 for \$49,000,000 for Initial Request services for the period 01/01/2016 – 12/31/2019. 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/1797> 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)

Program Change Request



City and County of San Francisco

San Francisco Department of Public Health

Barbara A. Garcia, MPA
Director of Health

DATE: March 10, 2016
TO: Suzanne Choi, DHR PSC Coordinator
FROM: Jacquie Hale, DPH PSC Coordinator
RE: PSC 41279-13/14 Community Behavioral Health Services Fiscal Intermediary

This is to request that the above Personal Services Contract (PSC) be requested to be calendared for the April 4, 2016, meeting of the Civil Service Commission, and to provide information that may be helpful in considering that request.

Union notification. January 8, 2016 - PSC RECEIPT of Modification notification sent to Unions and DHR.

Meeting with SEIU. SEIU 1021 requested a meeting on 1/26/2016. As the attached correspondence demonstrates, the department has been exchanging many emails with SEIU to schedule meetings to discuss this PSC and we were able to meet on **Wednesday, March 2, 2016**. Per SEIU's request we have provided additional information specific to **PSC 41279-13/14** on request (see attached Program Change Request).

I hope this information is helpful. Please let me know if you need further information. Thank you for your time and consideration.

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~

~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~

Jacquie.hale@sfdph.org – office 415-554-2509 fax 415 554-2555

101 Grove Street, Room 307, San Francisco, CA 94102

Girma, Mahlet (DPH)

From:
Sent:
To: Emma.Gerould@seiu1021.org
Cc:
Subject:
Attachments:

Hi Emma,

Attached are the FY16-17 initiatives that I told you I would send in follow-up to our phone meeting on 3/2/16. I have attached three initiatives, each one beginning with a word document, and an accompanying excel document. I have noted the positions that are currently contractually funded, and where we propose to have the services brought in-house. The word document will provide the explanation of the position function, but let me know if it isn't clear enough. As noted in the original PSC Summary, we stated that we were conducting an evaluation of each of our programs included under this PSC to see if the service could be brought into the civil service structure, by creating civil service positions out of contract positions. As a result, in the attached DPH budget initiatives, we have identified positions based on the following:

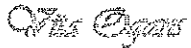
- The Department is proposing to create civil service positions for specifically identified services that are currently performed by contractually funded employees.
- These positions perform both administrative and direct treatment service functions.
- The positions proposed for conversion were selected because the day-to-day work performed through the contractual positions is closely coordinated with that of civil service employees and the activities are within DPH's scope and infrastructure to manage. As a result of the conversions, the replacement with civil service positions will allow for more effective coordination and management, continuity in supervision, and uniformity in procedures related to service delivery and adherence to programmatic requirements.
- The Department will continue to review its programming to identify additional services that may be appropriate to convert to civil service, and as identified will continue to convert the position status in phases if funding is available, and if the Department believes that the positions align with the bullet above. The subject and any future conversions will occur in phases to ensure that the Department has sufficient funding to support the additional civil service positions, and that there is no break in service delivery during the period of time that is required to complete the civil service hiring process. The proposed new positions cover multiple different position classifications, each requiring a separate civil service exam process, and therefore require a significant process to complete.

Thanks, Michelle

Director of DPH Business Office
415 255-3404

From: Ogans, Vita (DPH)
Sent: Tuesday, March 08, 2016 12:51 PM
To: Ruggels, Michelle (DPH) <michelle.ruggels@sfdph.org>
Subject: Scanned - Program Change Requests

Here you go...



Support to:
JO ROBINSON, DIRECTOR
MICHELLE RUGGELS, DIRECTOR
San Francisco Health Network
SFDPH Behavioral Health Services | Business Office
1380 Howard Street, 5th Floor, 517a
San Francisco, CA 94103
(415) 255-3401 Office | (415) 255-3567 Fax

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This communication may contain non-public, confidential, or legally privileged/protected health information (PHI) intended for the sole use of the designated recipient(s). If you are not the intended recipient, or have received this communication in error, please notify the sender immediately by reply email or by telephone at 415-255-3420, and delete all copies of this communication, including attachments, without reading them or saving them to disk. Any illegal use or distribution of the information attached may subject discloser to civil or criminal penalties under State and Federal Privacy Laws. If you are the intended recipient, you must secure the contents in accordance with all applicable State or Federal requirements related to the privacy and confidentiality of information, including the HIPAA Privacy guidelines.

A4

Initiative Number A4

2016-17 and 2017-18 Program Change Request

DIVISION:

- DPH – department wide
- San Francisco General Hospital
- Ambulatory Care - BHS/SUDS
- Population Health
- Laguna Honda Hospital
- SF Health Network Wide / Managed Care

PROGRAM / INITIATIVE TITLE: Drug Medi-Cal Organized Delivery System
TARGETED CLIENTS: Low income adults and youth with substance use disorders
PROGRAM CONTACT NAME/PHONE: Judith Martin 255-3601, Jim Stillwell 596-5750

2016-17 FTE Change	2017-18 FTE Cumulative Change	FY 2016-17 Net General Fund Impact	FY 2017-18 Cumulative Net General Fund Impact
22.56	41.11	-\$1,272,784	-\$3,252,923

PROGRAM DESCRIPTION: (brief description of proposed change)

The proposal would address the ongoing changes to the substance abuse service delivery system, and the infrastructure and services required to be in compliance with the new State and Federal requirements.

Beginning in FY16-17 the Department is proposing an expansion of Drug Medi-Cal (D/MC) revenue to support the changes resulting from the State’s amendment to the existing Section 1115 Bridge to Reform Demonstration Waiver, called the Drug MediCal Organized Delivery System (ODS) Waiver effective August, 2015. The purpose of this waiver is to demonstrate through a pilot how an organized delivery system would increase successful outcomes for D/MC beneficiaries. San Francisco City and County submitted an implementation plan to participate in the State’s demonstration waiver, which is currently under review by both state and federal agencies.

As a result of its participation in the pilot, San Francisco is required by the Federal Centers for Medicare & Medicaid Services (CMS) to implement a system transformation and practice change to improve outcomes, all funded by new D/MC revenue generated by the expansion of both eligible D/MC reimbursable services, and individual D/MC eligibility. The D/MC ODS will require new positions both in civil service and in DPH’s contracted community based organizations (CBOs) to meet the service delivery and administrative requirements. Additional technical assistance and support will be needed to meet the enhanced D/MC service delivery site certification standards, as well as ensuring that providers are able to adhere to stricter client chart documentation standards for D/MC billing. Additionally, CMS is requiring expedited and enhanced compliance monitoring, quality improvement, service analysis, and electronic reporting. These changes will require new staff and better qualified staff to bring services up to the level required to meet the D/MC Organized Delivery System’s enhanced clinical, financial and administrative requirements.

The Department is proposing the expansion of Drug Medi-Cal revenue in phases, effective July 1, 2016. Once the ODS Waiver is implemented San Francisco can bill D/MC for expanded Residential Treatment, Intensive Outpatient Treatment, Case Management and Physician

Consultation.

The department is proposing \$6,200,000 D/MC revenue in FY 2016-17, and an additional \$3,530,000 in 2017-18. The new revenues will be generated by (a) reimbursement of services for existing Methadone clients who now are D/MC eligible (\$3.0m), (b) D/MC site certification of existing services delivered by BHS at 1380 Howard Street resulting in D/MC reimbursement for assessment, placement, case management, Medication Assisted Treatment (MAT), Buprenorphine and methadone induction and pharmacy services (\$500k), (c) the expansion of DM/C billing at existing CBO contractors which have recently become certified (primarily residential treatment programs) (\$2.5m), and (d) the addition of new modalities to the delivery system, including Physician consultation, Case Management, and Medication Assisted Treatment (MAT), the modification of outpatient services to adjust rates to reflect actual costs, along with the implementation of satellite and off-site outpatient services (\$200k).

Corresponding expenditures will support the required financial and administrative infrastructure at BHS and at CBO contractor sites, along with the implementation of new and modified service modalities, projected client growth, and inflation. New positions will be added as follows:

Substance Use Disorders (SUDs) Program Infrastructure - 0922 Manager I will oversee the entire development and implementation of the organized delivery system; and a 2593 Health Program Coordinator III to oversee the community base organizations and treatment services provided, 1406 to provide administrative support for SUDS managers including reporting and outreach coordination, and; 2232 Senior Physician Specialist to provide direct substance abuse treatment and medical oversight for community based organizations

Compliance - 2932 Senior Psychiatric Social Worker and 1822 Administrative Analyst to support compliance and chart reviews.

Quality Management - 0932 Manager IV to oversee expanded scope of projects and regulations for behavioral health services; 2932 Senior Psychiatric Social Worker to develop and implement compliance management plan, including process improvement projects required under Drug Medi-Cal; 1232 Training Officer to ensure compliance with D/MC regulations for both civil service and community based programs, and; 1820 to support monthly credentialing requirements for treatment staff and programs

Treatment Access Program - 0922 Manager to oversee enhanced services at Behavioral Health Access Center for increased patient population; 2932 to perform client assessment and assignment to treatment, and; 2328 Nurse Practitioner provide client physical assessments at the Behavioral Health Access Center

In addition to these new functions, programming at Behavioral Health Access Center and Drug Court Programs currently performed by contracted employees, but supervised by BHS staff will be brought in-house to ensure continuity in the service model, as services reconfigure. This change will result in an additional 24 FTE of positions partially offset by savings in contracts.

Through a collaboration with the Substance Use Division, Laguna Honda Hospital will also implement D/MC to approximately 1,200 of LHH patients. The LHH Behavioral Health Services Revenue Enhancement will be supported by the team of a Health Program Coordinator III, Hospital Eligibility Worker and Senior Clerk. These costs will be offset entirely by revenue of \$325,380.

Finally, Zuckerberg San Francisco General Hospital will create the Addiction Medicine (ADM)

AC

Fellowship which will consist of fellows performing clinical rotations in community-based outpatient, hospital-based inpatient and residential substance use treatment programs. According to the *National Institute on Drug Abuse*, alcohol, opioid, methamphetamine and cocaine use remain the predominant substances impacting health outcomes for San Francisco residents. Approximately one of three admissions to medicine services at ZSFG is related to a substance use disorder. These fellows will provide evidence-based addiction diagnosis, consultation and treatment of the spectrum of unhealthy substance use and addiction. The fellows will be guided by UCSF School of Medicine program faculty, 11 of whom are board-certified in addiction medicine.

JUSTIFICATION:

San Francisco must meet the requirements of the Centers for Medicare & Medicaid Services (CMS) as a participant in the California Drug Medi-Cal Organized Delivery System (D/MC-ODS) pilot program. The requirements are funded by D/MC growth.

IMPACT ON CLIENTS: (units of service and/or number of clients affected, if applicable)

Services for an additional 240 clients per year during 2 year start up. A larger number of Drug Medi-Cal beds/slots is predicted in future years. Improved quality of services for as many as 6,000 clients per year.

EXPENSE AND REVENUE IMPACT: (for both fiscal years)

Revenue of \$6.5 million and expenditures of \$5.9 million in FY16-17 for general fund savings of \$622,784 M; revenues of \$10.1 million and \$6.9 million of expenditures in FY17-18 for general fund savings of \$1.2 m in year 1 and 3.2 million in year 2.

IMPACT ON DEPARTMENT'S WORKFORCE :

Total 22.6 FTES created in FY16-17 and 41.1 FTEs in FY17-18.

A4

ATTACHMENT B
SUMMARY OF PROGRAM COST

INITIATIVE TITLE: SUD Organized Delivery System

Sources:		FY 2016-17		FY 2017-18	
	<u>Medi-Cal Revenues</u>				
HMHSCCRES227	Drug Medi-Cal SUD	\$	6,200,000	\$	9,730,000
HLH449001	Drug Medi-Cal LHH	\$	325,380	\$	386,290
Subtotal Sources		\$	6,525,380	\$	10,116,290
Uses:					
	Salary and Benefits	\$	2,596,731	\$	5,330,203
	Operating Expense	\$	2,655,865	\$	1,533,164
Subtotal Uses		\$	5,252,596	\$	6,863,367
Net General Fund Subsidy Required (savings)/cost (Uses less Sources)		\$	(1,272,784)	\$	(3,252,923)
Total FTE's			22.56		41.11

New Positions (List positions by Class, Title and FTE)

Class	Title	FTE		FTE	
<u>Drug Medi-Cal Infrastructure</u>					
1822	Administrative Analyst	0.77	71,650	1.00	95,844
2932	Senior Psychiatric Social Worker	2.31	239,291	3.00	320,090
1406	Senior Clerk	1.54	91,923	2.00	122,962
1232	Training Officer	0.77	75,385	1.00	100,840
2328	Nurse Practitioner	0.77	157,862	1.00	211,166
2232	Senior Physician Specialist	0.77	186,922	1.00	250,039
0922	Manager I	1.54	193,890	2.00	259,359
2593	Health Program Coordinator III	1.54	166,250	2.00	222,387
1820	Junior Administrative Analyst	0.77	54,511	1.00	72,917
0932	Manager IV	0.77	120,538	1.00	161,239
2903	Hospital Eligibility Worker	0.77	55,071	1.00	73,666
1636	Health Care Billing Clerk II	0.77	58,370	1.00	78,080
1662	Patient Accounts Assistant Supervisor	0.10	8,157	1.00	84,020
1654	Accountant III	0.77	80,365	1.00	107,502
1657	Accountant IV	0.10	12,084	1.00	124,461
2574	Clinical Psychologist	(0.24)	(27,539)	(0.24)	(28,365)
2303	Patient Care Assistant	(0.36)	(21,382)	(0.36)	(22,023)
2576	Supervising Clinical Psychologist	(0.50)	(64,042)	(0.50)	(65,964)
<u>Drug Court & Behavioral Health Access Center (BHAC) Positions</u>					
1053	IS Business Analyst-Senior	0.77	91,882	1.00	122,907
1402	Junior Clerk	2.31	122,010	3.00	163,209
1406	Senior Clerk	0.77	45,962	1.00	61,481
2586	Health Worker II	8.47	553,282	11.00	740,105
2587	Health Worker III	3.85	275,355	5.00	368,331
2591	Health Program Coordinator II	1.54	148,613	2.00	198,794
2802	Epidemiologist I	0.77	66,131	1.00	88,461
2930	Psychiatric Social Worker	0.77	76,340	1.00	102,117
2932	Senior Psychiatric Social Worker	0.77	79,764	1.00	106,697
		0.00	0.00	0.00	0.00
	Total Salary	32.98	2,918,644	44.90	4,120,320
	Fringe	43.8%	1,278,087	43.9%	1,809,883
	Less Attrition and Fringe	(10.42)	(1,600,000)	(3.79)	(600,000)
	Total Salary and Fringe	22.56	2,596,731	41.11	5,330,203

26 FTE

= formerly contract position

Operating Expenses

Index Code	Character/Subobject Code		
HMHSCCRES227	04000 Materials and Supplies	\$	85,000
HLH449001	04000 Materials and Supplies	\$	20,000
HLH449001	03500 Other Current Expenditures	\$	4,000
HMHSCCRES227	02790 UCSP Addiction Treatment	\$	380,664
HMHSCCRES227	02700 Drug Court and BHAC contract savings	\$	(533,799)
HMHSCCRES227	02700 Increase in Methodone Contracts	\$	300,000
HMHSCCRES227	02700 Residential Treatment Programs	\$	1,600,000
HMHSCCRES227	02700 Outpatient Programs	\$	600,000
HMHSCCRES227	02700 Case Management, Physician Consult	\$	200,000
		\$	2,655,865

2016-17 and 2017-18 Program Change Request

DIVISION:

- DPH – department wide Population Health SF Health Network Wide
 San Francisco General Hospital Laguna Honda Hospital X Ambulatory Care

PROGRAM / INITIATIVE TITLE: **Behavioral Health Services Supported by 2011 Realignment**

TARGETED CLIENTS: **Behavioral Health Clients**
 PROGRAM CONTACT NAME/PHONE: **Jo Robinson/255-3400**

2016-17 FTE Change	2017-18 FTE Cumulative Change	FY 2016-17 Net General Fund Impact	FY 2017-18 Cumulative Net General Fund Impact
11.06	14.37	-\$1,718,837	-\$1,168,854

PROGRAM DESCRIPTION: (brief description of proposed change)

In FY12-13, all State funding for behavioral health was realigned from the State to the County, (termed 2011 Realignment) meaning each county became responsible for managing these services within the 2011 Realignment funding level. As the State economy grows, the counties are allocated a legislated portion of the growth, which is estimated to be \$3,500,000 in both FY16-17 and FY17-18. Through this initiative, the Department is proposing to utilize these funds, along with additional Short Doyle MediCal revenues that will be generated as a result of the additional 2011 Realignment, (\$375k in FY16-17 and \$500k in FY17-18) to support the following programs:

1) Specialty Mental Health Services for Youth

Federal Medicaid law requires states to provide Early and Periodic Screening, Diagnostic and Treatment Services (EPSDT) to beneficiaries under the age of 21 who are eligible for the full scope of Medicaid services as medically necessary to correct or ameliorate defects and physical and mental illnesses or conditions. In California, funding for these services is equally State Realignment and matching Federal MediCal. In FY13-14, the Department began the implementation of the requirements resulting from the State’s settlement of a lawsuit (“Katie A.”) requiring screening and assessment along with the provision of Intensive Care Coordination (ICC) and Intensive Home-Based Services (IHBS) for children/youth in foster care or at imminent risk of placement into the foster care system. The latter two services did not previously exist. The State designated 2011 Realignment to fund this expanded service mandate. In 2015 and 2016 two State changes will take place that will expand the services, specifically requiring that ICC and IHBS must be made available to all children eligible for EPSDT services (and not just those in foster care). Additionally, as the result of Assembly Bill 403, approved October 2015, there is a requirement to reduce the use of group homes by increasing the utilization of services in family based settings. A total of \$1.0m in Contractual funding will be utilized to support the following:

- A. ICC and IHBS benefits will be expanded from the subclass of dependents (children in foster care or imminent risk of placement) (approximately 35%) to the entire class of eligible dependent, wards and voluntary placements within Juvenile Probation and Foster

care. This will require expanded funding to agencies providing ICC and IHBS services.

B. Therapeutic Foster Care (TFC): As part of the Katie A. settlement the State was required to implement a new TFC benefit. TFC allows for Medical Certified Foster Care Agencies to Contract with San Francisco (and or existing contractors) to train Foster Parents to provide Mental Health Rehab services to youth in their care. There is a FY16-17 implementation expectation. Finally, three existing 2586 Health Worker II positions will be substituted to 3.0 FTE 2930 Psychiatric Social Worker positions as this classification will enable to employees to carry a caseload, necessary to meet the expanded mandates.

2) Quality Management

DPH proposes the addition of 1.0 FTE 2574 Clinical Psychologist and \$100k in contractual services to provide utilization management review services. The State Department of Health Care Services (DHCS) and Federal Centers for Medicare and Medicaid Services (CMS) have increased the requirements for the monitoring of county Mental Health Plans. The Department operates the San Francisco Mental Health Plan under its Behavioral Health Services (BHS) section. For example, counties are now expected to have a client charting error rate of under 3%. DHCS will require poor performing counties to be more closely monitored (tier 1 audited every 3 years, tier 2 every two years and tier 3 will require annual audits). BHS must support the infrastructure to be proactive in the training and reviewing of adherence to the client chart compliance requirements, both for civil service and contractually funded clinics.

3) Fiscal

Create 1.0 FTE 1654 Accountant III and 2.0 FTE 1657 Accountant IV positions to support the increased fiscal reporting and tracking requirements related to the implementation of the Affordable Care Act and Medicaid expansion, along with the administration of 2011 Realignment, and all corresponding requirements related to behavioral health reporting.

4) Civil Service Position Conversion of Contractually Funded Positions

The Department is proposing to create civil service positions for specifically identified services that are currently performed by contractually funded employees. These positions perform both administrative and direct treatment service functions. The positions proposed for conversion were selected because their day-to-day work is closely coordinated with that civil service employees. As a result, the conversion to civil service will allow for more effective coordination and management, continuity in supervision, and uniformity in procedures related to service delivery and adherence to programmatic requirements. The Department will continue to review its programming to identify additional services that may be appropriate to convert to civil service, and as identified will continue to convert the position status in phases. The conversion phases will ensure that the Department has sufficient funding to support the additional civil service positions, and that there is no break in service delivery during the period of time that is required to complete the civil service hiring process. The proposed new positions cover multiple different position classifications, each requiring a separate civil service exam process. Specifically, the Department will create 7.99 FTE in FY16-17, annualized to 10.37 FTE in FY18-19. Position details on attachment.

JUSTIFICATION:

The State 2011 Budget Act enacted 2011 Public Safety Realignment transferring funding and state fiscal responsibilities for public safety programs from the state to counties. The funding comes from dedicated state sales and use taxes and is deposited into specific subaccounts, one of

DPH is proposing to use the 2011 Budget Act enacted 2011 Public Safety Realignment transferring funding and state fiscal responsibilities for public safety programs from the state to counties. The funding comes from dedicated state sales and use taxes and is deposited into specific subaccounts, one of

which is the Behavioral Health Subaccount. The Department is proposing to utilize the proposed funding from the Behavioral Health Subaccount which is specifically designated for specialty mental health services, including EPSDT supported services for the proposed initiative.

IMPACT ON CLIENTS: (units of service and/or number of clients affected, if applicable)

The EPSDT initiative is estimated to create slots for an estimated additional 67 children/youth. The substitution of three positions from Health Worker to Psychiatric Social Worker positions is estimated to increase capacity by 60 clients.

EXPENSE AND REVENUE IMPACT: (for both fiscal years)

Increase of 2011 Realignment of \$3,824,224 in both years, and \$375,000 Federal MediCal in FY16-17 and \$500k in FY 17-18. Expenditure increase of \$2,156,163 in FY 16-17 and 2,831,146 in FY 17-18.

IMPACT ON DEPARTMENT'S WORKFORCE :

11.06 FTE in FY16-17 annualized to 14.37 FTE in FY17-18.

AS

INITIATIVE TITLE: 2011 Realignment

Description		FY 2016-17	FY 2017-18
Sources:			
	Revenues - 2011 Realignment	\$ 3,500,000	\$ 3,500,000
	FFP - Medi-Cal	\$ 375,000	\$ 500,000
Subtotal Sources		\$ 3,875,000	\$ 4,000,000
Uses:			
	Salary and Benefits	\$ 1,477,273	\$ 1,953,366
	Contractual services	\$ 678,891	\$ 877,780
Subtotal Uses		\$ 2,156,163	\$ 2,831,146
Net General Fund Subsidy Required (savings)/cost (Uses less Sources)		\$ (1,718,837)	\$ (1,168,854)
Total FTE's		11.06	14.37

New Positions (List positions by Class, Title and FTE)

Class	Title	FTE ¹		FTE	
2574	Clinical Psychologist	0.77	88,354	1.00	118,188
2586	Health Worker II	(3.00)	(196,164)	(3.00)	(201,847)
2930	Psychiatric Social Worker	3.00	297,725	3.00	306,351
1654	Accountant III	0.77	80,365	1.00	107,502
1657	Accountant IV	1.54	186,087	2.00	248,922

FI Conversions (Please don't use "FE" term! These are the current contract funded positions.)

1406	Senior Clerk	4.12	245,895	5.35	328,924
2587	Health Worker III	0.77	55,071	1.00	73,666
2932	Senior Psychiatric Social Worker	0.77	79,764	1.00	106,697
1822	Administrative Analyst	0.52	48,006	0.67	64,216
1636	Health Care Billing Clerk II	0.77	58,370	1.00	78,080
1404	Clerk	0.27	15,506	0.35	20,741
1823	Senior Administrative Analyst	0.77	83,582	1.00	111,804
Total Salary		11.06	1,042,561	14.37	1,363,243
Fringe		41.7%	434,712	43.3%	590,123
Total Salary and Fringe		11.06	1,477,273	14.37	1,953,366

Operating Expenses

Index Code	Character/Subobject Code		
HMHMCP751594	AB741 Crisis Residential, AB403 Continuum of Care Reform (CCR)	\$ 750,000	\$ 1,000,000
HMHMCC730515	UM Pysch Contract	100,000	100,000
HMHMCC730515	Fiscal Intermediary Conversion	(73,781)	(95,820)
HMHMCP751594	Fiscal Intermediary Conversion	(61,334)	(79,655)
HMHMCP8828CH	Fiscal Intermediary Conversion	(35,994)	(46,746)
		\$ 678,891	\$ 877,780

Facilities Maintenance, and Equipment (List by each item by count and amount)

Jenny, for consideration to include above

2016-17 and 2017-18 Program Change Request

DIVISION:

- DPH – department wide Population Health SF Health Network Wide
 San Francisco General Hospital Laguna Honda Hospital X Ambulatory Care -BHS

PROGRAM / INITIATIVE TITLE: **MHSA Integrated Plan – Year Three Implementation**

TARGETED CLIENTS:

PROGRAM CONTACT NAME/PHONE:

2016-17 FTE Change	2017-18 FTE Cumulative Change	FY 2016-17 Net General Fund Impact	FY 2017-18 Cumulative Net General Fund Impact
8.39	11.75	\$0	\$0

PROGRAM DESCRIPTION: (brief description of proposed change)

The Mental Health Services Act (MHSA) was enacted through a ballot initiative (Proposition 63) in 2004 and provides funding to expand and enhance mental health services. Funding comes from a one percent tax on personal income in excess of \$1.0 million dollars. MHSA revenue fluctuates, as State estimates are confirmed via actual tax revenue receipts, and thus annual projections are revised to reflect actual earnings. In compliance with MHSA regulations, the Behavioral Health Services section, along with stakeholders developed an MHSA Integrated Plan (current plan covers 2014-2017), then posted the plan for public comment, and then held a public hearing with the San Francisco Mental Health Board.

The proposed initiative will appropriate \$3.6 million of revenue growth due to \$2.8 million of MHSA funding growth, \$800k of associated federal financial participation. Following the MHSA requirements, the department will budget associated \$3.6 million of expenditures of \$3,570,367 for the following additional services included in the FY16-17 State Integrated Plan:

Transgender Health Services

The MHSA Integrated Plan included a pilot program to serve the Transgender community – a priority population identified through the MHSA community planning process. In FY 16-18, DPH is proposing to expand the pilot program to create permanent staff as well as add additional services, support and coordination across the SF Health Network (SFHN) for this priority population. The SFHN provides a range of health services to transgender residents such as primary care, prevention, behavioral health, hormone therapy, specialty and inpatient care. Approximately two years ago, DPH began the Transgender Health Services (THS). This program provides consultation to individuals considering gender reassignment surgery, provides the required mental health assessment and assists with the coordination of these surgeries. THS also provides case management to improve outcomes ensuring that appropriate after-care plan are place and that follow-up visits are made. Request for the services offered by this program have grown. THS also serves to strengthen transgender health care competency among all SFDPH staff at all access points through an ambitious training plan.

- 1.0 FTE 2593 (HPC III) Director, Transgender Health Services will supervise THS staff and be responsible for managing the many components of this priority initiative. (The initiative would make this a permanent civil service position from a temporary position).

The following four positions allow for the creation of four civil service positions currently supported as contractual positions to ensure that the services are integrated into the civil service structure for THS:

- 2930 (Psychiatric Social Worker) Clinical Coordinator oversees the delivery and coordination of behavioral health services for clients served by THS.
- 2586 (Health Worker II) Project Assistant provides navigation and case management support as

well as information and referral to patients and clinicians regarding THS and sex reassignment surgery services.

- 2588 (Health Worker IV) Training Coordinator responsible for coordinating training for DPH staff and providers, including supporting DPH policy that all staff receive Transgender 101 training.
- 2803 (Epidemiologist II) Evaluation Coordinator responsible for evaluation and reporting activities required by MHSA and THS.

Hummingbird Place Peer Respite

Hummingbird Place is a peer-designed, managed and staffed respite that provides a safe, warm and less restrictive setting for those needing alternatives to hospitalization. The Respite partners with community providers to divert eligible participants from emergency settings and can support individuals exiting the hospital that may need extra support rejoining the community. Both individual and group peer counseling is available. The groups held at the Peer Respite are launching points for education and engagement in community services. The Hummingbird Place has expanded from its pilot phase into a 6-7 day operation fully staffed by peer providers. After this initial phase of being open only during day-time hours (10am-6pm), Hummingbird Place is expected to be open 24/7 with beds for four overnight guests for stays of up to 14 days. Programming run by Peer Counselors will be available daily from 11:00am to 9:00pm.

With the expansion of hours, staff and number of clients served, Hummingbird Place needs a site-based manager to oversee operations. BHS proposes converting an existing (vacant) 2585 (Health Worker I) position into a 2586 (Health Worker II). The higher classification is needed to allow for supervisory duties.

Improving System Capacity

In recognition of disparities in access to behavioral health treatment for certain populations, the MHSA Integrated Plan includes an initiative that expanded the staffing capacity at outpatient mental health clinics to better meet the treatment needs of underserved communities. This initiative includes funding to hire additional staff to address the severe shortage of psychiatrists across the system and to address the need for additional clinical staff to serve families served by Family Mosaic.

Psychiatry

To increase clinical productivity of the existing psychiatrists, BHS proposes converting four existing (vacant) 2585 Health Worker I positions to four 2586 Health Worker II positions to assist Psychiatrists by providing support with client navigation, care coordination, and clerical support.

Children's Mental Health

BHS is proposing to convert a (vacant) 2585 (Health Worker I) to a 2930 (Psychiatric Social Worker). The position will allow the Family Mosaic Project to better meet the mental health service needs of the children and families served by the program, as the higher classification will enable to position to carry a case load.

Information Technology - System Enhancements

The MHSA Integrated Plan includes an initiative focused on System Enhancements needed to make basic IT infrastructure improvements required to respond to the complex and shifting requirements (e.g. Meaningful Use) of the BHS Electronic Health Records system Avatar. This initiative includes funding to hire new staff needed for BHS to successfully implement many new Avatar initiatives in the coming year (scheduler, revenue cycle improvements)

Clinical Coordinators

BHS relies heavily on its Electronic Health Record (EHR) for client care, staff satisfaction, revenue, and data. BHS uses the Avatar application to document clinical care of over 25,000 clients annually, the same

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application is used to generate revenue and track performance improvement measures. The objective of this proposal is to implement improvements throughout Behavioral Health Services (BHS) that will improve the use of the EHR and aims to address three main areas;

- Improve the use of the EHR by clinical and administrative staff which will lead to improved client care and revenue generation.
- Address improvement needs identified through the Revenue Cycle Improvement project which was a product of collaboration between DPH staff (Clinical, Billing, IT, BHS) and the Controllers' Office.
- Implement various EHR initiatives such as appointment scheduling, Client Portal and meaningful use initiatives.

BHS is proposing two new 2930 (Psychiatric Social Worker) positions to serve as Clinical Coordinators to support work to achieve the following objectives.

- Implementation of Appointment Scheduling within behavioral health clinics, including civil service and community based organizations (CBOs).
- Implementation of Client Portal.
- Development of tools to assist EHR users with having the EHR be a tool that enhances their work reports, forms.
- End-user training on clinical tools
- Develop a set of clinic workflow processes to support the implementation of the various initiatives.
- Revenue generation improvements

In addition, BHS proposes to convert an existing contracted position into a 1051 (IS Business Analyst – Assistant) to support Report writing, Database development and support, and data analysis within the civil service IT structure.

Integrated Service Plan Enhancements

The Vocational Services Program Manager is partially funded by the Department of Rehabilitation. The current amount of the funding is insufficient to cover the full cost of the position. This proposal includes additional funding to make up the difference between the DOR contribution and the full cost of the salary and benefits of this position.

To support MHSA to meet new expanded program and reporting requirements, BHS is proposing to increase and existing .5 FTE 2819 Assistant Health Educator to a .8 FTE (.3 increase).

Support for Collaborative Courts

In FY 16-17 will develop a Collaborative Court for the Conservator Court. Collaborative courts combine judicial oversight with rehabilitation services to address underlying issues and improve outcomes. This new court will require 1.0 FTE 2932 Senior Psychiatric Social Worker, 0.5 2230 Physician Specialist and 0.5 FTE of a 2574 Clinical Psychologist to ensure the judge of the court has sufficient clinical expertise for determining conservatorship matters.

Capital Improvements

The MHSA Integrated Plan included an increase of \$200k in facility improvements, to continue the upgrades begun in FY 14-15 for the South of Market Mental Health Center and other clinics.

Assisted Outpatient Treatment (AOT), aka Laura's Law: The AOT law was passed in California in 2002 (Welfare and Institutions Code §§ 5345-5349.5) and the San Francisco Board of Supervisors

adopted the legislation in July 2014 (San Francisco Health Code §§ 4111-4119), following a Mayoral Task Force. The Department previously created 2.0 FTE 2586 Health Worker positions to reflect the State legislative requirement to have one family member specialist and one consumer specialist be part of the treatment team for AOT participants. With the start date of November 1, 2015, the Department believes that a licensed clinician is necessary to conduct the time consuming and extensive outreach, as well as the follow-up and coordination with the Court. As such, the Department is proposing a 1.0 FTE 2932 Senior Psychiatric Social Worker.

JUSTIFICATION:

This proposed initiative allows for the expansion of critical – potentially revenue generating services. Funding allocated to counties through MHSAs is subject to a community planning process, as well as Board of Supervisors approval to ensure the proposed plan meets MHSAs requirements. Counties are only allowed to use MHSAs revenue to fund programs consistent with their approved local MHSAs Revenue and Expenditure Plans. The proposed funding items are within the scope and consistent with the existing MHSAs Integrated Plan.

IMPACT ON CLIENTS: (units of service and/or number of clients affected, if applicable)

Collectively, the components outlined above will benefit thousands of individual clients. Populations served through these service and staffing enhancements include transgender individuals, homeless individuals and low-income clients with severe mental illness. Enhancements to the Electronic Health Records will benefit virtually all clients served by BHS as well as improving the experience and job satisfaction of the staff providing services.

EXPENSE AND REVENUE IMPACT: (for both fiscal years)

The proposed initiative would increase revenues and expenditures by \$3,570,367 in FY16-17 and 17-18.

IMPACT ON DEPARTMENT'S WORKFORCE :

Increase 7.62 FTE in FY15-16 and annualized to 9.75 FTE in FY16-17.

02

**ATTACHMENT B
SUMMARY OF PROGRAM COST**

INITIATIVE TITLE: MHSA Growth

Description		FY 2016-17	FY 2017-18
Sources:			
	Revenues	\$ -	\$ -
HMHMPROP63	Revenues - FFP subobject 45416 Medi-Cal	\$ 800,000	\$ 800,000
HMHMPROP63	Interest - Subobject 30150		
HMHMPROP63	Mental Health Services Act Revenue - subobject 45412	\$ 2,770,367	\$ 2,770,367
Subtotal Sources		\$ 3,570,367	\$ 3,570,367
Uses:			
	Salary and Benefits	\$ 1,305,111	\$ 1,944,663
	Contracts	\$ 2,265,256	\$ 1,625,704
Subtotal Uses		\$ 3,570,367	\$ 3,570,367
Net General Fund Subsidy Required (savings)/cost (Uses less Sources)		\$ -	\$ -
Total FTE's		8.39	11.75

New Positions (List positions by Class, Title and FTE)

<u>Class</u>	<u>Title</u>	<u>FTE¹</u>		<u>FTE</u>	
2585	Health Worker I	(6.00)	(350,220)	(6.00)	(360,726)
2586	Health Worker II	6.00	391,935	6.00	403,693
2593	Health Program Coordinator III	0.21	22,670	0.21	23,351
2819	Assistant Health Educator	0.30	25,862	0.30	26,638
• 2930	Psychiatric Social Worker	1.54	152,680	2.00	204,234
2930	Psychiatric Social Worker	0.77	76,340	1.00	102,117
• 2586	Health Worker II	0.77	50,298	1.00	67,282
• 2588	Health Worker IV	0.77	64,346	1.00	86,073
• 2593	Health Program Coordinator III	0.77	83,125	1.00	111,193
2932	Senior Psychiatric Social Worker	0.77	79,764	1.00	106,697
2230	Physician Specialist	0.39	86,829	1.00	232,296
2574	Clinical Psychologist	0.39	44,177	1.00	118,188
2585	Health Worker I	(1.00)	(58,370)	(1.00)	(60,121)
2930	Psychiatric Social Worker	1.00	99,143	1.00	102,117
2591	Health Program Coordinator II	0.18	17,834	0.24	23,855
• 2803	Epidemiologist II	0.77	84,391	1.00	112,886
• 4051	IS Business Analyst-Assistant	0.77	68,538	1.00	91,680
		-		-	
		-		-	
		-		-	
Total Salary		8.39	939,342	11.75	1,391,454.64
Fringe		38.9%	365,768	39.8%	553,208
Total Salary and Fringe		8.39	1,305,111	11.75	1,944,663

*• = formerly
Contract position*

Operating Expenses

Index Code	Character/Subobject Code		
HMHMPROP63/PM			
HS63-1700	027/02700 Professional Services	2,265,256	1,625,704

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY – MTADept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Ridership Demographic/Travel Behavior Survey and Data AnalysisFunding Source: Operating BudgetPSC Amount: \$450,000PSC Est. Start Date: 04/05/2016 PSC Est. End Date 12/31/2017**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will plan, coordinate, and conduct an in-person survey of the San Francisco Municipal Transportation Agency's (SFMTA) transit riders to collect data on their demographics and transportation practices. The consultant will collect statistically-significant data about customer travel patterns, income levels, ethnic background, language proficiency and fare media usage both on a temporal and geographical basis. Riders will be surveyed on all routes and modes of transit vehicles, on platforms, and by telephone as necessary. The consultant shall produce a final report that includes a discussion of the survey results and relevant high-level data summaries. The SFMTA will perform this work in accordance with the Metropolitan Transportation Commission (MTC) Resolution No. 3866.

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

Federal regulations and guidance require that the SFMTA evaluate significant system-wide service and fare changes and proposed improvements at the planning and programming stages to determine whether those changes have a discriminatory impact on low-income/minority customers. The SFMTA is also required to monitor and compare the level and quality of services provided to predominantly minority and low-income areas in order to ensure equitable services system-wide. Denial could result in the SFMTA's inability to compliance with federal regulations and result in a loss of federal funding.

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 was provided in the past through PSC# 4132-11/12.

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.

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

B. Explain the qualifying circumstances:

This is work that will occur once every 3-5 years and requires extensive staffing for a limited time period to conduct potentially over 30,000 on-board surveys of the SFMTA customers. The consultant must have successfully completed a minimum of one comprehensive ridership demographic survey for a major public transportation agency within the last five years. Must possess technical expertise in data research and analysis that is specific to a major transit system in a similar urban area. Must have the ability to conduct quantitative research in detail; perform person-to-person survey work; provide multi-lingual survey work; tabulate raw data; provide various reports based on data collected; analyze data and present it in a comprehensive summary report; and deliver formal presentations.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The consultant must have successfully completed a minimum of one comprehensive ridership demographic survey for a major public transportation agency within the last five years. Must possess technical expertise in data research and analysis that is specific to a major transit system in a similar urban area. Must have the ability to conduct quantitative research in detail; perform person-to-person survey work; provide multi-lingual survey work; tabulate raw data; provide various reports based on data collected; analyze data and present it in a comprehensive summary report; and deliver formal presentations.

B. Which, if any, civil service class(es) normally perform(s) this work? 1803, Performance Analyst I; 1804, Statistician; 1805, Performance Analyst II; 1806, Senior Statistician; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst;

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

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

Civil service classes that perform only portions of this work are: 1803 Performance Analyst I; 1804 Statistician; 1805 Performance Analyst II; 1806 Senior Statistician; 1823 Senior Administrative Analyst, or 1824 Principal Administrative Analyst.

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

A. Explain why civil service classes are not applicable.

This is work that will occur once every 3-5 years and requires extensive staffing for a limited time period to conduct potentially over 30,000 on-board surveys of the SFMTA customers, many of whom may be limited-English proficient .

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This survey is a short-term project and the service is only required during the period of regulatory compliance.

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 provided as part of the scope of this contract.

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

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

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

7. **Union Notification:** On 02/08/2016, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21, Professional & Tech Engrs, Local 21,

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44238 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/04/2016

Receipt of Union Notification(s)

Hamada, Cynthia

From: dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com
Sent: Monday, February 08, 2016 5:13 PM
To: Hamada, Cynthia; L21PSCReview@ifpte21.org; Hamada, Cynthia; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 44238 - 15/16

RECEIPT for Union Notification for PSC 44238 - 15/16 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 44238 - 15/16 for \$450,000 for Initial Request services for the period 04/05/2016 – 12/31/2017. 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/6417> 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)

Appendix B-5 Cooperative Demographic and Travel Pattern Transit Rider Survey Program Requirements

This Appendix defines the Commission's expectations of the transit agencies to ensure efficient collection of passenger demographic and travel pattern² information.

The Commission and the transit agencies have a common interest in understanding the demographics and travel patterns of transit riders. Between 2012 and March 2015, Commission staff have carried out transit surveys in partnership with 15 separate transit agencies as part of the Cooperative Demographic and Travel Pattern Transit Rider Survey Program ("Survey Program" henceforth). Collecting this information together is more cost effective than collecting it separately. The resulting consolidated data facilitates across-agency comparisons and analyses.

The key roles and responsibilities of MTC and the transit agencies on the Survey Program are as follows:

Transit agencies will:

1. Participate in the Survey Program when collecting information on transit passenger demographics AND travel patterns together.
2. Contribute to the cost of the agency-specific survey performed as part of the Survey Program. Federally-funded operators not listed below will pay no cost to survey service they provide; the following operators will pay 20 percent of the cost to survey service they provide:
 - Alameda-Contra Costa Transit District;
 - Bay Area Rapid Transit District;
 - Caltrain;
 - Golden Gate Bridge, Highway and Transportation District;
 - San Francisco Municipal Transportation Agency;
 - San Mateo County Transit District; and,
 - Santa Clara Valley Transportation Authority.
3. Contribute a limited number of agency-specific survey questions.
4. Contribute advice and suggestions to the survey procedures including, but not limited to, development of sampling plans, frequency and timing of demographic and travel pattern surveying, instrument design, and recruitment strategies.
5. Share ownership of all work products including raw and processed data.

² Defined here as: (a) the precise location of the trip origin, first transit boarding, last transit alighting, and trip destination; (b) the means of travel between the trip origin and first transit boarding and between the last transit alighting and trip destination; and, (c) the sequence of transit routes used between the first transit boarding and the last transit alighting.

MTC will:

1. Procure consultant resources to carry out the Survey Program.
2. Oversee consultant performance to ensure delivery of high quality products.
3. Contribute to the cost of the Survey Program. MTC will pay 80 percent of the cost to survey service provided by the seven agencies identified in item 2 of the “transit agencies will” list above; MTC will pay 100 percent of the cost to survey service provided by federally-funded transit providers not identified in the above list.
4. Develop a standard set of survey questions (including response options) and update these questions, as needed, in consultation with the transit agencies.
5. Develop and update a set of survey procedures including, but not limited to, development of sampling plans, instrument design, and passenger recruitment strategies.
6. Deliver survey results, including raw data, procedure documentation, and summary reports, to transit agencies in a timely manner.
7. Maintain a database of regional transit rider demographics and travel patterns.
8. Convene a working group to discuss the surveying effort (including the survey procedures) and the timing of surveys relative to capital projects, federal requirements, financial resources, customer service and other agency-led survey efforts, and schedule mark-ups (a.k.a., sign-ups, bid-dates). The group will meet no less than once a year and will develop and maintain a set of Survey Program standard operating procedures that will define operator-specific question allowances, data distribution procedures (including any necessary privacy safeguards), and other details.
9. Share ownership of all work products including raw and processed data.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4132-11/12)

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

Type of Service: Ridership Demographic Survey and Data Analysis

Funding Source: Operating Budget

PSC Original Approved Amount: \$350,000

PSC Mod#1 Amount: no amount added

PSC Mod#2 Amount:

PSC Cumulative Amount Proposed: \$350,000

PSC Original Approved Duration: 08/01/12 - 02/28/14 (1 year 30 we

PSC Mod#1 Duration: 02/13/14-12/31/14 (43 weeks 5 days)

PSC Mod#2 Duration:

PSC Cumulative Duration Proposed: 2 years 21 weeks

1. Description of Work

A. Scope of Work:

To assist in effectively planning and evaluating its services, and to comply with certain federal funding and regulatory requirements, the SFMTA needs to collect, through an in-person ridership survey at a statistically-significant level, the demographics and transportation practices of its riders. The consultant will collect statically-significant data about customer travel patterns, income levels, ethnic background, language proficiency and fare media usage both on a temporal and geographical basis. Customers on all routes and modes and throughout the service period will need to be surveyed. The consultant shall perform cross-tabulation on data and illustrate results in tables and charts, provide narrative data analysis, and make recommendations to SFMTA staff based upon the resulting data.

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

Federal regulations and guidance require that SFMTA evaluate significant system-wide service and fare changes and proposed improvements at the planning and programming states to determine whether those changes have a discriminatory impact on low-income/minority customers. SFMTA is also required to monitor its services to compare the level and quality of service provided to predominantly minority and low-income areas with service provided in other areas to ensure equitable service. Denial could result in SFMTA's non-compliance with federal regulations and result in a loss of federal funding.

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

Yes.

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

2. Union Notification: On 02/13/14, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4132-11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/26/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The consultant must have successfully completed a minimum of one comprehensive ridership demographic survey for a major public transportation agency within the last five years. Technical expertise must be in data research and analysis specific to a major transit system in an urban area. Must have the ability to conduct quantitative research in detail; perform person-to-person survey work; provide multi-lingual survey work; tabulate raw data; provide various reports based on data collected;...see attached.

B. Which, if any, civil service class(es) normally perform(s) this work?
1803, 1804, 1805, 1806, 1823, 1824.

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

This work will occur once every 3-5 years and requires extensive staffing for a limited time period to conduct potentially over 10,000 on-board surveys of Muni customers, many of whom may have limited-English proficiency.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. This survey is a short-term project and only as-needed.

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? Yes. Corey, Canapary & Galanis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 02/13/14 BY:

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

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

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The consultant must have successfully completed a minimum of one comprehensive ridership demographic survey for a major public transportation agency within the last five years. Technical expertise must be in data research and analysis specific to a major transit system in an urban area. Must have the ability to conduct quantitative research in detail; perform person-to-person survey work; provide multi-lingual survey work; tabulate raw data; provide various reports based on data collected; analyze data and present it in a comprehensive summary report; and deliver presentations.



4132-11/12 \$ 350K
Approved 6-4-12

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

June 6, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4126-11/12 THROUGH 4132-11/12; 4107-10/11; 4086-08/09; 3036-11/12; AND 4115-07/08.

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

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

The Commission:

Adopted the report; Approved the request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

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

POSTING FOR
6/4/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

FSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4131-11/12	82	Public Health	Regular	\$12,000,000	Subject to the availability of beds and services, Contractor will provide hospital, clinic and other services to medically indigent residents of San Francisco, In Home Support Service patients, and County Jail patients, as well as emergency perfusion services, upon request. Services will include cardiac surgery, angioplasty, neurology procedures, radiation oncology, leukemia treatment, ophthalmology procedures and other services not provided at SFGH.	7/1/2012 - 6/30/2016
4132-11/12	35	Municipal Transportation Agency	Regular	\$350,000	To assist in effectively planning and evaluating its services, and to comply with certain federal funding and regulatory requirements, the San Francisco Municipal Transportation Agency (SFMTA) needs to collect through an in-person ridership survey at a statistically significant level, the demographics and transportation practices of its riders. The consultant will collect statistically-significant data about customer travel patterns, income levels, ethnic background, language proficiency and fare media usage both on a temporal and geographical basis. Customers on all routes and modes and throughout the service period will need to be surveyed. The consultant shall perform cross-tabulations on data and illustrate results in tables and charts, provide narrative data analysis, and make recommendations to SFMTA staff based upon the resulting data.	8/7/2012 - 2/28/2014

Total Amount - Regular: \$27,050,000

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 9, 2012

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: 68

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

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

TYPE OF SERVICE: Ridership Demographic Survey and Data Analysis

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$350,000.00 PSC DURATION: August 1, 2012 - February 28, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To assist in effectively planning and evaluating its services, and to comply with certain federal funding and regulatory requirements, the San Francisco Municipal Transportation Agency (SFMTA) needs to collect, through an in-person ridership survey at a statistically significant level, the demographics and transportation practices of its riders. The consultant will collect statistically-significant data about customer travel patterns, income levels, ethnic background, language proficiency and fare media usage both on a temporal and geographical basis. Customers on all routes and modes and throughout the service period will need to be surveyed. The consultant shall perform cross-tabulations on data and illustrate results in tables and charts, provide narrative data analysis, and make recommendations to SFMTA staff based upon the resulting data.

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

Federal regulations and guidance require that SFMTA to evaluate significant system-wide service and fare changes and proposed improvements at the planning and programming stages to determine whether those changes have a discriminatory impact on low-income/minority customers. SFMTA is also required to monitor its services to compare the level and quality of service provided to predominantly minority and low-income areas with service provided in other areas to ensure equitable service. Denial could result in SFMTA's non-compliance with federal regulations and result in a loss of federal funding.

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

This type of survey has not been provided in the past.

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

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

IFPTE Local 21 Union Name Signature of person mailing / faxing form Date 4/9/12

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

SFMTA approved 4-9-12

PSC# 4132-11/12

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The consultant must have successfully completed a minimum of one comprehensive ridership demographic survey for a major public transportation agency within the last five years. Technical expertise must be in data research and analysis specific to a major transit system in an urban area. Must have the ability to conduct quantitative research in detail; perform person-to-person survey work; provide multi-lingual survey work; tabulate raw data; provide various reports based on data collected; analyze data and present it in a comprehensive summary report; and deliver presentations.

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

Job Code 1803 Performance Analyst I; 1804 Statistician; 1805 Performance Analyst II; 1806 Senior Statistician; 1823 Senior Administrative Analysts, or 1824 Principal Administrative Analysts.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This is work that will occur once every 3-5 years and requires extensive staffing for a limited time period to conduct potentially over 10,000 on-board surveys of Muni customers, many of whom may be limited-English proficient.

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

No. This survey is a short-term project and only as needed.

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

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

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency

1 South Van Ness Ave., 7th Floor, San Francisco, CA 94103
Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Financial Services - Indirect Cost Rate Allocation planFunding Source: General FundsPSC Duration: 2 years 52 weeksPSC Amount: \$110,000**1. Description of Work**

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

Contractor will be responsible for: 1) reviewing DPH's current indirect rate calculation methodology; 2) developing an indirect cost plan and rate that meets the requirements of state and federal code; 3) documenting the rate methodology; 4) preparing a financial analysis comparing the current DPH indirect rate to new rate; and 5) developing projections to estimate indirect cost rates and their impact on future grant revenues.

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

This service is necessary because federal grant funding agencies have required DPH to report on progress to develop a federal indirect rate. Grant funding is contingent upon progress in achieving this goal.

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

This is a new service to the Department.

D. Will the contract(s) be renewed?

Only if there is a continued need.

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

This service is necessary because federal grant funding agencies have required DPH to report on progress to develop a federal indirect rate. Grant funding is contingent upon progress in achieving this goal.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge of applicable code (e.g., Title 2, Subtitle A, Chapter II, Part 200, Subpart E, Cost Principles), and Office of Management and Budget (OMB) Circulars, which establish principles and standards for determining costs for Federal awards.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1650, Accountant I; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No. This is for accounting consultation services. No facilities or equipment will be involved.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable because they do not have the specialized knowledge of the federal code mentioned above.
- 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. It is not feasible to create a new civil service class because this is not an on-going function and it requires specialized knowledge that DPH does not have.

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.
It is not feasible to train City employees because this is not an ongoing function and it requires specialized knowledge.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 01/29/2016, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21, Professional & Tech Engrs, Local 21,

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

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

Address: 101 Grove Street, Room 307 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 30054 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/04/2016

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, January 29, 2016 9:17 AM
To: Hale, Jacquie (DPH); L21PSCReview@ifpte21.org; Rossi, Ron (DPH); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 30054 - 15/16

RECEIPT for Union Notification for PSC 30054 - 15/16 more than \$100k

The PUBLIC HEALTH – DPH has submitted a request for a Personal Services Contract (PSC) 30054 - 15/16 for \$110,000 for Initial Request services for the period 03/01/2016 – 02/28/2019. 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/6375> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

City and County of San Francisco

Financial Services Micro-LBE Set Aside Request for Proposals for

**INDIRECT COST ALLOCATION PLAN SERVICES FOR THE SAN FRANCISCO DEPARTMENT OF
PUBLIC HEALTH**

25-2015



Date issued:	08/13/2015
Pre-proposal conference:	Not Applicable
E Question Session Begin:	08/13/2015
E Question Session End:	08/20/2015
Proposals due:	09/10/2015
Top vendor(s) chosen:	10/05/2015

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Micro-LBE Set Aside Request for Proposals for: INDIRECT COST ALLOCATION PLAN SERVICES FOR THE SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH.

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V. Pre-proposal Conference and Contract Award.....	7
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VIII. Protest Procedures.....	13

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Appendices:

The following appendices (A-1, A-2, A-3) are available in three separate zip archives available for download at: the Department of Public Health /Q Center located at <http://www.sfdph.org/dph/comupg/aboutdph/insideDept/Contracts/default.asp>. Click on **25-2015** and follow the instructions.

A-1. THESE FORMS MUST BE COMPLETED IN ORDER FOR PROPOSAL TO BE CONSIDERED.

Zip archive name: **A1.zip**

Files included:

- **Qualifications Statement.pdf**
Form to Submit a Qualifications Statement
- **CMD Attachment 5.pdf**
Forms to submit with Proposal
- **Reference Release Form.pdf**
Release of Liability Form

A-2. Forms the qualified firm must submit within 5 working days after the notification of an award.

Zip archive name: **A2.zip**

Files included:

- If the qualified firm is a current vendor with the City you may not need to submit these forms**
- **MCO Dec.pdf**
Declaration for the Minimum Compensation Ordinance
 - **HCAO Dec.pdf**
Declaration for the Health Care Accountability Ordinance
 - **Vendor Profile.pdf**
Vendor Profile Application
 - **Biztax.pdf**
Business Tax Application Form (P-25)
 - **Fw9.pdf**
Federal W-9
 - **Employer Projection of Entry Level Positions rev7-11.doc**
Form for the city First Source Hiring Program
 - **12b101.pdf**

A-3. For Information Only

Zip archive name: **A3.zip**

Files included:

- **Standard Professional Services.pdf**
The City Standard Professional Services Agreement (p-500)
- **Insurance Requirements.pdf**
Department of Public Health Insurance Requirements
- **Ins. Sample.pdf**
Sample Insurance certificate and Endorsement
- **HIPAA for Business Associates Exhibit.pdf**
Standard DPH HIPAA Business Associates Exhibit
- **Quickref.pdf Also visit:**
<http://sfgsa.org/index.aspx?page=6125>
Quick Reference Guide to Chapter 12B

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Request for Proposal for: INDIRECT COST ALLOCATION PLAN SERVICES FOR THE SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH.

I. Introduction

A. General

The City and County of San Francisco (the City) is issuing this Micro-LBE Set Aside Request for Proposals in search of firms / proposers that are certified as Micro-LBE firms under Financial Services with the Contract Monitoring Division (CMD) and have the necessary qualifications to complete the work set forth in this RFP. Whether a firm has such qualifications will be determined through the evaluation process described in Section IV of this RFP.

The contract or contracts awarded from this RFP may have an original term of up to five (5) years. In addition, the City shall reserve the right to renew the contract for a period of up to five (5) additional years, which the City may exercise in its sole, absolute discretion.

The Department reserves the right to issue multiple contracts to multiple firms that are qualified and that submit a proposal. Throughout the course of the contract the Department will monitor the performance of the contractors in accordance with Departmental monitoring procedures and reserves the right to select alternate primary providers for nonperformance.

A contract or contract award is not a guarantee of funding for a program or the continuation of services.

B. Schedule

The anticipated schedule for selecting qualified firms is:

SCHEDULE OF EVENTS

<u>ACTIVITY</u>	<u>TIME</u>	<u>DUE DATE</u>
RFP notice mailed to vendors	-	August 13, 2015
Publication of RFP	-	August 13, 2015
E-Questions (begin)		August 13, 2015
E-Questions (end)		August 20, 2015
Submissions Due	12:00	September 10, 2015
<u>Estimated Dates</u>		
Initial Review	-	September 10, 2015
Technical Review	-	September 28, 2015 – October 5, 2015
Top vendor(s) chosen		October 5, 2015
Contract negotiations	-	October 2015
Health Commission approval	-	October/November 2015
Contract certification	-	December 1, 2015

II. SCOPE OF WORK

A. Goal

The Department of Public Health is soliciting proposals to provide indirect cost allocation plan services. The indirect cost allocation plan services must be performed in accordance with Title 2, Subtitle A, Chapter II, Part 200, Subpart E, Cost Principles (<http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1#sp2.1.200.e>), which establishes principles and standards for determining costs for Federal awards.

The proposed fiscal year budget 2015-2016 for the Department of Public Health includes \$69 million in grant funds. The Annual Appropriation Ordinance can be viewed on the City and County of San Francisco website at:

<http://sfcontroller.org/Modules/ShowDocument.aspx?documentid=5395>

B. Services

The Department of Public Health is soliciting proposals to provide indirect cost allocation plan services. These services include:

1. Review and analyze DPH's current indirect rate calculation methodology and prepare a financial analysis of the benefits and cost of the current methodology.
2. Develop an indirect cost plan and rate structure that meets the requirements of 2 CFR 200 Subpart E and to be used by DPH in federal grant proposals.
3. Calculate multiple indirect cost rates for various DPH programs that meet the requirements of OMB Circular A-87.
4. Develop in-depth analyses with narrative explanation that provide background, context, and explanation for each subcomponent of the plans.
5. Document the data elements, assumptions and calculation methodology for indirect rate cost allocations plans for various DPH programs.
6. Prepare a financial analysis comparing the current DPH indirect rate to the rate developed in #2 and #3, to compare the cost and benefit of the current DPH indirect rate vs. rates calculated in #2 and #3.
7. Develop projections to estimate indirect cost rates and their impact on grant revenues, for five (5) years in the future. Projections must include assumptions and other relevant data elements that impact projections.
8. Amend and revise the indirect cost plan and rate structures, as needed.

III. Submission Requirements

A. Time and Place for Submission of Qualifications

Qualifications must be received by 12:00 p.m., on **September 10, 2015**. Postmarks will not be considered in judging the timeliness of submissions. Qualifications may be delivered in person and left with:

Ron Rossi
San Francisco Department of Public Health
Office of Contracts Management
101 Grove St. Rm. 307
San Francisco, CA 94102
Phone (415) 554-2839; FAX (415) 554-2555
ron.rossi@sfdph.org

or mailed to:

Ron Rossi
San Francisco Department of Public Health
Office of Contracts Management
101 Grove St. Rm. 307
San Francisco, CA 94102
Phone (415) 554-2839; FAX (415) 554-2555
ron.rossi@sfdph.org

B. Late Submissions

Submissions are due at Noon on the due date. Postmarks will not be considered in judging the timeliness of submissions. Submissions received after the noon deadline but before 12:01 P.M. the following day will be accepted due to extenuating circumstances at the sole discretion of the Director of Health. Organizations/agencies/firms/consultants that submit submissions within this grace period must provide a letter explaining the extenuating circumstances by 12:00 noon of the second day. Decisions of the Director of Health to accept or reject the submission during the grace period will not be appealable. Following the 24-hour grace period no late submissions will be accepted for any reason and there will be no appeal.

All submissions shall be firm offers and may not be withdrawn for a period of ninety (90) days following last day of acceptance.

C. Format

CI. Firms shall submit **1 original and 5 copies** of the Proposal and **two copies, separately bound, of required CMD Forms in a sealed envelope clearly marked "RFP 21-2015 CMD forms"** to the above location.

CII. **The original submission must be clearly marked as "ORIGINAL" and 3-hole punched, lose leaf, and in a binder.** Proposals that are submitted by fax will not be accepted. Late submissions will not be considered.

D. Content

Firms interested in responding to this RFP must submit the following information, in the order specified below:

For the Proposal

1. Introductions and Executive Summary (up to 1 page)

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the submission.

2. Project Approach (up to 7 pages)

Describe the Qualifications that your firm proposes to that will provide to the City with the required services. Include the following information:

- a. Answer (in narrative format) your approach to the scope of work.
- b. Your standard hours of operation.
- c. Any limitations or restrictions on service.
- d. All standard billable items and the unit rate. For example, the cost per trip (i.e one way), the cost per hour.
- e. Any billable items that are considered "extra" or non-standard to item e. such as over time, holiday rates, equipments, surge charges, etc.
- f. Any relevant work samples.
- g. Assignment of work within your firm's work team.

3. Firm Qualifications (up to 5 pages)

Provide information on your firm's background and qualifications which addresses the following:

- a. Name, address, and telephone number of a contact person; and
- b. A brief description of your firm; and
- c. A description of at least three projects / contracts similar in size and scope prepared by your firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule, outcomes and project summary. Descriptions should be limited to one page for each project

4. Team Qualifications (if a team approach is used) (up to 5 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.
- b. Provide a description of the experience and qualifications of the project team members, including brief resumes if necessary.

5. References (up to 2 pages)

Provide references for the lead proposer including the name, address and telephone number of at least 5 recent clients that engaged your services for the services you are submitting qualifications for.

6. Cost of Service / Budget

Please provide a rate sheet that includes the following:

- a. All standard billable items and the unit rate.
- b. Any billable items that are considered "extra" or non-standard to item e. such as over time, holiday rates, surge charges, equipment, specialized reproduction, etc.

IV. Evaluation and Selection Criteria

A. Minimum Qualifications

All Candidates must demonstrate that they meet the following Minimum Qualifications:

- Bidder must be certified as a Micro-LBE under Financial Services by the Contract Monitoring Division (CMD) of the City and County of San Francisco.
- Bidder must have a minimum of five (5) years of experience performing indirect cost allocation plans according to the requirement of 2 CFR 200 Subpart E, for governmental agencies or non-profit corporations that receive grants from the federal government.
- Bidder must have a minimum of five (5) years of experience in finance, accounting or grants management.

B. Selection Criteria

The proposals submitted will be evaluated by a selection committee comprised of parties with expertise in the relevant service category. The City intends to evaluate the qualifications generally in accordance with the criteria itemized below. At any time during the evaluation process, the City may require a firm to provide oral or written clarification of its submission.

Selection Criteria I: Vendor Qualification	Points Available
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1) SCOPE OF WORK TO BE PROVIDED

- a. Comprehensiveness of proposed Program/Services in addressing "*Services Solicited*". 20
- b. Degree to which the vendor will be able to perform the services based on the material in the proposal.

2) RECENT RELEVANT EXPERIENCE

- a. How the firm's experience compares to and/or exceeds the "*Minimum Qualifications*" and how recent the experience, particularly with regard to public multi-institutional health care systems and academic medical centers. Bidder must meet all "*Minimum Qualifications*". (See pages 4 and 5.)
- b. How the team members and firm's experience compares to the "*Services Solicited*" in breadth, number of clients and how recent. Examples of firm's and team members' experience should be provided/discussed in the proposal. 20
- c. Experience of team members and firm with healthcare government agencies: breadth, length and how recent. Examples of team members' and firm's experience should be provided/discussed in the proposal, including the success rate in appeals and fair hearing processes.
- d. Letters of Recommendations submitted.

3) PROFESSIONAL BACKGROUND

- a. Number of years each team member has in their respective specialties and provision of similar services to the ones being solicited in this RFP. Their specialties should be identified in the proposal.
- b. Extent and length of firm's experience in providing services in **California**. 15

4) QUALITY OF PAST AND PRESENT PROJECTS

"Quality" will be evaluated on past and present projects and they should be discussed in the proposal. "Quality" is defined as the firm's experience in medical billing.

- a. Number of similar contracts the firm has undertaken 20
- b. Amount of gross claims processed, amount collected, and amount or percent of denied, adjusted or partially paid claims including descriptions of denials or adjustments

5) BUDGET RATE / TOTAL COST

The maximum points will be assigned to the lowest, averaged proposed rate/cost proposal. All other proposals will be assigned points by dividing the lowest, averaged proposal rate by the other averaged proposal rate(s) and multiplying the results by 25 (the maximum points). 25

TOTAL BASE RATING 100

Selection Criteria II: Interview Scoring	Points Available
1) ORAL INTERVIEWS	
DPH will invite the top three (3) scoring bidders with a total score over 75 for oral interviews. Oral interviews will be conducted by a selection panel.	30
TOTAL AVAILABLE POINTS WITH INTERVIEW	130 Points

C. Proposal Evaluation and Scoring Criteria

- There will be two parts to the selection process:
 - Section I. Vendor Qualification Scoring Criteria
 - Section II. Vendor Interview Scoring Criteria
- Section I. Vendor Qualification Scoring Criteria will determine if your agency will be one of the top three (3) bidders invited for oral interviews.
- **Vendors must have a total score of 75, from Section I. Vendor Qualification Scoring Criteria, in order to be one of the three (3) firms be invited back for Section II. Interview Scoring Criteria.**
- The proposals will be evaluated by a selection/review committee comprised of parties with expertise in patient billing services.
- This selection/review committee will score the submitted proposals based on the scoring criteria listed in Section I. Vendor Qualification Scoring Criteria and subsequently Section II. Interview Scoring Criteria as outlined in this solicitation.

V. Pre-proposal conference and Contract award

A. Pre-Proposal Conference/ E-question session

The E-Question session shall begin 08/13/2015 and run through 08/20/2015. The questions will be answered by program staff. This is the only opportunity vendors can ask direct programmatic questions of the Departmental staff. All questions are to be directed to the following e-mail address: [mailto: ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)

B. Contract Award

The Department of Public Health will select a firm with whom the Department of Public Health staff shall commence contract negotiations. The selection of any proposal from a qualified firm 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 Department of Public Health in its sole discretion, may terminate negotiations with the selected proposer and begin contract negotiations with any other firm on the qualified list.

VI. Terms and Conditions for Receipt of Qualifications

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:

Ron Rossi
San Francisco Department of Public Health
Office of Contracts Management
101 Grove St. Rm. 307
San Francisco, CA 94102
Phone (415) 554-2839; FAX (415) 554-2555
ron.rossi@sfdph.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.

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

- A. This contract is set-aside for award only to CMD certified Micro-LBEs certified in category that corresponds with the scope of work called out by the Contract Awarding Authority, **Financial Services**, in accordance with San Francisco Administrative Code Chapter 14B. Refer to CMD **Attachment 5** for details. A copy of CMD Attachment 5 may be downloaded from: www.sfgov.org/cmd.
- B. The LBE bid discount and subcontracting goal per Chapter 14B **do not** apply to this Contract.
- C. The Micro-LBE Prime Contractor must self-perform at least 25% of the contract work.
- D. Micro-LBE Prime Contractors that subcontract any portion of a set-aside contract should subcontract to businesses certified as micro-LBEs to the maximum extent possible. Micro-LBEs that subcontract any portion of a set-aside contract must serve a commercially useful function based on the contract's scope of work.
- E. If (a) fewer than two Micro-LBEs submit bids or (b) the Director of Public Health determines that the contract would not be awarded at a fair market price, then the Director may reject all bids and rebid the contract without restriction to Micro-LBEs.
- F. The Bidder must submit completed and properly signed the following CMD Forms (refer to CMD **Attachment 5**) with its proposal:
 - a. Form 2A CMD Contract Participation form
 - b. Form 3 CMD Non-discrimination Affidavit
 - c. Form 5 CMD Employment form
- G. Failure to submit properly completed CMD forms may render the Bidder non-responsive and may be cause for rejection of its Bid.

For questions regarding CMD requirements and forms, please contact the CMD Compliance Officer for this RFP, Lupe Arreola at lupe.arreola@sfgov.org or 415-274-0511.

For information on becoming a certified LBE point your browser to: <http://sfgsa.org/index.aspx?page=6129>

VII. Contract Requirements

A. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services or other applicable standard City agreement, contained in Appendix A-3. 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, (§34 "Nondiscrimination; Penalties" in the Agreement); the Minimum Compensation Ordinance (§43 "Requiring Minimum Compensation for Covered Employee" in the Agreement); the Health Care Accountability Ordinance (§44 "Requiring

Health Benefits for Covered Employees” in the Agreement); the First Source Hiring Program (§45 **“First Source Hiring Program”** in the Agreement); and applicable conflict of interest laws (§ 23 **“Conflict of Interest”** in the Agreement), as set forth in paragraphs B, C, D, E and F below.

B. 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 HRC’s website at www.sfcmd.org.

C. 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 §43 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.

D. 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.

E. 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.

F. 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.

G. Protected Health Information and BAA

The parties acknowledge that CITY is a Covered Entity as defined in the Healthcare Insurance Portability and Accountability Act of 1996 ("HIPAA") and is required to comply with the HIPAA Privacy Rule governing the access, transmission, and storage of health information.

The parties acknowledge that CONTRACTOR is one of the following:

- CONTRACTOR will render services under this contract that include possession or knowledge of identifiable Protected Health Information (PHI), such as health status, health care history, or payment for health care history obtained from CITY. Specifically, CONTRACTOR will:

- Create PHI
- Receive PHI
- Maintain PHI
- Transmit PHI and/or
- Access PHI

The Business Associate Agreement (BAA) in Appendix E is required. Please note that BAA requires attachments to be completed.

- CONTRACTOR will not have knowledge of, create, receive, maintain, transmit, or have access to any Protected Health Information (PHI), such as health status, health care history, or payment for health care history obtained from CITY.

The Business Associate Agreement is not required.

(A copy of the BAA (Appendix E) is included in Appendix A-3 and are available for download at the Departments RFP/Q center

<http://www.sfdph.org/dph/comupg/aboutdph/insideDept/Contracts/default.asp>

H. Protected Health Information

Contractor, all subcontractors, all agents and employees of Contractor and any subcontractor shall comply with all federal and state laws regarding the transmission, storage and protection of all private health information disclosed to Contractor by City in the performance of this Agreement. Contractor agrees that any failure of Contractor to comply with the requirements of federal and/or state and/or local privacy laws shall be a material breach of the Contract. In the event that City pays a regulatory fine, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of protected health information given to Contractor or its subcontractors or agents by City, Contractor shall indemnify City for the amount of such fine or penalties or damages, including costs of notification. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract.

I. Insurance Requirements

Upon award of contract, Contractor shall furnish to the City a Certificate of Insurance and Additional Insured Endorsements stating that there is insurance presently in effect for Contractor with limits of not less than those established by the City. (Requirements are listed in Appendix A-3 and are available for download at the Departments RFP/Q center

<http://www.sfdph.org/dph/comupg/aboutdph/insideDept/Contracts/default.asp>

J. Notes on Chapter 12B: Nondiscrimination in Contracts (Equal Benefits or Domestic Partners Ordinance)

Effective June 1, 1997 the City and County of San Francisco added to its Nondiscrimination in Contracts ordinance the requirement that all Contractors that enter into an agreement with the City must extend the same benefits to domestic partners of employees that are extended to spouses of employees. It is recommended that you thoroughly understand this requirement. Questions regarding this requirement can be directed to the person indicated in Section VI, item B, or visit the Contract Monitoring Divisions Internet site at www.sfCMD.org.

K. Vendor Credentialing at San Francisco General Hospital.

It is the policy of San Francisco General Hospital to provide quality patient care and trauma services with compassion and respect, while maintaining patient privacy and safety. SFGH is committed to providing reasonable opportunities for Health Care Industry Representatives (HCIRs), external representatives/vendors, to present and demonstrate their products and/or services to the appropriate SFGH personnel. However, the primary objective of SFGH is patient care and it is therefore necessary for all HCIRs to follow guidelines that protect patient rights and the vendor relationship. Therefore, all HCIR's that will come onto the campus of San Francisco General Hospital must comply with Hospital Policy 16.27 "PRODUCT EVALUATION AND PHARMACEUTICAL SERVICES: GUIDELINES FOR SALES PERSONNEL, HEALTHCARE INDUSTRY REPRESENTATIVES, AND PHARMACEUTICAL COMPANY REPRESENTATIVES" Before visiting any SFGH facilities, it is required that a HCIR create a profile with "VendorMate." Vendormate is the company that manages the credentialing process of policy 16.27 for SFGH. For questions, or to register as a HCIR please contact the Director of Materials Management, or designee (during normal business hours) at (415) 206-5315 or sign on to <https://sfdph.vendormate.com> for details.

VIII. 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 RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

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 RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

IX. 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:

Director of Contract Management and Compliance
101 Grove St, Rm. 307
San Francisco, CA 94102
Fax number (415) 554-2555

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-needed Specialized Financial Consulting Services in the areas of, Federal and State ProgramFunding Source: General FundPSC Duration: 4 years 35 weeksPSC Amount: \$8,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

For the provision of as-needed consulting services in the subject areas of the Federally Qualified Health Center (FQHC) program, the Health Resources and Services Administration (HRSA) grant program, managed care Knox-Keene licensing approval, the 1115 waiver process for alternative Medi-Cal billing and related processes, and other managed care/Affordable Care Act/financial topics, including bond and capital projects, consulting, maintenance, support, and customizations of financial systems currently in use by the Department.

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

These services are necessary because over the next several years, the Department will need to respond quickly to various regulatory agencies that oversee finance and licensing of Departmental programs. Also, as the Department moves forward with a new Electronic Health Record (EHR) platform, it will need to continue to support the various legacy applications currently in use in order to continue already-adjudicated claims and provide required reports. These systems currently process over \$500 million of revenue annually and will need to be maintained so that the Department does not lose revenue opportunities. Denial of this request will potentially place millions of dollars of revenue for the Department at risk, and will subject the Department to fines and penalties if an instance of non-compliance is found by a regulatory agency.

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 are new services.

D. Will the contract(s) be renewed?

If there is a continued need.

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

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:
The work is project-specific and limited in term.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Demonstrated knowledge and proven track record in financial analysis and modeling methods; managed care financial best practices; hospital-based, primary care, and community behavioral health reimbursement and revenue strategies; acute care and hospital emergency department/trauma center budgeting and operations; knowledge of proprietary legacy applications such as INVISION (San Francisco General Hospital), AVATAR (for Behavioral Health Services), NFAMIS (and its future replacement).
- B. Which, if any, civil service class(es) normally perform(s) this work? 1054, IS Business Analyst-Principal; 1070, IS Project Director; 1825, Prnpl Admin Analyst II; 0941, Manager VI; 0942, Manager VII; 0943, Manager VIII;
- 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?

Individual projects are expected to be for limited periods, with highly specialized skills, experience, and some cases, access to proprietary software.

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

- A. Explain why civil service classes are not applicable.
Civil Service classes are not applicable because projects are limited-term and highly specialized, often requiring access by vendor staff for proprietary software.
- 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. Not at this time. Each area of work is project-specific and limited in time. Further, as the Department transitions to a new EHR, existing and future staff will be needed to work on new applications. While legacy applications will experience a decline in use, they will need to be maintained to continue to bill under claims adjudicated using their proprietary software, as well as to create reports required by regulators and in response to audits.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
The contractor(s) will work with City staff to complete the project, which will provide opportunities for knowledge transfer.
- C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

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

7. **Union Notification:** On 02/08/2016, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21, Municipal Executive Association, Professional & Tech Engrs, Local 21, Municipal Executive Association,

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

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

Address: 101 Grove Street, Room 307 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40494 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/04/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Monday, February 08, 2016 4:04 PM
To: Hale, Jacquie (DPH); L21PSCReview@ifpte21.org; camaguey@sfmea.com; staff@sfmea.com; Lee, Arlene (DPH); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40494 - 15/16

RECEIPT for Union Notification for PSC 40494 - 15/16 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 40494 - 15/16 for \$8,000,000 for Initial Request services for the period 05/01/2016 – 12/31/2020. 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/6382> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Cardiac Rhythm MonitoringFunding Source: General FundPSC Duration: 2 years 52 weeksPSC Amount: \$672,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide a unique 1 x 3 inch bandage-like device and data analysis for a long term cardiac rhythm monitor that provides continuous Electro-Cardio Gram (ECG) monitoring for up to 14 days and interpret the data collected from the device.

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

After using the devices for one year through a University of California at San Francisco (UCSF) sponsored initiative, there has been a significant improvement in time to results as compared with prior Holter monitoring. With a Holter monitor, only 48 hours of rhythm data is available versus 14 days with the patch. The patch can be easily worn during normal activity and is waterproof so the diagnostic yield is far better. If we do not continue the use, the hospital will have to switch to the less effective Holter monitor, which will have a negative impact on the quality of services provided to the patients.

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 was previously provided under a purchase order and is now being transitioned to a professional services contract.

D. Will the contract(s) be renewed?

Yes.

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

The City does not have the resources to create its own cardiac rhythm monitor patch. This device and accompanying service will enable civil service employees to meet industry standards for cardiac monitoring. It is not within the mission of the Department to manufacture and provide such devices/systems.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have a cardiac rhythm monitor commercially available for use, and the associated services to support the device.

B. Which, if any, civil service class(es) normally perform(s) this work? 2430, Medical Evaluations Assistant;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide the patch, data analysis, and a secure website to review the results.

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

Not Applicable. The City does not have the available resources to develop and provide support for its own patch. Switching to the less effective Holter monitor will have a negative impact on the quality of services provided to the patients of DPH.

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

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable because the City would have to develop its own patch and monitoring system, as well as support services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the usage of this device and service complements the work of existing civil service staff who use it to monitor cardiac patients.

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 contractor provides a device (patch) that is sent to the patient to collect data. The results are then uploaded to the secured website. No training takes place.

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

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

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

7. **Union Notification:** On 01/06/2016, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous, 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42823 - 15/16

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 04/04/2016

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Wednesday, January 06, 2016 3:45 PM
To: Hale, Jacquie (DPH); Lopez-Barrios, Ricardo (PDR); Basconillo, Katherine (PUC);
pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org;
Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@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; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; Lee,
Arlene (DPH); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42823 - 15/16

RECEIPT for Union Notification for PSC 42823 - 15/16 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 42823 - 15/16 for \$672,000 for Initial Request services for the period 04/01/2016 – 03/31/2019. 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/6224> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Training for Surgical/Radiology EquipmentFunding Source: General FundPSC Duration: 4 years 48 weeksPSC Amount: \$400,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The manufacturer of new surgical/radiology and navigation equipment acquired as part of the San Francisco General Hospital (SFGH) Rebuild project will provide training, education, and support for medical staff in its the proper use. Services will be delivered in the operating room(s) during operating procedures, or off-site, as appropriate.

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

These services are necessary because brain, spine, ear, nose, and throat surgeries require specialized equipment, and that equipment requires specialized training before it can be used without training or supervision by the manufacturer. These trainings provide SFGH medical staff with the most current information and procedures on the uses for this essential operating room equipment.

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 contract is a transition from similar services previously provided under a purchase order.

D. Will the contract(s) be renewed?

If there is continued need.

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

The Department expects the need for these intermittent, as-needed services to continue, depending on patient needs/operations or procedures and related equipment required, and the level of staff training needed due to turnover, etc.

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

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

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

B. Explain the qualifying circumstances:

These services are as-needed and intermittent for training on the use of specialized surgical radiology equipment for SFGH medical staff. The City lacks the expertise to train staff on this specialized equipment. (Please see email from Department of Human Resources, attached.)

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Appropriate expertise in training hospital/trauma center medical staff in the specific types of surgical/radiology equipment to be used in the new SFGH building.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor may provide, as an option, specialized facilities and equipment to train medical staff for surgical/radiology equipment.

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

This service is not provided within the City. (Please see email from Department of Human Resources, attached.)

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 provide training for specialized surgical/radiology equipment. (Please see email from Department of Human Resources, attached.)

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, these are specialized training services that are performed by the manufacturer of the equipment.

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.

Training medical staff to utilize specialized surgical/radiology equipment in the operating room, during operating procedures.

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

No.

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

No.

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

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

7. **Union Notification:** On 02/08/2016, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21, Professional & Tech Engrs, Local 21,

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

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

Address: 101 Grove Street, Room 307 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49857 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/04/2016

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Monday, February 08, 2016 3:12 PM
To: Hale, Jacquie (DPH); L21PSCReview@ifpte21.org; Kyaun, Florence (DPH); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49857 - 15/16

RECEIPT for Union Notification for PSC 49857 - 15/16 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49857 - 15/16 for \$400,000 for Initial Request services for the period 03/01/2016 – 02/01/2021. 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/6232> 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)

From: Kotake, Donna (HRD)
Sent: Wednesday, January 13, 2016 9:12 AM
To: Kyaun, Florence (DPH)
Cc: Longhitano, Robert (DPH)
Subject: RE: SFDPH: DHR Position Inquiry for Medical Equipment

If you are asking if we can provide the training, of course no.

Donna Kotake/Department of Human Resources/Workforce Development Director/
One South Van Ness Avenue, 4th Floor, San Francisco, CA 94103/phone: 415 557-4912

From: Kyaun, Florence (DPH)
Sent: Wednesday, January 13, 2016 8:59 AM
To: Kotake, Donna (HRD)
Cc: Longhitano, Robert (DPH)
Subject: SFDPH: DHR Position Inquiry for Medical Equipment

Hi Donna,

DPH has purchased the following equipment:

1. O arm- Imaging device, 360 degree radiology scan.
2. Stealth station/navigation- showing the doctor, during surgery, where the things are when operating on the brain and spine.
3. Fusion system- navigation for the ear/nose/and throat.

The following are Professional Services needed for the above equipment:

1. Clinical and Professional Services -- Surgical support and training for the covered product on-site. The manufacturer representative will be in the operating room training medical staff for the covered product, but will not run the covered product, provide medical advice, or participate in any way in delivering medical or surgical care to a patient.
2. Education and Training- Additional training courses on the covered products are available through Medtronic. This is optional formal training courses given by the manufacturer representative.

Does DHR have any positions that are qualified to provide the above services for listed equipment?

I need this information for a PSC submission. If you can send reply by Wednesday 1/20/2016, it would be greatly appreciated.

Thank you,
Florence

Florence Kyaun
Senior Contract Analyst
Office of Contracts Management & Compliance
San Francisco Dept. of Public Health
101 Grove Street, Room 307

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMINDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # 3089 11/12)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Software implementation, maintenance, customization and trainingFunding Source: General fundPSC Original Approved Amount: \$10,000PSC Original Approved Duration: 04/01/12 - 03/31/15 (2 years 52 weeks)PSC Mod#1 Amount: \$5,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$54,500PSC Mod#2 Duration: 04/01/12-03/30/17 (2 years)PSC Mod#3 Amount: \$700,000PSC Mod#3 Duration: 04/01/12-03/31/21 (4 years 2 days)PSC Cumulative Amount Proposed: \$769,500PSC Cumulative Duration Proposed: 9 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will install, configure and provide maintenance on a software module that allows access to the City's Customer Relationship Management (CRM) software used to manage the City's service requests. When required, vendor services assist City staff extending the functionality of the application while training staff to make additional improvements.

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

The City's software tracks incoming requests from the public, and this module simplifies and improves the process of extending access to services via the web and mobile devices. Annual Software maintenance ensures the City can receive development assistance and includes access to new releases of the software. These upgrades provide functionality to departments. Professional services, when necessary, help City staff adapt the software to the City's changing systems, business requirements and technology. Denial would limit the city's ability to expand access to services and information, as well as limit the detail available to DPW (Department of Public Works), PUC (Public Utilities Commission), and SFMTA (San Francisco Municipal Transportation Agency) in publicly created services requests.

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

Yes

D. Will the contract(s) be renewed?

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:
Please see attachment.

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:

Contractor comes in on a short term basis and performs updates, along with City staff.

B. Reason for the request for modification:

To add funds and extend duration

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized expertise in the implementation of enterprise service requests tracking and GIS applications. Web service architecture, business rules, web, java, and mobile application development and database architecture.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior; 1232, Training Officer;
- 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.
Procuring a common product from a vendor allows the City to benefit from shared development costs. City staff will be incorporated into all phase of the implementation and will b trained to perform the ongoing configuration of the connector. CCSF trainers have no knowledge of the product and training need would not be sufficient to justify knowledge transfer to them. The product will be managed by City staff.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Not necessary. CCSF classes are incorporated into 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.
1053 (1), 2052 (3), 1044 (1) see training memo attached
- 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.
We are adding funds to existing contract with Connected Bits

7. **Union Notification:** On 02/22/16, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place, Room 362, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3089 11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/04/2016

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Monday, February 22, 2016 5:11 PM
To: Lubamersky, Joan (ADM); richardisen@gmail.com; L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 3089 11/12 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$700,000 for services for the period April 2, 2012 – March 31, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/5004>

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

Additional Attachment(s)



OFFICE OF THE
CITY ADMINISTRATOR



Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

February 22, 2016

MEMORANDUM

TO: Civil Service Commission

FROM: *Joan Lubamersky*
Joan Lubamersky, Contract Coordinator
Office of the City Administrator

SUBJ: SF311 Personal Services Contract Exceeding Five Years
PSC 3089-11/12

We are requesting an extended duration for this Personal Services Contract to allow the department to evaluate and study their long term technology needs as related to Customer Relations Management (CRM) software.

The department, originally created in 2007 to respond to phone calls and reports for service from 6 departments and 17 complaint types has expanded to handling over 300,000 requests of almost 150 request types for 46 departments in 2015. The needs of all of these departments and program are not identical. In addition to the increase in range and complexity, requests now come in through the web, twitter, and mobile devices. SF311 has patched together CRM services, adding features as able, but needs to review all their needs to develop a more efficient and effective system to meet the changing demands of the public and their shift to mobile and more personalized services.

We anticipate a Request for Proposal (RFP) to be issued to accommodate a broad range of SF311 needs. This process will be complex, involving many millions of dollars. The City would not be well served if the current contract were allowed to lapse or if an interim RFP were required.

Thank you for your consideration.

Copy to: Andy Maimoni, Deputy Director, SF311



OFFICE OF THE
CITY ADMINISTRATOR



Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

February 22, 2016

MEMORANDUM

TO: Department of Human Resources
FROM: *Joan Lubamersky*
Joan Lubamersky, Contract Coordinator
SUBJ: Training Memorandum, PSC 3089-11/12 Modification

Training provided will be to these employees in systems knowledge, application and infrastructure configuration, process and mobile device configuration and troubleshooting the system.

The product will be managed by City staff.

Employees to be trained for eight hours each are:

IS Business Analyst-Principal Classification 1054 (1)
IS Business Analyst Classification 1052 (3)
IS Engineer Principal Classification 1044 (1)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN Dept. Code: ADM

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 3089 11/12)

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

Type of Service: Software implementation, maintenance, customization and training

Funding Source: General fund
PSC Original Approved Amount: \$10,000 PSC Original Approved Duration: 04/01/12 - 03/31/15 (2 years 52 w
PSC Mod#1 Amount: \$5,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: \$54,500 PSC Mod#2 Duration: 04/01/12-03/30/17 (2 years)
PSC Cumulative Amount Proposed: \$69,500 PSC Cumulative Duration Proposed: 4 years 52 weeks

1. Description of Work

A. Scope of Work:

The contractor will install, configure and provide maintenance on a software module that allows access to the City's Customer Relationship Management (CRM) software used to manage the City's service requests. When required, vendor services assist City staff extending the functionality of the application while training staff to make additional improvements.

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

The City's software tracks incoming requests from the public, and this module simplifies and improves the process of extending access to services via the web and mobile devices. Annual Software maintenance ensures the City can receive development assistance and includes access to new releases of the software. These upgrades provide functionality to departments. Professional services, when necessary, help City staff adapt the software to the City's changing systems, business requirements and technology. Denial would limit the city's ability to expand access to services and information, as well as limit the detail available to DPW, PUC, and SFMTA in publicly created services requests.

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

Yes

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

2. Union Notification: On 06/03/15, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3089 11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/17/2015

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Specialized expertise in the implementation of enterprise service requests tracking and GIS applications. Web service architecture, business rules, web, java, and mobile application development and database architecture.

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

1063,1052,1053,1042,1232,

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:

Procuring a common product from a vendor allows the City to benefit from shared development costs. City staff will be incorporated into all phase of the implementation and will b trained to perform the ongoing configuration of the connector. CCSF trainers have no knowledge of the product and training need would not be sufficient to justify knowledge transfer to them. The product will be managed by City staff.

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

Not necessary. CCSF classes are incorporated into 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? One 1053, three 1052s and one 1044 will be trained to perform periodic up	<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? We are adding funds to existing contract with Connected Bits	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/03/15 BY:

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place, Room 362 San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/20/13
DEPARTMENT NAME 311 Customer Service (GSA) DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: Software Implementation, Maintenance, Customization and Training

FUNDING SOURCE: General Fund

PSC AMOUNT

Original Amount: \$10,000
Amendment One: \$ 5,000
Total amount: \$15,000

PSC DURATION: 4.1.12 - 3.31.15
Amendment One: No change
Duration: 4.1.12 - 3.31.15

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The contractor will install, configure, and provide maintenance on a software module that allows access to the City's Customer Relationship Management (CRM) software used to manage the City's service requests. When required, vendor services assist City staff extend the functionality of the application while training staff to make additional improvements

B. Explain why this service is necessary and the consequences of denial: The City's CRM software tracks incoming requests from the public, and this module simplifies and improves the process of extending access to services, via the web and mobile devices. Annual Software maintenance ensures the City can receive development assistance and includes access to new releases of the software. These upgrades provide functionality to departments. Professional services, when necessary, help City staff adapt the software to the City's changing systems, business requirements and technology. Denial would limit the City's ability to expand access to services and information, as well as limit the detail available to DPW, PUC, and SFMTA in publicly created service requests.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): PSC 4089-11/12

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

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

L21 Union Name Signature of person mailing / faxing form Date 9/24/13

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3043-13/14

Approval Date: 10/01/2013

By: Micki Callahan, Human Resources Director

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized expertise in the implementation of enterprise service requests tracking and GIS applications, Web service architecture, business rules, web, java, and mobile application development and database architecture

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

Development is typically performed by a 1063 and configured by a 1052 and a 1053. A 1042 would configure and maintain the server. Training is provided by 1232 Training Officer.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Procuring a common product from a vendor allows the City to benefit from shared development costs. City staff will be incorporated in all phases of the implementation and will be trained to perform the ongoing configuration of the connector. CCSF trainers would not have knowledge of product

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No new classes are necessary. Current classifications exist and City staff are fully incorporated as part of the project team.

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

A. Will the contractor directly supervise City and County employees?

Yes No

B. Will the contractor train City and County employees?

Yes No

- Describe training and indicate approximate number of hours.

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

to be trained. One 1063, three 1052s, and one 1044 will be trained to perform periodic upgrades and maintenance, as well as ongoing configuration of the connector. The product will be managed by City staff

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

Yes No

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

Yes No

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

Yes No

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

Yes No

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

[Handwritten Signature]
Signature of Departmental Personal Services Contract Coordinator
Joan Lubanowski
Print or Type Name
One Carter Road, #362
Address
ST-CA 194102
354-4859
Telephone Number
#362

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 4, 2012

DEPARTMENT NAME: 311 Customer Service Center (GSA) DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: Software Implementation, Maintenance, Customization and Training

FUNDING SOURCE: General Fund

PSC AMOUNT: \$10,000 PSC DURATION: 4.1.12 - 3.31.15

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will install, configure, and provide maintenance on a software module that allows access to the City's Customer Relationship Management (CRM) software used to manage the City's service requests. When required, vendor services assist City staff extend the functionality of the application while training staff to make additional improvements.

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

The City's CRM software tracks incoming requests from the public, and this module simplifies and improves the process of extending access to services via the web and mobile devices. Annual Software maintenance ensures the City can receive development assistance and includes access to new releases of the software. These upgrades provide functionality to departments. Professional services, when necessary, help City staff adapt the software to the City's changing systems, business requirements and technology. Denial would limit the City's ability to expand access to services and information, as well as limit the detail available to DPW, PUC, and SFMTA in publicly created service requests.

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

The software component replaces a limited proof of concept that demonstrated the public acceptance of the concept yet failed to deliver the necessary functionality.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date April 4, 2012

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3089-4/12

Received 4/4/12 [Signature]

Approval Date: 4/11/12

By: [Signature] FOR Micki Callahan, Human Resources Director

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized expertise in the implementation of enterprise service requests tracking and GIS applications. Web service architecture, business rules, web, java, and mobile application development and database architecture.

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

Development is typically performed by a 1063 and configured by a 1052 and a 1053. A 1042 would configure and maintain the server. Training is provided by 1232 Training Officer.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Procuring a common product from a vendor allows the City to benefit from shared development costs. City staff will be incorporated in all phases of the implementation and will be trained to perform the ongoing configuration of the connector. CCSF trainers would not have knowledge of product.

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

No new classes are necessary. Current classifications exist and City staff are fully incorporated as part of the project team.

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

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

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

One 1053, three 1052s, and one 1044 will be trained to perform periodic upgrades and maintenance, as well as ongoing configuration of the connector. The product will be managed by City staff.

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:


Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky

415-554-4859

Print or Type Name

Telephone Number

One Carlton B Goodlett Pl Rm 362

San Francisco CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 2011-08/09)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: behavioral health services: fiscal intermediary services for client stabilization programsFunding Source: general fund, state & federalPSC Original Approved Amount: \$51,000,000PSC Original Approved Duration: 07/01/09 - 06/30/12 (3 years)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 07/01/12-09/30/12 (13 weeks 1 day)PSC Mod#2 Amount: \$68,000,000PSC Mod#2 Duration: 10/01/12-06/30/13 (39 weeks)PSC Mod#3 Amount: \$47,000,000PSC Mod#3 Duration: 07/01/13-06/30/16 (3 years 1 day)PSC Mod#4 Amount: \$35,000,000PSC Mod#4 Duration: 07/01/16-06/30/18 (2 years)PSC Cumulative Amount Proposed: \$201,000,000PSC Cumulative Duration Proposed: 9 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN) to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan, including services to the indigent and uninsured; for licensed Residential Care Facilities (RCFs) and licensed Residential Care Facilities for the Elderly (RCFEs) to assist clients to live in a stable community setting, within San Francisco and out-of-county, in small, home-like operations that are owner-occupied licensed facilities (board-and-care homes); for wraparound services for CBHS's Children, Youth and Families clients to assist in client stabilization including emergency food and housing, transportation, and clothing; and for its Housing and Urban Health office's emergency housing program for homeless clients with special needs, including those discharged from San Francisco General Hospital (SFGH), and those services using State Substance Abuse Crime Prevention and Administration (Prop 36) and Mental Health Services Act (Prop 63) funds, those referred from the SF First, SF Homeless Outreach Team (HOT), and Project Homeless Connect programs, and the DPH-funded case management programs.

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

As the County's health department, DPH is responsible for the protection and promotion of the health of all San Franciscans, which includes providing safety net health services to residents who need it and fulfilling State mandates to provide mental health and substance abuse treatment services. While DPH provides many of these services directly, some services are either mandated to be provided at the community level, require facilities which the City does not have (i.e., residential care homes and stabilization rooms in hotels), or require business capacity not available through the very small providers who are needed. Many of these services enable stabilization of mental health and elderly clients which, if unavailable, would result in an increase of both (Continued on attachment)

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
Services have been provided in the past through earlier PSC request. See 2011-08/09

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

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
This modification will extend the duration of the PSC to correspond to a contract amendment extending contract term to the maximum stated in the RFP.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The Department does not currently have the additional resources to perform these services.

B. Reason for the request for modification:

This modification will extend the duration of the PSC and increase the dollar amount.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Provider must have appropriate experience to be able to serve as fiscal intermediary to enable provision of services by direct service providers with State licensed and Commission approved facilities and trained and licensed staff, as applicable, to provide the services outlined in the Description of Work above.

B. Which, if any, civil service class(es) normally perform(s) this work? 1650, Accountant I; 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2706, Housekeeper/Food Service Clnr; 2910, Social Worker; 2930, Psychiatric Social Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractors will provide services in applicably licensed and approved facilities in the community.

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.

Existing civil service classes are currently utilized to provide some of these services related to this contract, particularly assessment, referral and support services for client stabilization. However,

neither the County or DPH have the facilities or infrastructure to implement client stabilization efforts which require the level of either temporary or permanent housing needed, and the very small businesses (Continued on attachment.

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. If the City did acquire the facilities/infrastructure to provide those services, classes already exist which might perform the work, as outlined in 3.B. above.

6. Additional Information

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

No.

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

No the contractor will not be training employees

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.

Health Commission.

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

No.

7. Union Notification: On 08/29/14, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; Professional & Tech Engrs, Local 21;

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

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

Address: 101 Grove Street, Room 307, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2011-08/09

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 04/04/2016

Civil Service Commission Action:

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 2011-08/09 - MODIFICATIONS

dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org

Fri 8/29/2014 8:27 AM

Inbox

To: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; Leah Berlanga <leah.berlanga@seiu1021.org>;
David Mkersten <davidmkersten@gmail.com>; Ablood <ablood@cirseiu.org>; Poon, SinYee (HSA)
<sin.yee.poon@sfgov.org>; David Canham <david.canham@seiu1021.org>; Joe Tanner <joe.tanner@seiu1021.net>;
Tiya Thlang <tiya.thlang@seiu1021.org>; Larry Bradshaw <larry.bradshaw@seiu1021.org>;
L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; Brenda Mendieta <brenda_mendieta@sfdph.org>;
DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Isen, Richard (TIS)
<richard.isen@sfgov.org>;

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$35,000,000 for services for the period July 1, 2016

– June 30, 2018. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/3822>

Email sent to the following addresses: L21PSCReview@ifpte21.org
Larry.Bradshaw@seiu1021.org tiya.thlang@seiu1021.org joe.tanner@seiu1021.net
david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org ablood@cirseiu.org
davidmkersten@gmail.com leah.berlanga@seiu1021.org

From: [Joe Brenner](#)
To: [Hale, Jacquie \(DPH\)](#)
Cc: [DHR-PSCCoordinator, DHR \(HRD\)](#); [Eng, Sandra \(CSC\)](#); [David Canham](#); [Emma Gerould](#); [Terry Meadows](#); [Diana Bello](#); [Grant Hill](#)
Subject: Re: PSC 2011-08/09 – Modification– Behavioral Health Services: Fiscal Intermediary Services For Client Stabilization Programs - Objection
Date: Friday, June 26, 2015 11:37:35 AM

Jacquie,

I don't believe we have received responses to our inquiry below. Would you please provide those responses. Thank you.

Joe

Joe Brenner
joe.brenner@seiu1021.org
415-385-5148

From: Joe Brenner
Sent: Thursday, April 30, 2015 1:33 PM
To: jacquie.hale@sfdph.org
Cc: dhr-psccordinator@sfgov.org; sandra.eng@sfgov.org; David Canham; Emma Gerould; Terry Meadows; Diana Bello; Grant Hill
Subject: PSC 2011-08/09 – Modification– Behavioral Health Services: Fiscal Intermediary Services For Client Stabilization Programs - Objection

Jacquie,

SEIU Local 1021 raised the Union's concerns in a meeting yesterday with DPH that PSC 2011-08/09 – Modification– Behavioral Health Services: Fiscal Intermediary Services For Client Stabilization Programs includes work that can and should be performed by Civil Service employees represented by Local 1021.

The Union's concerns included the administration of the payments to service providers/vendors, which SEIU Local 1021 believes can and should be performed by Civil Service employees. We were informed by DPH that the Department would review and respond to our concerns within 30 days.

At this time, we are confirming our earlier verbal request for information regarding this PSC, specifically:

1. why Civil Services employees cannot write checks for payments to service providers/vendors/payees;
2. a list of the "mom and pop" facilities utilized in this PSC for residential care

3. a breakdown how dollars are allocated in this PSC to: a) services paid for; and b) administration, including the writing of checks to service providers.

We request that this matter not proceed to the Civil Service Commission until these questions are answered and our concerns addressed.

Thank you.

Joe

Joe Brenner
joe.brenner@seiu1021.org
415-385-5148

Additional Attachment(s)



City and County of San Francisco

San Francisco Department of Public Health

Barbara A. Garcia, MPA
Director of Health

DATE: March 10, 2016
TO: Suzanne Choi, DHR PSC Coordinator
FROM: Jacquie Hale, DPH PSC Coordinator
RE: PSC 2011-0809 Behavioral Health Services Fiscal Intermediary Services for Client Stabilization Programs

This is to request that the above Personal Services Contract (PSC) be requested to be calendared for the April 4, 2016, meeting of the Civil Service Commission, and to provide information that may be helpful in considering that request.

Union notification. August 29, 2014 - PSC RECEIPT of Modification notification sent to Unions and DHR.

Meeting with SEIU. SEIU 1021 requested a meeting on 2/13/2015 and on 3/2/2015. As the attached correspondence demonstrates, the department has been exchanging many emails with SEIU to schedule meetings and discuss the PSC. We were able to meet with SEIU on **Wednesday March 2, 2016**. Per SEIU's request we have provided additional information specific to **PSC 2011-08/09** on request, also included in the PSC database.

I hope this information is helpful. Please let me know if you need further information. Thank you for your time and consideration.

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~
~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~

Jacquie.hale@sfdph.org – office 415-554-2509 fax 415 554-2555

101 Grove Street, Room 307, San Francisco, CA 94102

1. Description of Work

A. Explain why service this is necessary and the consequence of denial: (Continued)

physical and mental diseases, often resulting in increased unemployment and crime and the utilization of more expensive health and social services, as well as exposing the City to lawsuits, and disallowance of funds by the State for failing to expend funds within State legislative guidelines.

5. Why Classified Civil Service Cannot Perform

A. Explain why civil service classifications are not applicable (Continued)

("mom-and-pop" residential care facilities) and intermittent out-of-county and wraparound services provided primarily by sole proprietors do not have the business capacity to enable adequate provision of services. The services under this contract assist the County in meeting its obligations as San Francisco's health safety net for very diverse populations.

Responses to Questions from SEIU Local 1021

Re: PSC 2011-08/09 Behavioral Health Services; Fiscal Intermediary Services for Client Stabilization Programs

<p>1. What efforts the Department has made to obtain these services through available resources with the City, including through the use of interdepartmental work orders.</p>
<p>The four service needs met by this contract each primarily facilitates payment for services that provide resources to existing Behavioral Health Services programs, as the nature of the need or providers of these services precludes application of sometimes lengthy or burdensome contracting processes:</p> <ul style="list-style-type: none">• Residential Care Facilities (RCFs) and Residential Care Facilities for the Elderly (RCFEs) (board-and-care homes) which allow mental health consumers to live in a stable community setting within San Francisco and out-of-county, in small, owner-occupied homes• Emergency, urgent, or out-of-county mental health services required for DPH to provide under the San Francisco Mental Health Plan, including services to the indigent and uninsured, when provided through the Behavioral Health Services Private Provider Network (PPN)• Wraparound services such as emergency food and housing, transportation, and clothing for Behavioral Health Services Children, Youth and Families consumers (children and adolescents) to assist in stabilizing them;• Emergency housing program for homeless clients with special needs, including those discharged from San Francisco General Hospital (SFGH), and those services using State Substance Abuse Crime Prevention and Administration ("Prop 36") and Mental Health Services Act ("Prop 63") funds, those referred from the SF First, SF Homeless Outreach Team (HOT), and Project Homeless Connect programs, and the DPH-funded case management programs

<p>2. The number and type(s) of consultant positions (contracted or subcontracted) that are proposed to be hired.</p>
<p>N/A</p>

<p>3. Skills and expertise required for these positions.</p>
<p>Provider must have appropriate experience to be able to serve as fiscal intermediary to enable provision of services by direct service providers with State licensed and Commission approved facilities and trained and licensed staff, as applicable, to provide the services outlined in the PSC Description of Work.</p>

<p>4. Scope of work, including duties to be performed.</p>
<p>As directed by BHS, provider will maintain accounts and pay providers of services.</p>

5. Estimated number of hours to be worked or FTE equivalents for these personnel.

6. Geographic locations(s), including sites where this work will be performed.

Payment services will be provided in San Francisco. These services will enable services in San Francisco and also, when needed, outside of San Francisco, e.g., when children/adolescent consumers are placed by the court or Human Services Agency with family members who live outside of San Francisco.

7. Specific support the Department will provide, such as providing knowledge transfer to current staff, to help build internal capacity to do this work in the future.

Please see response to question #1.

8. Whether there is a plan to transition this work back to the City – if so, please explain; if not please explain why not.

Please see response to question #1.

9. If this is an ongoing need for service:

- Has the Department requested additional staff to meet this ongoing requirement for service? If so, what is the status of that request? Please provide information.
- If not, is the Department willing to hire additional staff to create the capacity to do this work.

Please see response to question #1.

10. If this PSC relates to workload and or specialized staffing needs, any workload forecasting of staffing levels that the Department has made during the 2-year budget process, including:

- Projecting the number of FTE's required to do work related to this PSC;
- Forecasting of how changes in workload would change the number of City full-time equivalent employees (FTEs) needed to deliver the work
- Projected budgetary changes from the previous year for contractors/consultants required to meet temporary peak workload situations.

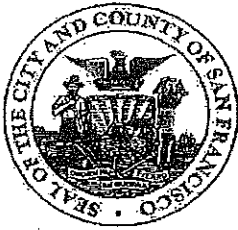
Please see response to question #1.

PSC 2011/08/09-Modification-Behavioral Health Services: Fiscal Intermediary Services for Client Stabilization Programs

Funding Category	FY14-15 Funding Allocation	Ongoing or One Time Function?	Why Do We Utilize Check Writing Service?
San Francisco Mental Health Plan Private Provider Network (PPN)	510,754	ongoing	<p>On April 1, 1998, the Department assumed responsibility from the State for providing specialty mental health services to San Francisco Medi-Cal beneficiaries and other eligible San Francisco Mental Health Plan (SFMHP) members, including residents who are indigent and/or uninsured. Most of the providers of these services have a contract with CBHS for the provision of these services. However, CBHS utilizes non-contract providers to serve SFMHP members, who reside in other California counties, with emergency or urgent care needs. Since non-contract providers are not considered "VENDORS" in the City's accounts payable system, the SFMHP needs a FISCAL INTERMEDIARY (CONTRACTOR) mechanism to provide payment to non-contract providers, both within San Francisco County and out-of-county.</p>
Residential Care Facilities	10,920,400	ongoing	<p>CBHS has as one of its longest-standing missions the goal of achieving and maintaining optimal health for its clients in non-institutional settings, such as, licensed Residential Care Facilities (RCFs) and licensed Residential Care Facilities for the Elderly (RCFEs). CBHS funds approximately 700 beds in these RCF/RCFE localities which provide board and care (food), and depending on the location, additional services. A fiscal intermediary mechanism for payment to the several dozen providers, primarily within San Francisco and some out-of-county is necessary. The majority of these sites are small, home-like operations that are owner-occupied licensed facilities unable to contract with the City, but who are willing to enter into a Memorandum of Agreement ("MOA") regarding placement of mental health clients at their sites. CBHS enters into a MOA with each participating provider and agrees to pay to the provider a daily per diem for each client or bed utilized by the DPH clients. Payments are made either monthly or quarterly for services rendered during the previous month or quarter, or in some cases payments are made in advance of services rendered.</p>
Client Wraparound and Related Services	1,135,597	ongoing function; various one-time expenses	<p>CBHS requires check writing and tracking services to support the function of providing client wraparound and related services. The direct check writing for services or expenses that will assist in a client's stabilization efforts, such as for emergency housing needs or food, and for non-emergency services such as transportation, clothing, and vocational training. Additionally, consultants are occasionally hired for amounts up to approximately \$10,000 to assist in various efforts related to the service delivery system. Finally, there may be miscellaneous related costs that occur from time to time that require check writing</p>
Emergency Housing Program via Housing and Urban Health (HUH)	4,111,625	ongoing	<p>HUH needs a fiscal intermediary mechanism to provide payment to several dozen providers within San Francisco to purchase primarily SRO rooms, on demand. Many of these providers are small hotel operations who are unable to contract with the City and County of San Francisco but who are willing to enter into a Memorandum of Agreement ("MOA") regarding placement of clients at their buildings. HUH enters into a MOA with each participating provider and agrees to pay to the provider a monthly rate for a specified number of rooms. Payments are made monthly or quarterly for services rendered during the previous month, or in some cases payments are made in advance of services rendered.</p>

Funding Category	FY14-15 Funding Allocation	Ongoing or One Time Function?	Why Do We Utilize Check Writing Service?
Parent Training Institute: Evaluation and Program Support:	350,175	Ongoing	The Parent Training Institute (PTI) is a program that sits at SF DPH but receives its funding through workorders from First 5, DCYF, and HSA. The primary initiative that the PTI supports is Triple P parenting (course sessions) in HSA's family resource centers (FRC). The FRCs are jointly funded by 3 of the same PTI funders (First 5, DCYF, and HSA), with First 5 contracting with the FRC agencies. The PTI's role in the initiative is implementation and evaluation support for Triple P delivery, which includes funding of "essential supports" that are intended to reduce barriers to participation in the parenting courses: a hot meal for participants, childcare, and transportation. FRCs are expected to use the funds in their FRC contracts to provide supports, but the PTI will fund any supports that are outside of the FRC's contract budgets. FRCs get reimbursed for their expenditures from the PTI through checks issued by DPH's Fiscal Intermediary contractor.
MHSA WorkForce/Training/Planning	250,000	ongoing function; various one-time expenses	Details vary depending on need, but primarily support peer trainees and one time program support/planning and consultation
Subtotal Annual Value of Payments	17,278,551		
Fiscal Intermediary Contractor Reimbursement	82,000		\$22 per check reimbursement. \$82k represents the budget. Estimated actual checkwriting reimbursement is \$63k in FY14-15
Total	17,360,551		

RCF/E Facilities	# of beds	RCF/E Facilities	# of beds
Adena Home	5	Minerva's Place 1	6
AGAPE CARE HOME	1	Minerva's Place 2	6
Age Song University	2	Minerva's Place 3	6
AMB Res Care Home	6	Minerva's Place 4	6
Araville Residential Care Home	4	Modesto Residential Living Ctr	31
Araville Residential Care Home -GER	2	Morning Star Home #1	4
Aurora Home #2	6	Morning Star Home #1 (Ger)	9
Aurora Home #3	6	MORNING STAR HOME #2 (A)	6
Aurora Home #4	5	MORNING STAR HOME #2 (E)	10
Aurora Home #5	6	MORNING STAR HOME #3 (GER)	4
Bebe's RCH	1	Morning Star Home #4	6
Belen Residential Care Home - Adult	1	Naniola Home #1	6
Belen Residential Care Home - Geriatric	17	Naniola Home -Pretor Way	1
Bernadette Smith Home	6	Navajo Residential Care Home #2	6
Bestudios Residential Care Home	4	NCTS - The Cottage	1
BMB Sunshine Residential Care	23	Our Lady of Perpetual Help	12
Care and Care Residence #1	13	Palarca Rest Home	6
Casa De Luz	4	Parkview Home #1	18
Corinthian Garden Residential Care Home	5	Parkview Home #2	7
Country Place Assisted Living	44	RJ Starlight RCH (Ger.)	9
Crossroads (Transitional Youth)	7	Ruby Valley Care Home	15
Crystal Home	10	South Van Ness Manor	29
Diamond Lodge	23	St. Catherine Res. Care Home	2
Eva-Marie Residential Care Home 1	2	St. Clare's Home for Seniors	5
Exclusive Home (DD/MD)	7	Sunset Care Home (GER)	9
Francis Residential Care	6	Sunset Care Home 2	6
Golden Residential Care Home	2	Taraval Board & Care	2
Golden Residential Care Home (GER)	3	The 2nd Grace and Joy Care Home	2
Gubatina Care Home	6	Tiffany Residential Care Home	5
Gubatina Care Home #2	6	United Family Care Home	27
Guirola Resident Care Home	6	Veals Residential Care Home #1	6
Hayes Valley Care-Agesong Institute	1	Veals Residential Care Home #2	5
Holly Park Home	5	Victorian Manor	38
Ineta Smith Home #1	6	TOTAL	653
J & L Home	3		
JJ Oceanside Res. Care Home	7		
Julie's Care Home	1		
Lakeshore Residential Care	13		
LINA'S REST HOME #1 (GER.)	5		
Linus Rest Home #2	5		
Lotus Residential Care	2		
Mae Bea Andrews #1	3		
Mae Bea Andrews #2	5		
Mariner House	18		
MAR-RIC FACILITY, RIVERBANK	7		
Masonic Guest Home II	3		
Masonic Guest House	6		
Maulino Residential Care Home	5		
Merced Board Residential Care Facility	1		
Merced Girard Residential Care Facility	1		
Merced Three Residential Care Home	6		



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

May 9, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4109-12/13 THROUGH 4114-12/13; 4017-11/12; 4152-10/11; AND 2011-08/09.

At its meeting of May 6, 2013 the Civil Service Commission had for its consideration the above matters. The Commission adopted the report, and notified the Office of the Controller and the Office of Contract Administration of the following actions:

- 1) Adopted the report; approved the request for PSC #4109-12/13 on the condition that the Airport Commission reports back to the Civil Service Commission in four (4) years from today's meeting date of May 6, 2013. Notified the Office of the Controller and the Office of Contract Administration.
- 2) Adopted the report; approved the request for PSC #4110-12/13 on the condition that the Public Utilities Commission report back to the Civil Service Commission in four (4) and eight (8) years from today's meeting date of May 6, 2013. Notified the Office of the Controller and the Office of Contract Administration.
- 3) Adopted the report; approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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: Cyathia Avakian, Airport Commission
Parveen Boparai, Jeanne Buick, Department of Human Resources
Micki Callahan, Human Resources Director
Leorah Dang, Department of Human Resources
Jacquie Hale, Department of Public Health
Shamica Jackson, Public Utilities Commission
Joan Lubamersky, General Services Agency
Sean McFadden, Rec & Park
Commission File
Chron

POSTING FC
05/06/2013

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date	End Date
4017-11/12	27	Airport Commission	Regular	\$1,000,000	\$1,350,000	This is an agreement to partially fund SamTrans Owl Bus service between SFO and San Francisco to the north and Palo Alto to the south. SamTrans is the bus operator that uses its own buses and facilities to operate in San Mateo County. This is a late night bus service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m. Since there continues to be need for this service, the Airport is modifying this request to extend the term to continue having SamTrans Owl Bus service operate during late night hours.	8/15/2011	8/14/2018
4132-08/09	27	Airport Commission	Regular	\$3,900,000	\$9,050,000	Complex environmental analyses, assessments, compliance monitoring and reporting tasks requiring specialized environmental planning expertise and familiarity of federal, state, and local environmental regulations, especially those pertaining to airports; and performing airport sustainability and climate change planning. These tasks may include, but are not limited to: obtaining regulatory permits and approvals; consultation with regulatory agencies and public outreach; producing environmental studies, disclosure; performing specialized natural resource investigations; performing technical analyses and modeling; conducting specialized environmental monitoring; conducting specialized environmental studies and providing recommendations; monitoring of construction sites and airport-managed environmental mitigation sites in accordance with appropriate federal, state, regional and local environmental regulations.	7/1/2009	6/30/2018
2011-08/09	81	Public Health	Regular	\$47,000,000	\$166,000,000	Fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN), to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan, including services to the indigent and uninsured; for licensed Residential Care Facilities (RCFs) and licensed Residential Care Facilities for the Elderly (RCFES) to assist clients to live in a stable community setting in- and out-of-county, in small, home-like, owner-occupied licensed facilities ("board-and-care homes"), for wraparound services for CBHS's Children, Youth and Families' clients to assist in client stabilization, including emergency food and housing, transportation, and clothing; and for DPH Housing and Urban Health's emergency housing program for homeless clients with special needs, including those discharged from San Francisco General Hospital (SFGH) with no other homes, those served using Mental Health Services Act ("Prop 63") funds, and those referred from the SF First, SF Homeless Outreach Team (HOT), Project Homeless Connect and DPH-funded case management programs.	7/1/2009	6/30/2016
				Sum of Modified Amounts:	\$51,900,000			

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 10, 2013

DEPARTMENT NAME: PUBLIC HEALTH

DEPARTMENT NUMBER 81

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 2011-08/09) W

TYPE OF SERVICE: Fiscal Intermediary Services for Mental Health Residential Care Facilities, Children's Wraparound Services, and Emergency Housing Program

FUNDING SOURCE: State, Federal Funds; Grant Funds, SF First (PATH), General Fund

Table with 2 columns: Amount and Duration. Rows include PSC Original Amount (\$51,000,000.00), PSC Mod#1 Amount (\$0.00), PSC Mod#2 Amount (\$68,000,000.00), PSC Mod#3 Amount (\$47,000,000.00), Total Amount as Modified (\$166,000,000.00), PSC Original Duration (07/01/2009 - 06/30/2012), PSC Mod#1 Duration (07/01/2012 - 09/30/2012), PSC Mod#2 Duration (10/01/2012 - 06/30/2013), PSC Mod#3 Duration (07/01/2013 - 06/30/2016), Total Duration as Modified (07/01/2009 - 6/30/2016).

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN), to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan, including services to the indigent and uninsured; for licensed Residential Care Facilities (RCFs) and licensed Residential Care Facilities for the Elderly (RCFEs) to assist clients to live in a stable community setting in- and out-of-county, in small, home-like, owner-occupied licensed facilities ("board-and-care homes"); for wraparound services for CBHS's Children, Youth and Families' clients to assist in client stabilization, including emergency food and housing, transportation, and clothing; and for DPH Housing and Urban Health's emergency housing program for homeless clients with special needs, including those discharged from San Francisco General Hospital (SFGH) with no other homes, those served using Mental Health Services Act ("Prop 63") funds, and those referred from the SF First, SF Homeless Outreach Team (HOT), Project Homeless Connect and DPH-funded case management programs.

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

As the County's health department, DPH is responsible for the protection and promotion of the health of all San Franciscans, which includes providing safety net health services to residents who need it and fulfilling State mandated to provide mental health and substance abuse treatment services. While DPH provides many of these services directly, some services are either mandated to be provided at the community level, require facilities which the City does not have (e.g., residential care homes and stabilization rooms in hotels), or require business capacity not available through the very small providers who are needed. Many of these services enable stabilization of mental health and elderly clients which, if unavailable, would result in an increase of both physical and mental diseases, often resulting in increased unemployment and crime, and the utilization of more expensive health and social services, as well as exposing the City to lawsuits, and disallowance of funds by the State for failing to expend funds within State legislative guidelines.

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

These services were previously approved under PSC 2011-08/09. This modification will extend the duration of the PSC to correspond to a contract amendment extending the contract term to the maximum stated in the RFP. The original agreement's term was established for a shorter period, as the vendor was a new provider of these services and funding at the time was particularly unpredictable. (Services are the same.)

D. Will the contract(s) be renewed: Yes, if funding is available and services are satisfactory.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate:

[X] IFPTE Local 21 & SEIU Local 1021
Union Name

Jacquie Hale
Signature of person mailing/faxing form

02/06/12
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:

Provider must have appropriate experience to be able to serve as fiscal intermediary to enable provision of services by direct service providers with State licensed and Commission approved facilities and trained and licensed staff, as applicable, to provide the services outlined in the Description of Work above.

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

IEPTE Local 21: 1650 Accountant; 2589/2591/2593 Health program Coordinators I, II, and III. SEIU Local 1021: 2574 Psychologist, 2585/86/87/88; 2910 Social Worker, 2930 Psychiatric Social Worker; 2706 Housekeeper/Food Service Cleaner.

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

Services enabled by this contract will be provided by contractors with appropriately licensed and approved facilities located in the community, as required by State law.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Existing civil service classes are currently utilized to provide some of these services related to this contract, particularly assessment, referral and support services for client stabilization. However, neither the County nor DPH have the facilities or infrastructure to implement client stabilization efforts which require the level of either temporary or permanent housing needed, and the very small businesses ("mom-and-pop" residential care facilities) and intermittent out-of-county and wraparound services provided primarily by sole proprietors do not have the business capacity to enable adequate provision of services. The services under this contract assist the County in meeting its obligations as San Francisco's health safety net for very diverse populations.

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

No. If the City did acquire the facilities/infrastructure to provide those services, classes already exist which might perform the work, as outlined in 3.B. above.

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

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

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

Signature of Departmental Personal Services Contract Coordinator
Jacquie Hale
Print or Type Name Telephone Number

101 Grove Street, Room 307, San Francisco, CA 94102
Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC DEFENDERDept. Code: PDRType of Request: Initial Modification of an existing PSC (PSC # 39875 - 13/14)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Contract for Juvenile Theft Therapeutic ServicesFunding Source: Workorder Fund from DCYFPSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 07/01/14 - 06/30/15 (52 weeks)PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/01/15-06/30/16 (1 year 1 day)PSC Mod#2 Amount: \$100,000 PSC Mod#2 Duration: 07/01/16-06/30/17 (1 year)PSC Cumulative Amount Proposed: \$200,000 PSC Cumulative Duration Proposed: 3 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Pathways Institute Juvenile Theft Prevention Program is a proposed collaboration with the San Francisco Public Defender's Office, the District Attorney's Office and Juvenile Probation Department to address juvenile robbery and theft related behaviors. Pathways Institute will provide group therapy, individual and family therapy, intake and evaluation of youth, social work, case management and program coordination, education evaluation review and coordination, supplemental therapies, psychological testing and assessment, and restorative justice interventions to provide for long term rehabilitation of delinquent youth who have been charged with robbery offenses and are or have been involved in the juvenile justice system.

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

In 2013, there were 178 juvenile robbery arrests and this rate has been increasing dramatically every year. Robberies are crimes of violence and are considered serious felonies with serious impact to public safety and possible lifetime legal consequences for the involved youth and their families. Emerging evidence on adolescent development has shown that interventions adopting a developmental approach to juvenile offending have produced the most favorable outcomes in improved youth behavior, prevention, and recidivism. Pathways Institute has had over 20 years of experience in evaluating and treating children, adults, and families related to impulse control including stealing and other criminal behavior. The team consists of licensed psychotherapists and clinical social workers. They have extensive forensic experience in working with the US Federal Probation Department, San Francisco Pretrial Diversion, Community Courts, Police Department and the Superior Court Community Justice Center. They have specialized experience evaluating and treating youth, including adolescent theft related behaviors. Pathways Institute is the ONLY program in the United States in forensic assessment and treatment of people who steal incorporating evidence based treatment programs for serious offenders. They also have ongoing relationships with leaders in the field of offending (UCLA, UCSF, and local treatment providers). Pathways

Institute Juvenile Theft Prevention Program is designed to work with serious juvenile offenders to prevent re-offending and provide rehabilitation and long term disentanglement from the juvenile and criminal justice systems. The program involves weekly therapeutic interventions for a minimum of six months lasting up to a year in this pilot stage. No such program currently is offered for youth in the delinquency system. The traditional responses have been long term removal of youth from their communities and families often leading to youth reoffending and continuing threat to public safety. Pathways Institute evidence based programming is supported by the San Francisco Public Defender, the District Attorney, and the Chief Juvenile Probation Officer as another alternative to rehabilitate serious youthful offenders.

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 39875 - 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:

2. Reason(s) for the Request

A. Display all that apply

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

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

Explain the qualifying circumstances:

Pathways Institute provides group therapy, individual and family therapy, intake and evaluation of youth, social work, case management and program coordination, educational evaluation review and to provide for long term rehabilitation of delinquent youth who have been charged with robbery offenses and are or have been involved in the juvenile justice system.

B. Reason for the request for modification:

Department received additional funding from Department of Children, Youth and Family to pay for our juvenile clients who could continue getting treatment services from the contractor.

Department would like to increase the amount and extend the end date of the contract for another year.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Pathways staff are board certified therapists specializing in stealing, alcohol and chemical dependency, anger management, and impulse control disorders and criminal behaviors. They have training and experience in working with adolescents who exhibit high risk behaviors. They are trained in techniques such as motivational interviewing, cognitive behavioral interventions, Dialectical Behavioral Therapy, psycho-education, harm reduction, abstinence, psychodynamics, psychological assessment, and relapse

prevention. They are also sensitive to and experience with diversity – race, culture, gender, class, religion, sexual orientation, language and learning differences. Bilingual Spanish-speaking services are provided as well.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2930, Psychiatric Social Worker; 2931, Marriage, Family & Child Cnslr;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, use of their office space to conduct therapeutic services for the youth and their parents/guardians, use of psychological testing, evaluations, and assessment materials, and use of their own office equipment such as computers and copy/scanner machines to facilitate the program.

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.
This is a temporary project, and the contractor needs to have special knowledge to perform the job.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this is a study only for 6-12 months.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
There is no training since the contractor will provide direct evaluation services to the juvenile clients.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

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

No.

7. **Union Notification:** On 02/10/16, 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: Angela Auyong Phone: 553-1677 Email: angela.auyong@sfgov.org

Address: 555 Seventh Street, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39875 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/04/2016

Receipt of Union Notification(s)



Receipt of Modification Request to PSC # 39875 - 13/14 - MODIFICATIONS

angela.auyong, Ricardo.lopez, Kbasconcillo,
angela.auyong to: pcamarillo_seiu, Carey.dall, Wendy.Frigillana, 02/10/2016 01:30 PM
pscreview, joe.brenner, ted.zarzecki,
Sent by: <dhr-psccordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC DEFENDER -- PDR has submitted a modification request for a Personal Services Contract (PSC) for \$100,000 for services for the period January 1, 2015 - June 30, 2017. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrDrupal/node/5788>

Email sent to the following addresses: Larry.Bradshaw@seiu1021.org
tiya.thlang@seiu1021.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 joe.brenner@seiu1021.org
pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org Carey.dall@seiu1021.org
pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgwater.org
Ricardo.lopez@sfgov.org



RE: PSC 39875-13/14

XiuMin Li

to:

Angela.Auyong@sfgov.org

03/04/2016 02:39 PM

Cc:

Emma Gerould

Hide Details

From: XiuMin Li <XiuMin.Li@seiu1021.org>

To: "Angela.Auyong@sfgov.org" <Angela.Auyong@sfgov.org>

Cc: Emma Gerould <Emma.Gerould@seiu1021.org>

History: This message has been replied to.

~~✗~~ Yes.

Xiu Min Li
SF Field Supervisor

SEIU 1021 SF Office
350 Rhode Island, South Building
San Francisco, CA 94103

Phone: 415-848-3686
Fax: 415-431-6241

Member Resource Center (MRC): 1-877-687-1021
For updates on what's happening with the union, visit us at <http://www.seiu1021.org/>

From: Angela.Auyong@sfgov.org [<mailto:Angela.Auyong@sfgov.org>]
Sent: Friday, March 04, 2016 2:37 PM
To: XiuMin Li
Cc: Emma Gerould
Subject: RE: PSC 39875-13/14

Dear Ms. Li,

* Thank you so much for letting us know the Union has no further questions. Does this mean the Union is okay with our contract modification and we can move forward with the process?

Thanks again for your support!

Best regards,
Angela

Angela Auyong
Office Manager
Office of the Public Defender
555 Seventh Street
San Francisco CA 94103
Tel: 415-553-1677
Fax: 415-553-1607

From: XiuMin Li <XiuMin.Li@seiu1021.org>
To: "Angela.Auyong@sfgov.org" <Angela.Auyong@sfgov.org>
Cc: Emma Gerould <Emma.Gerould@seiu1021.org>
Date: 03/04/2016 02:30 PM
Subject: RE: PSC 39875-13/14

Thank you Angela,
The Union has not further questions.

Cheers,

Xiu Min Li
SF Field Supervisor

SEIU 1021 SF Office
350 Rhode Island, South Building
San Francisco, CA 94103

Phone: 415-848-3686
Fax: 415-431-6241

Member Resource Center (MRC): 1-877-687-1021
For updates on what's happening with the union, visit us at <http://www.seiu1021.org/>

From: Angela.Auyong@sfgov.org [<mailto:Angela.Auyong@sfgov.org>]
Sent: Friday, February 26, 2016 3:42 PM
To: XiuMin Li
Cc: Emma Gerould
Subject: RE: PSC 39875-13/14

Dear Ms. Li,

Attached please find our response to your inquiry. Please let me know if you have any further questions.

Thank you.

Angela Auyong
Office Manager
Office of the Public Defender
555 Seventh Street
San Francisco CA 94103
Tel: 415-553-1677
Fax: 415-553-1607

From: XiuMin Li <XiuMin.Li@seiu1021.org>
To: "Angela.Auyong@sfgov.org" <Angela.Auyong@sfgov.org>
Cc: Emma Gerould <Emma.Gerould@seiu1021.org>
Date: 02/24/2016 03:43 PM
Subject: RE: PSC 39875-13/14

Hello Angela,
It's been two weeks, do you have the info ready?

Thanks,

Xiu Min Li
SF Field Supervisor

SEIU 1021 SF Office
350 Rhode Island, South Building
San Francisco, CA 94103

Phone: 415-848-3686
Fax: 415-431-6241

Member Resource Center (MRC): 1-877-687-1021
For updates on what's happening with the union, visit us at <http://www.seiu1021.org/>

From: Angela.Auyong@sfgov.org[mailto:Angela.Auyong@sfgov.org]
Sent: Wednesday, February 10, 2016 4:05 PM
To: XiuMin Li
Cc: Emma Gerould
Subject: Re: PSC 39875-13/14

Hello Ms. Li,

We received your request and will put together a response to you as soon as we can. Thank you!

Best regards,

Angela Auyong
Office Manager
Office of the Public Defender
555 Seventh Street
San Francisco CA 94103
Tel: 415-553-1677
Fax: 415-553-1607

From: XiuMin Li <XiuMin.Li@seiu1021.org>
To: "angela.auyong@sfgov.org" <angela.auyong@sfgov.org>
Cc: Emma Gerould <Emma.Gerould@seiu1021.org>
Date: 02/10/2016 03:44 PM
Subject: PSC 39875-13/14

Hello Ms. Auyong,

SEIU 1021 has reviewed this PSC and has the following questions/requests:

1. Please provide a copy of the RFP and contract with Pathway Institute if available
2. Please provide an itemized receipt showing services being used or billed to the City
3. What impact and evaluation mechanism is used to determine program success? Please provide any annual or period reports provided by the institute.
4. How many staff from Pathway Institute is working on this project, at full time capacity, or part time capacity?
5. How many clients are served through this program?
6. Why can't these clients be serviced by the hundreds of Psychiatric Social Workers staffing behavioral clinics located across the city? Or through a program managed by HSA?
7. While it is stated that the project is only 6 to 12 months, it's clear that the issue addressed by the program is ongoing but that the juveniles being serviced are only expected to be enrolled for 6 to 12 months. As this service is really ongoing, why not bring the program in-house?

Thank you,

Xiu Min Li
SF Field Supervisor

SEIU 1021 SF Office
350 Rhode Island, South Building
San Francisco, CA 94103

Phone: 415-848-3686

Fax: 415-431-6241

Member Resource Center (MRC): 1-877-687-1021

For updates on what's happening with the union, visit us at <http://www.seiu1021.org/>

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC DEFENDER Dept. Code: PDR

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 39875 - 13/14)

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

Type of Service: Contract for Juvenile Theft Therapeutic Services

Funding Source: Workorder Fund from DCYF

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 07/01/14 - 06/30/15 (52 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/01/15-06/30/16 (1 year 1 day)

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

PSC Cumulative Amount Proposed: \$100,000 PSC Cumulative Duration Proposed: 2 years

1. Description of Work

A. Scope of Work:

Pathways Institute Juvenile Theft Prevention Program is a proposed collaboration with the San Francisco Public Defender's Office, the District Attorney's Office and Juvenile Probation Department to address juvenile robbery and theft related behaviors. Pathways Institute will provide group therapy, individual and family therapy, intake and evaluation of youth, social work, case management and program coordination, education evaluation review and coordination, supplemental therapies, psychological testing and assessment, and restorative justice interventions to provide for long term rehabilitation of delinquent youth who have been charged with robbery offenses and are or have been involved in the juvenile justice system.

B. Explain why this service is necessary and the consequence of denial: See attached supporting document for this question.

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 39875 - 13/14

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

2. Union Notification: On 08/31/15, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39875 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 09/08/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

See attached supporting document for this question.

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

2930,2931,

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

Yes, use of their office space to conduct therapeutic services for the youth and their parents/guardians, use of psychological testing, evaluations, and assessment materials, and use of their own office equipment such as computers and copy/scanner machines to facilitate the program.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

This is a temporary project, and the contractor needs to have special knowledge to perform the job.

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

No, this is a study only for 6-12 months.

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 08/31/15 BY:

Name: Angela Auyong Phone: 553-1677 Email: angela.auyong@sfgov.org

Address: 555 Seventh Street San Francisco, CA

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC DEFENDER -- PDR Dept. Code: PDR

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

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

Type of Service: Contract for Juvenile Theft Therapeutic Services

Funding Source: Workorder Fund from DCYF PSC Duration: 52 weeks
PSC Amount: \$100,000 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2015

1. Description of Work

A. Scope of Work:

Pathways Institute Juvenile Theft Prevention Program is a proposed collaboration with the San Francisco Public Defender's Office, the District Attorney's Office and Juvenile Probation Department to address juvenile robbery and theft related behaviors. Pathways Institute will provide group therapy, individual and family therapy, intake and evaluation of youth, social work, case management and program coordination, education evaluation review and coordination, supplemental therapies, psychological testing and assessment, and restorative justice interventions to provide for long term rehabilitation of delinquent youth who have been charged with robbery offenses and are or have been involved in the juvenile justice system.

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

See attached supporting document for this question.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. This service has not been provided in the past.

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

2. Union Notification: On 03/21/2014, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39875 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/31/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
See attached supporting document for this question.

B. Which, if any, civil service class(es) normally perform(s) this work?
2930,2931,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes, use of their office space to conduct therapeutic services for the youth and their parents/guardians, use of psychological testing, evaluations, and assessment materials, and use of their own office equipment such as computers and copy/scanner machines to facilitate the program.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:
This is a temporary project, and the contractor needs to have special knowledge to perform the job.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, this is a study only for 6-12 months.

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? There is no training since the contractor will provide direct evaluation service	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 03/21/2014 BY:

Name: Angela Auyong Phone: 553-1677 Email: angela.auyong@sfgov.org

Address: 555 Seventh Street San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLERDept. Code: CON

Type of Request: Initial Modification of an existing PSC (PSC # 40778 - 14/15)

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

Type of Service: Sales and Use Tax Audit, Analysis & System ServicesFunding Source: Percentage of sales tax incomePSC Original Approved Amount: \$1,500,000PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)PSC Mod#1 Amount: \$1,000,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$6,500,000PSC Mod#2 Duration: no duration addedPSC Cumulative Amount Proposed: \$9,000,000PSC Cumulative Duration Proposed: 5 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Identify and correct sales and use tax allocation errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of the State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits; develop and maintain a database of sales tax information for use by City employees, provide as-needed tax revenue enhancement services, develop a website for sales and use tax data.

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

Misallocations of sales and use tax occur due to a variety of categorization and reporting errors. Without the expert sales and use tax audit, analysis and system services sought, the City/County would lose potential tax revenue to which it is entitled. The total number of undiscovered errors regarding sales and use tax allocations and improperly registered permits would increase each year, compounding the problem. Ultimately, it could cost the City millions of dollars in unrealized revenue.

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

Yes

D. Will the contract(s) be renewed?

Maybe there will be a new solicitation in 2020.

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 work requires highly specialized knowledge and expertise on sales tax audit, sales tax county allocations, state legislation around sales and use tax, and overall sales tax revenue statewide. Having a longer term relationship with the selected contractor will benefit the City by allowing the City to utilize the relationship, especially in terms of the City's sales tax revenue projection,

development of sales tax data website, and the accommodation of complicated sales tax data. A historical PSC 4110-11.11 is attached for the prior RFP#CON2011-02 for Sales and Use Tax Audit.

2. Reason(s) for the Request

A. Display all that apply

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

Explain the qualifying circumstances:

Sales taxes are collected and allocated by the State Board of Equalization (BOE), and the specialized work is more effectively performed by contractors with expertise and access to State level sales tax data, covering confidential tax payer information for jurisdictions throughout California. To our knowledge of the more than 1,800 cities and counties receiving sales and use taxes, none use internal staff to perform this specialized sales tax and audit function.

B. Reason for the request for modification:

Amount increase due to contractor having potential one-time over \$5 million Sales Tax & Use Audit case that will generate more revenue for the City & County of SF. Contractor's compensation is a percent contingency fee of new sales and use tax income actually received by the City as a result of Contractor's services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Selected contractor is required to have experience conducting sales tax audit services for counties in California, including knowledge of State Board of Equalization regulations and requirements, as well as proof of successfully providing revenue to local governments as a direct outcome of its services. The Contractor must work closely with various City departments, businesses, taxpayers, as well as the State Board of Equalization, and to monitor changes in sales and use tax distribution practices and sales and use tax law. (See attached file.)

B. Which, if any, civil service class(es) normally perform(s) this work? 1012, IS Technical-Journey; 1021, IS Administrator 1; 1022, IS Administrator 2; 1023, IS Administrator 3; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1684, Auditor II; 1824, Pr Administrative Analyst; 4306, Collections Officer; 4308, Senior Collections Officer; 4366, Collection Supervisor;

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.

City employees do not have the specialized expertise to audit sales tax distribution errors such as 'points of sale,' 'use tax,' allocation, or other errors successfully. Such expertise includes providing and maintaining a specialized database, keeping current on the latest State Board of Equalization sales and use tax distribution instructions, providing quarterly legislative impact analyses, and understanding and monitoring claims processes to maximize success in obtaining approval for increased revenue collection. (See attached file).

- 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. Independent appraisals and audits are required for this work, otherwise there would be a conflict of interest.

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.
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.
MuniServices LLC, HdL

- 7. Union Notification:** On 01/08/16, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association; Management & Superv Local 21;

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

Name: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40778 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/04/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joyce.kimotsuki@sfgov.org
To: [Kimotsuki, Joyce \(CON\)](mailto:Kimotsuki.Joyce@CON); Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; [Lopez-Barrios, Ricardo \(PDR\)](mailto:Lopez-Barrios, Ricardo@PDR); [Basconcello, Katherine \(PUC\)](mailto:Basconcello, Katherine@PUC); pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; [Poon, Sin Yee \(HSA\) \(DSS\)](mailto:Poon, Sin Yee (HSA)@DSS); david.canham@seiu1021.org; jtanner940@aol.com; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; amakayan@ifpte21.org; camaguey@sfmea.com; staff@sfmea.com; L21PSCReview@ifpte21.org; [Kimotsuki, Joyce \(CON\)](mailto:Kimotsuki, Joyce@CON); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator, DHR@HRD); [Isen, Richard \(TIS\)](mailto:Isen, Richard@TIS)
Subject: Receipt of Modification Request to PSC # 40778 - 14/15 - MODIFICATIONS
Date: Friday, January 08, 2016 4:46:37 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The CONTROLLER -- CON has submitted a modification request for a Personal Services Contract (PSC) for \$6,500,000 for services for the period January 8, 2016 – June 30, 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/5351>

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

camaguey@sfmea.com amakayan@ifpte21.org Larry.Bradshaw@seiu1021.org
tiya.thlang@seiu1021.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 joe.brenner@seiu1021.org
pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org Carey.dall@seiu1021.org
pcamarillo_seiu@sbcglobal.net Kbasconcello@sfwater.org
Ricardo.lopez@sfgov.org
leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me

Additional Attachment(s)



MEMORANDUM

TO: DHR

FROM: Joyce Kimotsuki, Controller's Office, Contracts Manager (415) 554-6562

DATE: 06/20/2015

SUBJECT: PSC 40778 14/15 5 years Plus Explanation &
Proposed work completed by a contractor with current PSC

5 years Plus Explanation: PSC 40778 14/15 for 7/1/2015-6/30/2020.

The Controller's Office respectfully requests that PSC 40778 14/15 cover at least 5 years so that the City's revenue can be maximized through having uninterrupted contractor services which generate revenue for the City. The scope of work covered by PSC 40778 14/15 is the provision of Sales Tax and Use Audit Services which can only be conducted by firms with highly specialized skills in this field. The PSC covers at least 5 years so that the scope of work being conducted across one or more firms can remain uninterrupted in order to maximize the City's revenue raised from these contracted services. The contractor's compensation is a percent contingency fee of new sales and use tax income actually received by the City as a result of Contractor's services.

Proposed work completed by a contractor with current PSC explanation:

PSC 40778 14/15 covers the scope of work conducted by the existing contractor, MuniServices LLC which has an existing PSC. The MuniServices LLC contract is a close-out contract from the Sales Tax & Use Audit Services RFP issued in 2011. PSC 40778 14/15 also covers the scope of work conducted by the new contractor, HdL Companies which is the firm awarded the contract resulting from the Sales Tax & Use Audit Services RFP issued in 2015.

PSC 40778-14.15 1. D Explanation

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

After contractor selection in the next few months through an open, competitive solicitation and selection process, the services will be put out for an open, competitive solicitation and selection process again in 2020.

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

A. Specify required skills and/or expertise:

Selected contractor is required to have experience conducting sales tax audit services for counties in California, including knowledge of State Board of Equalization regulations and requirements, as well as proof of successfully providing revenue to local governments as a direct outcome of its services. The Contractor must work closely with various City departments, businesses, taxpayers, as well as the State Board of Equalization, and to monitor changes in sales and use tax distribution practices and sales and use tax law. In order to develop the website for Sales and Use Tax Data, the contractor must have expert knowledge in of confidential State Board of Equalization restrictions and requirements in designing the public interface to data through the website.

5. **Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

City employees do not have the specialized expertise to audit sales tax distribution errors such as 'points of sale,' 'use tax,' allocation, or other errors successfully. Such expertise includes providing and maintaining a specialized database, keeping current on the latest State Board of Equalization sales and use tax distribution instructions, providing quarterly legislative impact analyses, and understanding and monitoring claims processes to maximize success in obtaining approval for increased revenue collection. In order to develop the website for Sales and Use Tax Data, the contractor must have expert knowledge in of confidential State Board of Equalization restrictions and requirements in designing the public interface to data through the website.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER Dept. Code: CON

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 40778 - 14/15)

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

Type of Service: Sales and Use Tax Audit, Analysis & System Services

Funding Source: Percentage of sales tax income
PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)
PSC Mod#1 Amount: \$1,000,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$2,500,000 PSC Cumulative Duration Proposed: 5 years 1 day

1. Description of Work

A. Scope of Work:

Identify and correct sales and use tax allocation errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of the State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits; develop and maintain a database of sales tax information for use by City employees, provide as-needed tax revenue enhancement services, develop a website for sales and use tax data.

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

Misallocations of sales and use tax occur due to a variety of categorization and reporting errors. Without the expert sales and use tax audit, analysis and system services sought, the City/County would lose potential tax revenue to which it is entitled. The total number of undiscovered errors regarding sales and use tax allocations and improperly registered permits would increase each year, compounding the problem. Ultimately, it could cost the City millions of dollars in unrealized revenue.

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

Yes PSC 40778-14/15

D. Will the contract(s) be renewed? Maybe there will be a new solicitation in 2020.

2. Union Notification: On 06/22/15, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Munic

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40778 - 14/15

DHR Analysis/Recommendation: 09/21/2015

Commission Approval Required Approved by Civil Service Commission

DHR Approved for 09/21/2015 09/21/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Selected contractor is required to have experience conducting sales tax audit services for counties in California, including knowledge of State Board of Equalization regulations and requirements, as well as proof of successfully providing revenue to local governments as a direct outcome of its services. The Contractor must work closely with various City departments, businesses, taxpayers, as well as the State Board of Equalization, and to monitor changes in sales and use tax distribution practices and sales and use tax law. (See attached file.)

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

1684,4306,4308,4366,1824,1052,1053,1054,1062,1063,1064,1012,1021,1022,1023,

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:

City employees do not have the specialized expertise to audit sales tax distribution errors such as 'points of sale,' 'use tax,' allocation, or other errors successfully. Such expertise includes providing and maintaining a specialized database, keeping current on the latest State Board of Equalization sales and use tax distribution instructions, providing quarterly legislative impact analyses, and understanding and monitoring claims processes to maximize success in obtaining approval for increased revenue collection. (See attached file).

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

No. Independent appraisals and audits are required for this work, otherwise there would be a conflict of interest.

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

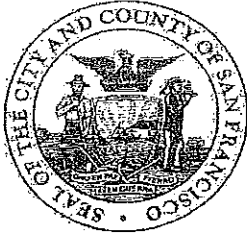
	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? None	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring 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? MuniServices LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

ON 06/22/15 BY:

Name: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

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



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

May 22, 2015

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 46926-14/15; 48685-14/15; 40778-14/15; 49884-14/15; 48218-14/15; 47916-14/15; 46444-14/15; 4165-07/08; 4112-11/12; 4044-10/11; 4091-10/11; 4082-12/13 AND 4035-09/10.

DOUGLAS S. CHAN
VICE PRESIDENT

At its meeting of May 18, 2015 the Civil Service Commission had for its consideration the above matter.

KATE FAVETTI
COMMISSIONER

The Commission took the following actions:

SCOTT R. HELDFOND
COMMISSIONER

1) Approved PSC #4082-12/13 with the condition that the Office of the Treasurer & Tax Collector works with the Civil Service Commission staff to correct PSC form item 5B to indicate there is training.

GINA M. ROCCANOVA
COMMISSIONER

2) Postponed PSC #4044-10/11 to the meeting of June 1, 2015 with the condition that the Municipal Transportation Agency notifies the applicable employee organizations.

3) Approved the request for all remaining PSCs (PSC numbers 46926-14/15, 48685-14/15, 40778-14/15, 49884-14/15, 48218-14/15, 47916-14/15, 46444-14/15, 4165-07/08, 4112-11/12, 4091-10/11 and 4035-09/10). Adopted the report; notified the Office of the Controller and the Office of Contract Administration.

MICHAEL L. BROWN
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.*

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN
Executive Officer

Attachment

- Cc: Cynthia Avakian, Airport Commission
 Micki Callahan, Department of Human Resources
 Amanda Eried, Office of the Treasurer & Tax Collector
 Erica Finkle, Office of the Treasurer & Tax Collector
 Jacquie Hale, Department of Public Health
 Cynthia Hamada, Municipal Transportation Agency
 Joyce Kimotsuki, Office of the Controller
 Sheila Layton, Juvenile Probation Department
 Brent Lewis, Department of Human Resources
 Joan Lubamersky, General Services Agency
 Michael Nettles, Office of the Assessor/Recorder
 Genie Wong, San Francisco Police Department
 Danny Yeung, Planning Department
 Ben Rosenfield, Controller's Office
 Jaci Fong, Contract Administration
 Commission File
 Chron

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

Home >

POSTING FOR

May 18, 2015

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

2015-05-18

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
46926 - 14/15	AIRPORT COMMISSION	\$6,000,000.00	Project Management Support Services (PMSS) including program planning, controls, reporting, scheduling, budgeting, document control and coordination and design management for the Airport's Security Infrastructure Program (SIP) at San Francisco International Airport (SFO). The SIP program will be implemented over five (5) years and includes replacement of access control system, addition of perimeter intrusion detection system, increase security camera coverage and upgrades to telecommunication fiber duct.	April 1, 2015	March 31, 2021
48685 - 14/15	ASSESSOR / RECORDER	\$250,000.00	Consultants are needed to provide analysis, configuration, and implementation services to implement the selected electronic document management system, OnBase by Hyland. OnBase is a leading enterprise content management software solution that provides organizations a centralized electronic repository and applications to capture and manage documents and related data, search for and access documents quickly and efficiently, manage retention policies, and integrate with other systems to support more efficient business processes. Please see attached for full response.	June 15, 2015	May 15, 2020
* 40778 - 14/15	CONTROLLER	\$1,500,000.00	Identify and correct sales and use tax allocation errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of the State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits; develop and maintain a database of sales tax information for use by City employees, provide as-needed tax revenue enhancement services, develop a website for sales and use tax data.	July 1, 2015	June 30, 2020
49884 - 14/15	CITY PLANNING	\$500,000.00	The Planning Department is seeking an Urban Design consulting team to expediently develop a Public Realm Plan for the Central Waterfront - Dogpatch Area that will guide the rapid pace of public space development in the neighborhood. A Public Realm Plan will develop a community-supported vision for the neighborhood's streets, sidewalks, and public places through a series of projects and initiatives built over time, including new streetscape designs, active transportation and circulation plan, and a plan for pedestrian amenities. The Public Realm Plan will be used to effectively guide the many new and upcoming development projects in the area, many of which are currently going through entitlement.	June 1, 2015	December 31, 2019
48218 - 14/15	HUMAN RESOURCES	\$250,000.00	The contractor will provide services to recruit, train and support mid-career executives as part of the annual Mayor's Senior Fellowship program. The contractor will: recruit senior level executives through national effort; match talent with departments' needs; provide on-going training and support for Fellows; and review and report on departmental outcomes, with the support of the Mayor's Office.	May 1, 2015	April 30, 2017
47916 - 14/15	POLICE	\$375,000.00	Phlebotomy services must be available 24 hours a day/7 days a week/365 days a year to conduct blood draws at various locations on suspects Driving Under the Influence (DUI) for law enforcement agencies in the City and County of San Francisco. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on suspected Driving Under the Influence (DUI) drivers are different from blood draws for health reasons. Phlebotomist must be available for scheduled testimony if requested by District Attorney. Phlebotomist must also participate in evidence handling training by Medical Examiner.	July 1, 2015	June 30, 2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER Dept. Code: CON

Type of Request: Initial Modification of an existing PSC (PSC # 4110 10/11)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Sales and Use Tax Audit, Analysis and System Services

Funding Source: Percentage of sales tax income

PSC Original Approved Amount: \$500,000

PSC Original Approved Duration: 06/01/11 - 06/30/16 (5 years 4 we

PSC Mod#1 Amount: \$245,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$745,000

PSC Cumulative Duration Proposed: 5 years 4 weeks

1. Description of Work

A. Scope of Work:

Identify and correct sales and use tax allocation errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits, develop and maintain a database of sales tax information for use by City employees, and provide as-needed tax revenue enhancement services.

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

Misallocations of sales and use tax occur due to a variety of categorization and reporting errors. Without the expert sales and use tax audit, analysis and system services sought, the City/County would lose potential tax revenue to which it is entitled. The total number of undiscovered errors regarding sales and use tax allocations and improperly registered permits would increase each year, compounding the problem. Ultimately, it could cost the City millions of dollars in unrealized revenue.

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

Yes, PSC 4110-10/11

D. Will the contract(s) be renewed? Yes. A new RFP will be issued in 2016.

2. Union Notification: On 06/26/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Management & Superv Local 21; A

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4110 10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 07/08/2014

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractor is required to have experience conducting sales tax audit services for counties in California, including knowledge of State Board of Equalization regulations and requirements, as well as proof of successfully providing revenue to local governments as a direct outcome of its services. The Contractor must work closely with various City departments, businesses, taxpayers, as well as the State Board of Equalization, and to monitor changes in sales and use tax distribution practices and sales and use tax law.

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

1684,4306,4308,4366,1824,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

City employees do not have the specialized expertise to audit sales tax distribution errors such as 'points of sale,' 'use tax,' allocation, or other errors successfully. Such expertise includes providing and maintaining a specialized database, keeping current on the latest State Board of Equalization sales and use tax distribution instructions, providing quarterly legislative impact analyses, and understanding and monitoring claims processes to maximize success in obtaining approval for increased revenue collection.

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

No. The work is highly specialized, time sensitive and intermittent in nature.

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

YES NO

- | | | |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee? | <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? MuniServices LLC | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/26/14 BY:

Name: Mary Hom Phone: 415-554-7536 Email: mary.hom@sfgov.org

Address: City Hall 306 San Francisco, CA



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting June 6, 2011

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

CALL TO ORDER

2:08 p.m.

ROLL CALL

President E. Dennis Normandy	Present (Left at 5:15 p.m. Missed Item #s 16 to 18)
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrano	Present
Commissioner Mary Y. Jung	Present
Commissioner Lisa Seitz Gruwell	Present

President E. Dennis Normandy presided on Items #s 1 to 15.
Vice President Donald A. Casper presided on Item #s 16 to 18.

The Commission convened its meeting with a moment of silence in honor of Lieutenant Vincent Perez and Firefighter/Paramedic Anthony Valerio, who recently gave their lives in the service of the City in a recent fire in Diamond Heights.

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

Larry Wong, IFPTE Local 21 spoke regarding the conditional approval on April 19, 2010 of PSC #4123-09/10 from the Public Utilities Commission. Mr. Wong stated that in accordance with the conditional approval, the PUC has not provided the bi-annual report on the use of consultants and City staff for the period ending March 31, 2011. The Commission requested the Executive Officer to obtain the report from the PUC and calendar the item at the next Civil Service Commission meeting.

APPROVAL OF MINUTES

Special Meeting of May 16, 2011

Action: Adopt. (Vote of 5 to 0)

Regular Meeting of May 16, 2011

Action: Adopt. (Vote of 5 to 0)

0161-11-1 ELECTION OF OFFICERS (Item No. 5)

Action: Commissioner E. Dennis Normandy was elected President for the term of office ending May 31, 2012. (Vote of 5 to 0)
 Commissioner Donald A. Casper was elected Vice President for the term of office ending May 31, 2012. (Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 7)

0162-11-1 Report on Department Budget Allocation Process – Response to Commissioners' Request. (Item No. 7)

Speakers: Anita Sanchez, Executive Officer

Action: Accept the report. (Vote of 5 to 0)

0154-11-8 Review of request for approval of proposed personal services contract. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4107-10/11	Adult Probation	\$80,000	The Court ordered conditions of probation require all probationers to not use any illegal drugs. Drug Testing will enable the Adult Probation Department to better protect public safety by monitoring and enforcing probationer compliance with Court orders.	Regular	06/30/12
4108-10/11	Airport Commission	\$500,000	Staffing/consulting services to the airport's noise reduction community forum, known as the Airport/Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.	Regular	06/30/14

Civil Service Commission Meeting Minutes

Regular Meeting of June 6, 2011

4109-10/11	Airport Commission	\$600,000	The proposed work includes using Engineered Arresting Systems Corporation's (ESCO) proprietary, FAA-validated computer modeling to conduct performance modeling evaluations for four EMAS bed configurations at both ends of runways 1R-19L and 1L-19R; providing detailed product installation requirements and guidance to support Airport Engineers in preparation of detailed construction drawings; reviewing construction drawings specific to arrestor bed design; and providing comments and recommendations to ensure EMAS product specifications and requirements have been met.	Regular	12/31/15
4110-10/11	Controller	\$500,000	Identify and correct sales and use tax allocations errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits, develop and maintain a database of sales tax information for use by City employees, and provide as-needed tax revenue enhancement services.	Regular	06/30/16
4111-10/11	District Attorney	\$72,500	This contract will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offense. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration.	Regular	06/30/12
4112-10/11	General Services Agency	\$375,000	This is a request to contract for after-hours, weekend and holiday emergency veterinary services on an as-needed basis. Department will pay only for work actually performed. The department is initiating a RFP process for a 1-year contract with 4 possible 1-year extensions.	Regular	06/30/16
4113-10/11	Port Commission	\$600,000	Development of a comprehensive media and strategic marketing program targeting national, regional and local audiences. This proactive media campaign is necessary as a result of the Port/City undertaking the 34 th America's Cup event and the Port's 150th Anniversary Celebration.	Regular	06/30/14
4114-10/11	Public Utilities Commission	\$2,000,000	The primary role of the selected Proposer will be to provide professional services to assist in engineering planning and alternative analysis for improvements to Auxiliary Water Supply System (AWSS) pipelines and associated facilities.	Regular	06/30/16

3154-07/08	Children & Families Commission	Increase Amount \$16,400 New Amount \$65,600	The audit will provide opinions as to whether the Commission's basic financial statements are fairly presented, in all material respects, in conformity with the accounting principles generally accepted in the United States of America (GAAP), and certain laws and regulations under the Children and Families Program, issued by the State Controllers Office. The audit will include testing of accounting records of the Commission and an evaluation of the Commission's compliance with the following requirements: contracting and procurement, administrative costs, conflicts of interest, County ordinance, long-range financial plans, financial conditions of the Commission, program evaluation, salaries and benefits policies. The auditor will also prepare the fiscal portion of the annual report.	Modification	11/01/12
4049-05/06	Department of Technology	Increase Amount \$0 New Amount \$7,150,000	Due to more delays in finalizing the agreement terms to the federally mandated requirement to complete reconfiguration of the radio frequencies used by the City and even further delays in securing approvals for re-design of the work, this contract requires an additional extension of time to complete work originally planned to be completed in June 2011. This frequency reconfiguration requires that all the frequency dependent devices must be returned, reprogrammed or replaced. This will involve work on over 9,250 subscriber units, over 250 fixed stations, and associated frequency sensitive equipment. The radio systems affected are Citywide Emergency Radio System (CERS) and the Public Works Emergency System (PERS), as well as the backup system. This effort requires specialized skill to plan and implement the reconfiguration in these complex systems.	Modification	08/31/12

Speakers:

Cynthia Avakian and E.R. Ganoung, Jr., Airport Commission spoke on PSC #4108-10/11.
 Cynthia Avakian, Airport Commission spoke on PSC #4109-10/11.
 Michelle Allersma, Office of the Controller spoke on PSC #4110-10/11.
 David Myerson, Public Utilities Commission spoke on PSC #4114-10/11.
 Derik Aoki, Children and Families Commission, 1st Five-SF spoke on PSC #3154-07/08.

Action:

- (1) Sever PSC #4099-09/10 and move to Regular agenda as an appeal by IFPTE Local 21. (Vote of 5 to 0)
- (2) Adopt the report; Approve request for PSC #4108-10/11. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 1; Commissioner Seitz Gruwell dissents.)
- (3) Continue PSC #4115-10/11 to the meeting of June 20, 2011, with the presence of a DPW representative. (Vote of 5 to 0)
- (4) Adopt the report; Approve request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/24/11

DEPARTMENT NAME: Controller's Office DEPARTMENT NUMBER 09

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

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

TYPE OF SERVICE: Sales and Use Tax Audit, Analysis and System Services

FUNDING SOURCE: Percentage of sales tax income contractor recovers on City's behalf

PSC AMOUNT: \$500,000 PSC DURATION: June 1, 2011 through June 30, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Identify and correct sales and use tax allocation errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits, develop and maintain a database of sales tax information for use by City employees, and provide as-needed tax revenue enhancement services.

B. Explain why this service is necessary and the consequences of denial: Misallocations of sales and use tax occur due to a variety of categorization and reporting errors. Without the expert sales and use tax audit, analysis and system services sought, the City/County would lose potential tax revenue to which it is entitled. The total number of undiscovered errors regarding sales and use tax allocations and improperly registered permits would increase each year, compounding the problem. Ultimately, it could cost the City millions of dollars in unrealized revenue.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): Services have been provided by contract since 1994 and most recently through PSC#4119-05/06 approved on May 15, 2006.

D. Will the contract(s) be renewed: After contractor selection in the next few months through an open, competitive solicitation and selection process, the services will be put out for an open, competitive solicitation and selection process again in 2016.

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include MEA, Local 21, and Local 1021.

RFP available on Controller's Office website at www.sfcontroller.org/solicitations

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4110-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Selected contractor is required to have experience conducting sales tax audit services for counties in California, including knowledge of State Board of Equalization regulations and requirements, as well as proof of successfully providing revenue to local governments as a direct outcome of its services. The Contractor must work closely with various City departments, businesses, taxpayers, as well as the State Board of Equalization, and to monitor changes in sales and use tax distribution practices and sales and use tax law.

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

No civil service class has performed this specific function for more than 17 years, as the City has received services through a contractor. Classes previously identified are: 1684 Auditor II, 4306 Collections Officer, 4308 Senior Collections Officer, 4366 Collection Supervisor and 1824 Principal Administrative Analyst.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

City employees do not have the specialized expertise to audit sales tax distribution errors such as 'points of sale,' 'use tax,' allocation, or other errors successfully. Such expertise includes providing and maintaining a specialized database, keeping current on the latest State Board of Equalization sales and use tax distribution instructions, providing quarterly legislative impact analyses, and understanding and monitoring claims processes to maximize success in obtaining approval for increased revenue collection.

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

No. The work is highly specialized, time sensitive and intermittent in nature.

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

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

It is possible, subject to the outcome of the department's competitive solicitation and selection process.

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

Signature of Departmental Personal Services Contract Coordinator

Esther Reyes

Print or Type Name

(415) 554-7819

Telephone Number

1 Dr. Carlton B. Goodlett Pl, #388

San Francisco, CA 94102

Address



City and County of San Francisco
Office of the Controller
Budget and Analysis Division

REQUEST FOR PROPOSALS FOR
Sales and Use Tax Audit, Analysis and System Services
RFP#CON2011-02

CONTACT: Richard Kurylo, richard.kurylo@sfgov.org, (415) 554-7536

Background

San Francisco is the fourth largest city in California and serves as a center for business, commerce and culture for the West Coast. The City and County of San Francisco ("the City"), established by Charter in 1850, is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City's powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independent elected officials serving as the executive authority.

The City Controller's Office seeks Proposers to provide sales and use tax audit, analysis and database system services.

Anticipated Contract Term

Based on this RFP's schedule, the anticipated contract term will be June 1, 2011 – June 30, 2014, with the option to extend the contract for up to two additional years. Actual contract term may vary, depending upon service and project needs at the City's sole, absolute discretion. Proposers selected must be available to commence work on or before June 1, 2011.

Anticipated Contract Budget

The total value of the contract at this time is not expected to exceed \$500,000 over 5 years. Contractor's compensation is a percent contingency fee of new sales and use tax income actually received by the City as the result of Contractor's services.

Subcontracting Requirement

There is no Human Rights Commission Local Business Enterprise (LBE) subcontracting requirement for this RFQ or resulting contract(s). However, all Proposers must submit the forms required as part of RFP Attachment II. LBEs are strongly encouraged to submit responses and will be eligible for rating discounts in accordance with RFP Attachment II.

Schedule*

RFP Issued	03-14-11
RFP Re-issued	04-22-11
RFP Questions Deadline	03-22-11 (12 pm)
Answers Provided	03-29-11 (5 pm)
Proposals Deadline	04-14-11 04-27-11 (12 pm)
Contract award intent notification	05-09-11 05-16-11 05-19-11
Contract Begins	06-01-11

*Each date subject to change. All times are Pacific Time. Check website for latest schedule.

Intent of this RFP

It is the intent of the City to identify the most responsive and qualified Proposer(s) to negotiate a contract for services described within this RFP. Proposers are not guaranteed a contract.

RFP Questions and Communications

Interested parties, including Proposers, are specifically directed NOT to contact any employees or officials of the City other than those specifically designated in this RFP and its Attachments. Unauthorized contact may be cause for rejection of proposals at the City's sole and absolute discretion.

In lieu of a pre-proposal conference and to ensure fair and equal access to information about this RFP, e-mail your questions to Richard Kurylo at richard.kurylo@sfgov.org. **Questions must be in writing and received before 12:00pm PT on March 22, 2011.** No questions will be accepted after this time with the exception of City vendor compliance or Human Rights Commission subcontracting requirement questions.

A summary of the questions and answers pertaining to this RFP will be posted on the City Controller's Office website at <http://www.sfcontroller.org/solicitations>.

1. Introduction

1.1 General Terms Used in this RFP

The "Proposer" refers to any entity submitting a proposal to this Request for Proposals ("RFP"). The "Program Administrator" refers to the Proposer awarded a contract for services under this RFP. Other terms used throughout this RFP include:

- **Bradley-Burns Uniform Sales and Use Tax Law** – A tax law in which a percentage may be added to a state-wide sales tax and that percentage will benefit counties and cities of that state. Commonly referred to as Uniform Local Tax. Generally the revenue obtained from the Uniform Local Tax goes to funding various county and city needs such as transportation and operation funds.
- **City** – The City and County of San Francisco, Office of the Controller.
- **Contract** - Any Agreement between the City and a person or firm to provide or procure labor, materials, equipment, supplies, or services to, for, or on behalf of the City for a price to be paid out of monies deposited in the City Treasury or out of trust monies under the control of or collected by the City. A "Contract" includes an Agreement between a non-profit or public entity and a Contractor for the performance of construction or construction-related services, where the Contract is funded by the City.
- **Contractor** - Any person or firm who enters into a Contract with the City.
- **Local Business Enterprise (LBE)** - A business that is certified as an LBE under Admin Code §14B.3. LBEs may be Small-LBEs, Micro-LBEs, or SBA-LBEs.
- **NAICS** – North American Industry Classification System. The standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.
- **Proposition 172** – Local Public Safety Protection and Improvement Act of 1993. Imposed a ½ cent sales tax that is collected by the State Board of Equalization and apportioned to each county based on its proportionate share of statewide taxable sales. Each county is required to deposit this revenue in a Public Safety Augmentation Fund to be allocated by the County Auditor to the county and cities within the county.
- **SBE** – State Board of Equalization.
- **Triple Flip** – In March 2004, California voters approved Proposition 57, the California Economic Recovery Bond Act, which authorized the issuance of up to \$15 billion in bonds to close the State's budget deficit. \$10.9 billion of these bonds were issued in 2004 and the remainder in 2008. To guarantee bond repayment, a dedicated revenue source was required. The revenue source provided for under the California Economic Recovery Bond Act is ¼ of the sales and use taxes levied for local governments under the Bradley-Burns Uniform Sales Tax law. The bonds are repaid from the revenue received through the shift of the local portion of sales and use taxes plus transfers from the Budget Stabilization Account (BSA) which is a special reserve established in the State's general fund approved by Proposition 58. The confiscated local sales tax is reimbursed through a series of revenue swapping procedures. These exchanges are referred to as the "triple flip". The triple flip will continue until the bonds are retired, which is estimated to be 2016.
- **VLF** – Vehicle License Fee.

1.2 Background

The Controller's Office provides both short and long-term projections of local sales and use tax revenue allocations as well as various reports on actual revenues received. The tax allocations analyzed include the 1% Bradley-Burns portion (including Triple Flip amounts), the Proposition 172 public safety sales tax allocation, and the Health and Welfare Realignment sales tax allocation. The Controller's Office also completes fiscal year end accrual and analytical activities. In addition, the

Controller's Office uses sales tax data to estimate the fiscal effect of proposed legislation and ballot items to both local government and the San Francisco economy as a whole.

1.3 Statement of Need and Intent

The City and County of San Francisco's ("City's") Controller's Office is requesting proposals to select a Contractor to perform sales tax auditing, reporting, forecasting and consulting services.

The City seeks the services of one firm to serve as the Contractor as outlined in Scope of Work below.

2. Scope of Work

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

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

Each Proposer should demonstrate its capabilities by providing responses to RFP Attachment V, Proposal Template.

2.1 Contractor Tasks

Through a negotiated Agreement between the City and Contractor, the City seeks to engage the selected Proposer for the following services:

TASK 1: CONDUCT AUDITS

Contractor shall examine all sales and use tax records of the State Board of Equalization (SBE) pertaining to sales and use tax collected by the SBE on behalf of the City and perform ongoing sales tax audits in order to identify and correct "point of sale" and use tax distribution errors and thereby generate previously unrealized sales and use tax revenue for the City.

Contractor shall examine district tax, sales tax and use tax records of the SBE provided to City pursuant to Contract under the Bradley-Burns Uniform Sales and Use Tax Law and California Revenue & Taxation Code applicable to transactions and use taxes.

Contractor's sales and use tax audit services shall, at minimum, include five distinct types of audits and services, as follows:

A. NEXUS FIELD AUDITS

Contractor's initial and periodic taxable nexus field audits shall include a physical canvassing and evaluation of sales/use tax generating businesses located in the City to detect misallocations. Contractor's field audits shall focus on those businesses located in the City from which the City has not been receiving sales/use tax revenue.

B. PERMITIZATION AUDITS

Contractor's field audits shall facilitate the identification and correction of improperly registered permits for companies including, but not limited to, wholesalers, contractors, processors, manufacturers and other non-retail businesses having potential point-of-sale / use tax operations in the City.

C. DEFICIENCY ASSESSMENT AUDITS

Contractor shall detect and correct SBE deficiency assessment misallocations and shall maximize the benefits produced by Contractor's allocation audit service for City.

D. ACCOUNTS PAYABLE AUDITS

Contractor's accounts payable audits shall include a review of the City's purchases to identify opportunities for the City to capture the current local allocation on purchases subject to use tax and the local district tax where applicable. In this regard, Contractor shall prepare the documentation to facilitate the City's election of such taxes, including assistance in preparing and filing the City's tax returns.

E. QUARTERLY DISTRIBUTION REPORT AUDITS

Beginning July 1, 2011 and every three months thereafter, the Contractor shall provide the City with a Quarterly Distribution Report (QDR) with the local allocation amount reflected by sales tax permit number. Contractor's QDR audits shall detect and correct taxpayer reporting errors and thereby generate new, previously unrealized sales/use tax revenue for the City.

TASK 2: CORRECT REPORTING ERRORS

Contractor shall contact personnel in sales, operations and/or tax accounting at each target business to determine whether a point-of-sale/use reporting error exists. Contractor shall provide information requested by the taxpayers that may assist the taxpayer in completing and filing corrected tax returns.

TASK 3: PROVIDE DATA ON REPORTING ERRORS

Contractor shall provide the City and SBE with reports addressing each taxpayer reporting error. Contractor shall respond to negative findings by SBE with timely reconfirmation documentation in order to preserve the City's original Dates of Knowledge (defined as the quarters during which Contractor notifies the SBE of the existence of a misallocation). Contractor shall also coordinate corrective action with taxpayers and SBE and represent the City before state officials, boards, commissions and committees for the purpose of correcting sales tax distribution errors that have deprived the City of revenue to which it is entitled. This includes representing the City at hearings before the SBE related to incorrect allocations of tax.

TASK 4: TRACK AUDIT FINDING REVENUE ALLOCATION

Contractor shall provide quarterly invoices to the City which shall include the business name, audit period start date, permit number, local allocation amount received by City and the amount due Contractor. Contractor shall also track all eligible quarters to be invoiced based on the actual tax return quarter (not payment distribution quarter, which can contain multiple quarters) and reconciled with the QDR from the SBE, which will be provided with Contractor's invoice.

TASK 5: PROVIDE SALES AND USE TAX TRAINING AND ASSISTANCE

Contractor shall provide City employees with training and assistance when requested by City on the fundamentals of sales and use tax and on programs to maximize these revenues through the encouragement of taxpayer options to take out direct payment permits, or self-accrue use tax to the City.

Contractor shall identify opportunities for the City to recover local allocation on purchase transactions subject to use tax. Contractor shall prepare the necessary documentation to facilitate recovery, including assistance in preparing and filing the returns. Contractor shall also assist the City in analyzing City vendors for potential use tax opportunities and shall identify purchases over \$500,000 that qualify for use tax self-accrual.

TASK 6: PROVIDE SALES AND USE TAX DATA

Contractor shall provide current and historical sales tax data on sales tax remittances at the payor level and with the following data types: fiscal year and quarter of remittance (to understand trends in cash received); fiscal year and quarter of revenue earned (to understand trends in economic activity); high level economic sector (e.g. general retail) and more detailed subsector identifier (e.g. apparel stores) and/or four-digit NAICS code and SBE category if possible to facilitate comparisons; address, organized into geocode or other neighborhood designation; and name of owner or permit holder. Data may be provided in a proprietary software system maintained by the Contractor or through a non-proprietary system. In either case, data shall be provided in a format allowing the City to export data into a Microsoft Access and/or Excel-compatible format allowing for integration of various databases, i.e. business license and property tax. Contractor shall provide City staff with training on the use system. Data in the system shall be updated quarterly as soon as possible following receipt from the SBE. Contractor shall either provide geographical data mapping capability in its proprietary system or else provide City staff with address data in a format which would allow staff to export and map data.

Contractor shall also provide comparable aggregate quarterly sales and use tax data by economic segment for the state as a whole and for as many California counties and Bay Area cities as possible.

TASK 7: PROVIDE SALES AND USE TAX ANALYSES AND REPORTS

Beginning July 1, 2011 and every three months thereafter, Contractor shall provide quarterly analyses and reports on San Francisco's sales and use tax trends in relationship to the surrounding market region as well as by individual businesses, business type and geographic areas specified by the City. Contractor shall provide sales and use tax revenue forecasting and cash flow forecast accounting for the triple-flip, as well as forecasts or data that would assist City staff in projecting Proposition 172 public safety sales tax and Health and Welfare Realignment sales tax and VLF revenues. These data could include, but are not limited to, projected statewide sales tax receipts; San Francisco's Proposition 172 pro rata share of sales tax receipts; statewide vehicle sales tax receipts.

The Contractor shall provide the City with specialized charts and data tables, presentation data and presenters for public meetings and events, and provide the City with business specific revenue estimates, and economic development consulting. The Contractor shall provide a quarterly summary of economic news that is one quarter more current than the most current sales tax data availability for the City's use in making projections.

TASK 8: PROVIDE SALES AND USE TAX PROJECTIONS AND LEGISLATIVE SUPPORT

Contractor shall serve as the City's resource and provide assistance, resolution, and follow-up services on sales and use tax related questions including budget projections, legislative and regulation issues and economic development.

With regard to legislative and regulatory issues, Contractor shall, on behalf of the City:

- Remain attentive in its action on any future proposed changes to regulatory language in SBE regulations related to the situs-based allocation of sales tax revenues and the formal practicing rules, which govern how Contractor pursues the collection of revenues.
- Take action, subject to City review and approval, on measures that threaten and delay revenue cash flows to the City. This could include attending legislative hearings and explaining to the City the potential effect of proposed legislation on the City.
- Advocate and provide problem-solving and resolution assistance to City on issues as needed and as requested by City. Contractor will work with City staff to develop language for review and approval by the City that would preserve, protect and enhance City revenues.

With regard to budget projections, Contractor shall provide the City with a forecast of five fiscal years, including quarterly cash flow estimates accounting for the triple flip with historical and estimated sales taxes.

3. City-Proposer Communications

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

3.1 Advance Questions

In lieu of a pre-proposal conference and to ensure fair and equal access to information about this RFP, e-mail your questions in advance to Richard Kurylo at richard.kurylo@sfgov.org.

Questions must be in writing and received **by 12:00pm PT on March 22, 2011**. No questions will be accepted after this time with the exception of City vendor compliance or Human Rights Commission subcontracting requirement questions.

3.2 Summary of Information and Questions and Answers

A summary of all substantive information and questions and answers pertaining to this RFP will be posted on the Controller's Office website **by 5:00pm PT on March 29, 2011** at <http://www.sfcontroller.org/solicitations>.

4. Proposal Requirements

4.1 Time and Place for Submission of Proposals

Proposals and all related materials must be received by **12:00pm PT on Thursday, April 14, 2011** ~~Wednesday, April 27, 2011~~. Proposals may be delivered to the Reception Desk at City Hall, Room 316 or to:

*Richard Kurylo
Office of the Controller
City Hall, Room 388
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102*

Postmarks will not be considered in judging the timeliness of submissions. Proposals submitted by e-mail or fax will not be accepted. Late submissions will not be considered, including those submitted late due to postal or delivery service failure. Note that Proposers hand-delivering proposals to City Hall may be required to open and make packages accessible for examination by security staff.

4.2 Proposal Package

The following items must be included in your proposal and packaged in a box or envelope clearly marked **RFP#CON2011-02 Sales and Use Tax Audit, Analysis and System Services**.

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

- A. **One (1) original printed proposal (with original signatures) labeled as "Original."** The pages should be bound by a method in which the sheets may be easily separated (e.g. 3-hole binder, binder clip, comb binding, velo binding, etc).

RFP Attachment I Acknowledgement of RFP Terms and Conditions

RFP Attachment II Human Rights Commission Local Business Enterprise Forms – 2 copies

RFP Attachment III City's Administrative Requirements

RFP Attachment IV City's Agreement Terms and Conditions

RFP Attachment V Proposal Template

- B. **One (1) CD-ROM containing entire contents of proposal, including all RFP Attachments.** The CD-ROM and electronic files on the CD-ROM must be labeled with the Proposer's name. All files should be submitted in unprotected PDF or Word format. Electronic files should include signatures, where applicable.

- C. **Seven (7) complete printed copies of RFP Attachment V.** The pages may be bound by a method of the Proposer's choosing. Proposers are advised to review RFP Attachments I through IV before beginning work on the proposal template in RFP Attachment V to ensure they can meet the City's requirements.

5. Evaluation Criteria

This section describes the guidelines used for analyzing and evaluating the proposals. It is the City's intent to select Proposer(s) for contract negotiations that will provide the best overall service package to the City inclusive of fee considerations. Proposers selected for contract negotiations are not guaranteed a contract. This RFP does not in any way limit the City's right to solicit contracts for similar or identical services if, in the City's sole and absolute discretion, it determines the proposals are inadequate to satisfy its needs.

5.1 Evaluation Team

City representatives will serve as the Evaluation Team responsible for evaluating proposals. Specifically, the team will be responsible for the evaluation and rating of the proposals, for conducting reference checks and for hosting interviews and software demonstrations, if desired by the City.

5.2 Minimum Qualifications

The Minimum Qualifications are used by the City to determine whether the Proposer and the proposed staff identified to complete all tasks specified in the scope of work have had experience on projects comparable to the services the City is requesting. Any proposal that does not demonstrate that the Proposer meets these minimum qualifications by the proposal deadline will be considered non-responsive and will not be evaluated or eligible for award of any subsequent contract(s).

The Proposer certifies that:

- A. RFP ATTACHMENTS: It has completed the requirements and submitted the forms described in RFP Attachments I, II, III, IV, and V (including Prior Project Description templates) as part of Proposal, as applicable.

B. EXPERIENCE:

It has submitted two (2) Prior Project Descriptions in accordance with RFP Attachment V, Section B, clearly demonstrating successful provision of sales and use tax auditing, forecasting and reporting to at least five (5) ~~two (2)~~ of the twenty largest counties in California within the last five (5) years of the date of this RFP.

C. STAFFING:

The proposal clearly demonstrates that the senior staff proposed to oversee the work of the City has had a similar role on the two (2) Prior Projects submitted for B.

5.3 Proposal Evaluation Criteria (100 points)

Proposals will be evaluated in accordance with the information provided by the Proposer in its response to this RFP and in accordance with the criteria itemized below. Up to three of the firms with the highest scoring proposals may be interviewed by the Evaluation Team, at the sole option of the City, to determine the highest ranked proposer.

5.3.1 Proposer (and Partner, if applicable) Firm Qualifications – 15 points

- a) Appropriateness of Proposer's firm history and structure, including total staff size and composition, to services under this RFP.
- b) Proposer's experience providing services to comparable clients, including current client list.
- c) Proposer's familiarity with San Francisco's sales and use tax base.
- d) Proposer's general capacity and local resources to provide the services under this RFP.

5.3.2 Proposed Staff Qualifications – 25 points

- a) Appropriateness of proposed staffing structure, roles and responsibilities.
- b) Applicability of proposed staff qualifications, including partners and sub-contractors.
- c) Commitment to provide continuity of qualified staff through completion of contract.

5.3.3 Work Plan/Approach – 40 points

- a) Work plan/approach for indicated tasks, including the ability to provide data of the type and format described in Task 6 (Provide Sales and Use Tax Data), the number of years of historical data that can be provided, and the number of days after receipt of data from SBE that database updates will be provided.
- b) Firm's expectations of City's involvement or level of effort are appropriate, and questions demonstrate experience with providing services to comparable clients.
- c) Sufficient expertise or methodology to create competitive differences that will be beneficial to the City is demonstrated.
- d) Proposer demonstrates that taxpayer data confidentiality will be maintained and that such data will only be used to benefit the City.

5.3.4 Cost Proposal – 20 points

Cost proposal is sufficiently detailed, reasonable and appropriate. Contractor's compensation is a percent contingency fee of new sales and use tax income actually received by the City as the result of Contractor's services. Fee proposals must state the percent of new revenue and the maximum number of quarters to which the percent contingency fee is proposed to be applied.

5.4 Contractor Selection Processes

Selection Interviews

Following the Proposal Evaluation process, up to three of the highest scoring Proposers may be invited to interviews with the Evaluation Team. Interviews, if pursued by the City, will consist of

standard questions asked of all selected Proposers, and specific questions regarding individual proposals. If interviews are conducted, they will be worth 100 points based on a set of criteria established following review of written proposals. The 100 Points possible awarded for interviews will be separate from the 100 points awarded during the Proposal Evaluation process. If the City elects to conduct interviews, the highest ranked Proposer will be determined based solely on points awarded in the interviews. The lead staff members that will be assigned to the project should be present for the interview, as well as the lead staff of any subcontractor, including Local Business Enterprise firms.

The City has sole and absolute discretion over whether interviews will be conducted or not to select Proposer(s) for contract negotiations.

Reference Checks

Reference checks, including, but not limited to, prior clients as indicated in RFP Attachment V Prior Project Description(s), may be used to confirm the applicability of Proposer experience to the services the City is requesting and the quality of services and staffing provided to prior clients, as well as adherence to schedules and Proposer's problem-solving and communication abilities, as well as performance on deliverables and outcomes.

Other Terms and Conditions

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

The City will select the most qualified and responsive Proposer with whom City staff will commence contract negotiations. If a satisfactory contract cannot be negotiated in a reasonable time with the selected Proposer, then the City, in its sole discretion, may terminate negotiations and begin contract negotiations with the next highest scoring Proposers it deems qualified. The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to its projects before and throughout the contract term. The City reserves the right at any time to approve, disapprove, or modify proposed project plans, timelines and deliverables, provided that all modifications are within the scope of services sought by this RFP.

6. Protest Procedures

6.1 Protest of Non-Responsiveness Determination

Within five (5) working days of the City's issuance of a notice of non-responsiveness, any Proposer 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 by e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5th) working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every 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.

6.2 Protest of Contract Award

Within five (5) working days of the City's issuance of a notice of intent to award a contract under this RFP, any Proposer 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 by e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5th) working day after the City's issuance of the notice of intent to award a contract.

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.

6.3 Delivery of Protests

All protests must be received by the due date. 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) or by FAX will not be considered. Protests must be e-mailed to: ***esther.reyes@sfgov.org***.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ADULT PROBATIONDept. Code: ADPType of Request: Initial Modification of an existing PSC (PSC # 49068 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Professional services, licenses, and maintenance of a proprietary application software.Funding Source: General FundPSC Original Approved Amount: \$2,000,000PSC Original Approved Duration: 09/01/15 - 08/31/20 (5 years 1 day)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$1,500,000PSC Mod#2 Duration: 09/01/20-06/30/21 (43 weeks 2 days)PSC Cumulative Amount Proposed: \$3,500,000PSC Cumulative Duration Proposed: 5 years 43 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Software upgrade of an existing case management system for the Adult Probation Department (APD). The system will utilize SYSCON's (Vendor) existing data mappings to APD's business processes and then for subsequent maintenance of the upgraded software. The system will provide the ability to interface with other City departments and other California jurisdictions, including the California Department of Justice.

Scope Change

Software upgrade of an existing case management system for the Adult Probation Department (APD). The system will utilize Vendor's existing data mappings to APD's business processes and then for subsequent maintenance of the upgraded software. The system will provide the ability to interface with other City departments and other California jurisdictions, including the California Department of Justice.

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

The use of Vendor's products and services will ensure the APD's compliance with data collection required by Assembly Bill 109 (AB109) and Senate Bill 678 (SB678), and any future legal mandates for data. It will also provide the ability to interface with other City departments and other California jurisdictions, including the California Department of Justice. The California Department of Justice Supervise Release File is currently based on Contractors data. APD's current software (provided by Vendor) can electronically deliver data to the California Department of Justice's Supervise Release File (SRF). See attachment for more information.

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.

The service has not been provided in the past

D. Will the contract(s) be renewed?

Depending on performance.

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

This PSC is for the procurement of a software application to manage comprehensive data from the Adult Probation Department (APD). The need to store and manage data using this software application is ongoing and extends beyond five years.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

APD has used Vendor's case management system software since 2003 through the City Administrator's Office JUSTIS program. APD seeks its own stand-alone agreement for a software upgrade for APD utilizing Vendor's existing data mappings to APD's business processes and then for subsequent maintenance of the upgraded software. The use of Vendor's products and services will ensure the APD's compliance with data collection required by Assembly Bill 109 (AB109) and Senate Bill 678 (SB678). It will also provide the ability to interface with other City departments and other California jurisdictions, including the California Department of Justice. The California Department of Justice Supervise Release File is currently based on Vendor data.

B. Reason for the request for modification:

To increase PSC amount and duration. The Case Management solution requires additional features that will increase the total contract amount. The contract has not been approved yet, thus a PSC duration extension is needed so that we can execute the contract with a five-year term.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Software engineering.

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

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

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
This application software is proprietary and the Vendor has not authorized any third party to provide products or services related to its software.
- 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 proprietary nature of the application software doesn't allow for any third party to perform the 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.
See attachment.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 02/25/16, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Diane Lim Phone: 553-1058 Email: diane.lim@sfgov.org

Address: 880 Bryant Street Room 200, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49068 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/04/2016

Receipt of Union Notification(s)

Martinez, Veronica (ADP)

From: DHR-PSCCoordinator, DHR (HRD)
Sent: Thursday, February 25, 2016 1:53 PM
To: Martinez, Veronica (ADP)
Subject: FW: Receipt of Modification Request to PSC # 49068 - 14/15 - MODIFICATIONS

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

From: dhr-psccordinator@sfgov.org [<mailto:dhr-psccordinator@sfgov.org>] On Behalf Of diane.lim@sfgov.org
Sent: Thursday, February 25, 2016 12:09 PM
To: Lim, Diane (ADP); amakayan@ifpte21.org; jb@local16.org; Lopez-Barrios, Ricardo (PDR); Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Carey.dail@seiu1021.org; richardisen@gmail.com; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; eccdemvoter@aol.com; tiya.thlang@seiu1021.org; Martinez, Veronica (ADP); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 49068 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ADULT PROBATION -- ADP has submitted a modification request for a Personal Services Contract (PSC) for \$1,500,000 for services for the period February 25, 2016 -- June 30, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6284>

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

For all PSCs if the duration requested is 5 years or more, an explanation is required- historical PSC required:

This PSC is for the procurement of a software application to manage comprehensive data from the Adult Probation Department (APD). The need to store and manage data using this software application is ongoing and extends beyond five years.

1B. Explain why this service is necessary and the consequences of denial:

Denial of this request will prevent APD from: 1. effectively and efficiently complying with various California laws that mandate the sharing of APD data with the State and law enforcement agencies; 2. updating a legacy application, to ensure critical functionality for departmental operations; and it will disadvantage APD's ability to collect and share data for its own decision-making; other City departments, the Court, and California jurisdictions, including the California Department of Justice.

2B. Describe training including number of hours. Indicate occupational type of employees. If no training, please explain:

The vendor will provide training on the configuration of the software to approximately 6 staff members. In addition the vendor will provide user training to probation officers as requested by APD.

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ADULT PROBATIONDept. Code: ADPType of Request: Initial Modification of an existing PSC (PSC # 49068 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Professional services, licenses, and maintenance of a proprietary application software.Funding Source: General FundPSC Original Approved Amount: \$2,000,000PSC Original Approved Duration: 09/01/15 - 08/31/20 (5 years 1 day)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$2,000,000PSC Cumulative Duration Proposed: 5 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Software upgrade of an existing case management system for the Adult Probation Department (APD). The system will utilize SYSCON's (Vendor) existing data mappings to APD's business processes and then for subsequent maintenance of the upgraded software. The system will provide the ability to interface with other City departments and other California jurisdictions, including the California Department of Justice.

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

The use of Vendor's products and services will ensure the APD's compliance with data collection required by Assembly Bill 109 (AB109) and Senate Bill 678 (SB678), and any future legal mandates for data. It will also provide the ability to interface with other City departments and other California jurisdictions, including the California Department of Justice. The California Department of Justice Supervise Release File is currently based on Contractors data. APD's current software (provided by Vendor) can electronically deliver data to the California Department of Justice's Supervise Release File (SRF). See attachment for more information.

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.

The service has not been provided in the past.

D. Will the contract(s) be renewed?

Depending on performance.

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

This PSC is for the procurement of a software application to manage comprehensive data from the Adult Probation Department (APD). The need to store and manage data using this software application is ongoing and extends beyond five years.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

APD has used Vendor's case management system software since 2003 through the City Administrator's Office JUSTIS program. APD seeks its own stand-alone agreement for a software upgrade for APD utilizing Vendor's existing data mappings to APD's business processes and then for subsequent maintenance of the upgraded software. The use of Vendor's products and services will ensure the APD's compliance with data collection required by Assembly Bill 109 (AB109) and Senate Bill 678 (SB678). It will also provide the ability to interface with other City departments and other California jurisdictions, including the California Department of Justice. The California Department of Justice Supervise Release File is currently based on Vendor data.

B. Reason for the request for modification:

To remove the vendor SYSCON as the contractor under this PSC. SYSCON is no longer able to provide the software solution required by the Adult Probation Department (APD). However, APD still needs to procure the services described under this PSC and it is in the process of identifying a new vendor.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Software engineering.

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

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

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

The service has been obtained through the City's Administrator's Office JUSTIS program.

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

A. Explain why civil service classes are not applicable.

This application software is proprietary and the Vendor has not authorized any third party to provide products or services related to its software.

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 proprietary nature of the application software doesn't allow for any third party to perform the 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.
See attachment.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 01/09/16, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Diane Lim Phone: 553-1058 Email: diane.lim@sfgov.org

Address: 880 Bryant Street Room 200, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49068 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 02/05/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ADULT PROBATION -- ADP Dept. Code: ADP

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Professional services, licenses, and maintenance of a proprietary application software.

Funding Source: General Fund PSC Duration: 5 years 1 day

PSC Amount: \$2,000,000 PSC Est. Start Date: 09/01/2015 PSC Est. End Date: 08/31/2020

1. **Description of Work**

A. Scope of Work:

Software upgrade of an existing case management system for the Adult Probation Department (APD). The system will utilize SYSCON's (Vendor) existing data mappings to APD's business processes and then for subsequent maintenance of the upgraded software. The system will provide the ability to interface with other City departments and other California jurisdictions, including the California Department of Justice.

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

The use of Vendor's products and services will ensure the APD's compliance with data collection required by Assembly Bill 109 (AB109) and Senate Bill 678 (SB678), and any future legal mandates for data. It will also provide the ability to interface with other City departments and other California jurisdictions, including the California Department of Justice. The California Department of Justice Supervise Release File is currently based on Contractors data. APD's current software (provided by Vendor) can electronically deliver data to the California Department of Justice's Supervise Release File (SRF). See attachment for more information.

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.
APD has used Vendor's case management system software since 2003 through the City Administrator's Office Justice Tracking Information System (JUSTIS) program.

D. Will the contract(s) be renewed? Depending on performance.

2. **Union Notification:** On 04/20/2015, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49068 - 14/15

DHR Analysis/Recommendation:

06/01/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 06/01/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
Software engineering.

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:

This application software is proprietary and the Vendor has not authorized any third party to provide products or services related to its software.

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

No. The proprietary nature of the application software doesn't allow for any third party to perform the work.

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

YES NO

- A. Will the contractor directly supervise City and County employee? YES NO
- B. Will the contractor train City and County employee?
See attachment. YES NO
- C. Are there legal mandates requiring the use of contractual services? YES NO
- D. Are there federal or state grant requirements regarding the use of contractual services? YES NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service? YES NO
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 04/29/2015 BY:

Name: Diane Lim Phone: 553-1058 Email: diane.lim@sfgov.org

Address: 880 Bryant Street Room 200 San Francisco, CA 94103



For Informational Purposes
December 19, 2013

(916) 445-4950

2011 Public Safety Realignment

The cornerstone of California's solution to reduce prison overcrowding, costs, and recidivism

In 2011, Governor Edmund G. Brown Jr. signed Assembly Bill (AB) 109 and AB 117, historic legislation to enable California to close the revolving door of low-level inmates cycling in and out of state prisons. It is the cornerstone of California's solution to the U.S. Supreme Court order to reduce the number of inmates in the state's 33 prisons to 137.5 percent of original design capacity.

All provisions of Assembly Bill (AB) 109 and AB 117 were prospective and implementation of the 2011 Realignment Legislation began October 1, 2011. **No inmates currently in state prison were or are transferred to county jails or released early.**

Prior to Realignment, more than 60,000 felon parole violators returned to state prison annually, with an average length of stay of 90 days. On September 30, 2011, the felon parole violator population was 13,285; by the end of November 2013, that population was down to 25 due to the fact that most felon parole violators now serve revocation time in county jail.

Under Realignment, newly-convicted low-level offenders without current or prior serious or violent offenses stay in county jail to serve their sentence; this has reduced the annual admissions to less than 36,000 a year. Prior to Realignment, there were approximately 55,000 to 65,000 new admissions from county courts to state prison.

Overall, the diversion of low-level offenders and parole violators to county jail instead of state prison since October 2011 has resulted in a population decrease of about 25,000.

Funding of Realignment

AB 109 provides a dedicated and permanent revenue stream to the counties through Vehicle License Fees and a portion of the State sales tax outlined in trailer bills AB 118 and Senate Bill 89. The latter provides revenue to counties for local public safety programs and the former establishes the Local Revenue Fund 2011 (Fund) for counties to receive the revenues and appropriate funding for 2011 Public Safety Realignment.

This funding became constitutionally guaranteed by California voters under the passage of Proposition 30 in 2012.

\$400 million was provided to the counties in the first partial fiscal year of Realignment, growing to more than \$850 million last year and more than \$1 billion in 2013-2014.

The following trailer bills were signed to secure sufficient funding for counties:

- AB 111
 - Gives counties additional flexibility to access funding to increase local jail capacity for the purpose of implementing Realignment.

- AB 94 (2011 Realignment Legislation Addressing Public Safety)
 - Came into effect upon the passage of AB 111.
 - Authorizes counties that have received a conditional award under a specified jail facilities financing program to relinquish that award and reapply for a conditional award under a separate financing program.
 - Lowers the county's required contribution from 25 percent to 10 percent and additionally requires CDCR and the Corrections Standard Authority to give funding preference to those counties that relinquish local jail construction conditional awards and agree to continue to assist the state in siting re-entry facilities.
- AB 118
 - Outlines the financial structure for allocating funds to a variety of accounts for realignment.
 - Establishes the Local Revenue Fund 2011 for receiving revenue and appropriates from that account to the counties.
 - Directs the deposit of revenues associated with 1.0625 percent of the state sales tax rate to be deposited in the Fund.
 - Establishes a reserve account should revenues come in higher than anticipated.
 - The reallocation formulas will be developed more permanently using appropriate data and information for the 2012-13 fiscal year and each fiscal year thereafter.
 - Implements sufficient protections to provide ongoing funding and mandated protection for the state and local government.
 - The smallest of counties that benefitted from the minimum grant each received approximately \$77,000 in 2011-12.
- SB 89
 - Dedicates a portion (\$12) of the Vehicle License Fee to the Fund.
 - Revenue comes from two sources: freed up VLF previously dedicated to DMV administration and VLF that was previously dedicated to cities for general purpose use.
 - Estimated total amount of VLF revenue dedicated to realignment was \$354.3 million in 2011-2012.
- SB 87
 - Provided counties with a one-time appropriation of \$25 million to cover costs associated with hiring, retention, training, data improvements, contracting costs, and capacity planning pursuant to each county's AB 109 implementation plan.

Local Planning Process

The Community Corrections Partnership (CCP), which was previously established in Penal Code § 1230, developed an implementation plan for their respective county. The Executive Committee from the CCP members is comprised of the following:

- Chief probation officer
- Chief of police
- Sheriff
- District Attorney
- Public Defender
- Presiding judge of the superior court (or his/her designee)
- A representative from either the County Department of Social Services, Mental Health, or Alcohol and Substance Abuse Programs, as appointed by the County Board of Supervisors.

Community, Local Custody

AB 109 allows non-violent, non-serious, and non-sex offenders to serve their sentence in county jails instead of state prisons. However, counties can contract back with the State to house local offenders.

Under AB 109:

- **No inmates are transferred from state prisons to county jails.**
- **No state prison inmates are released early.**
- All felons sent to state prison prior to the implementation of Realignment will continue to serve their entire sentence in state prison.
- All felons convicted of current or prior serious or violent offenses, sex offenses, and sex offenses against children will go to state prison.
- There are nearly 70 additional crimes that are not defined in the Penal Code as serious or violent offenses but at the request of law enforcement and district attorneys were added as offenses that would be served in state prison rather than in local custody.

Post-Release (County-Level) Community Supervision

CDCR continues to have jurisdiction over all offenders who were on state parole prior to the implementation date of October 1, 2011. County-level supervision for offenders upon release from prison includes current non-violent, current non-serious (irrespective of priors), and some sex offenders. County-level supervision does not include:

- Inmates paroled from life terms to include third-strike offenders;
- Offenders whose current commitment offense is violent or serious, as defined by California's Penal Code §§ 667.5(c) and 1192.7(c);
- High-risk sex offenders, as defined by CDCR;
- Mentally Disordered Offenders; nor
- Offenders on parole prior to October 1, 2011.

Offenders who meet the above-stated conditions continue to be under state parole supervision.

In all 58 counties, the Probation Department is the designated agency responsible for post-release supervision.

CDCR must notify counties of an individual's release at least one month prior, if possible. Once the individual has been released, CDCR no longer has jurisdiction over any person who is under post-release community supervision. Currently, CDCR is working to ensure counties receive inmate packets 120 days prior to the ordered release date.

No person shall be returned to prison on a parole revocation except for those life-term offenders who paroled pursuant to Penal Code § 3000.1 (Penal Code § 3056 states that only these offenders may be returned to state prison).

Parole Revocations

As of October 1, 2011, all parole revocations are served in county jail instead of state prison and can only be up to 180 days.

As of July 1, 2013 the parole revocation process is now a local court-based process. Local courts, rather than the Board of Parole Hearings, are the designated authority for determining parole revocations.

Contracting back to the state for offenders to complete a custody parole revocation is not an option.

Only offenders previously sentenced to a life term can be revoked to prison.

The Board of Parole Hearings continues to conduct:

- Parole consideration for lifers;
- Medical parole hearings;
- Mentally disordered offender cases; and
- Sexually Violent Predator cases.

AB 109 also provides the following under parole:

- Allows local parole revocations up to 180 days
- Authorizes flash incarceration at the local level for up to 10 days

Inmates released to parole after serving a life-term (e.g., murderers, violent sex offenders, and third-strikers) will be eligible for parole revocation back to state prison if ordered by the Board.

Effects on Conservation Camps

- Conservation camps are currently at capacity
- CDCR is currently working with CAL FIRE and the counties to use county inmates to help fill the vacancies.

Effects on Female Population

As a substantial portion of female offenders fall under the definition of non-serious, non-violent, and non sex-offenders, the female inmate population at CDCR has dropped by a third, approximately 3,100 inmates.

The California Prisoner Mother Program (CPMP) in Pomona will remain open. CPMP was designed for pregnant or parenting women, convicted of a low-level offense, with children under the age of six, who could participate in a community substance abuse treatment program while caring for their children.

The Female Rehabilitative Community Correctional Center in Bakersfield will stay open until its contract expires in 2018. The facility currently has 75 beds available for women who were convicted of a non-serious, non-violent, and non-sex offense and who have 36 months or less to serve of their sentence. However, as that population diminishes based upon AB109, the FRCCC will begin housing Civil Addicts for the duration of the contract.

The Division of Juvenile Justice

There were no changes to DJJ during the 2011 realignment.

CDCR Adult Programs

As CDCR's population changes due to Realignment, the Division of Adult Programs will utilize projection information to review appropriate programming to address offender needs. While exact dates for program adjustments are still under evaluation, Adult Programs is dedicated to serving as many offenders as possible by maximizing existing resources.

###

Senate Bill No. 678

CHAPTER 608

An act to add and repeal Chapter 3 (commencing with Section 1228) of Title 8 of Part 2 of the Penal Code, relating to probation.

[Approved by Governor October 11, 2009. Filed with
Secretary of State October 11, 2009.]

LEGISLATIVE COUNSEL'S DIGEST

SB 678, Leno. Criminal recidivism.

Existing law authorizes the Department of Corrections and Rehabilitation to oversee programs for the purposes of reducing parolee recidivism.

This bill would authorize each county to establish a Community Corrections Performance Incentives Fund (CCPIF) and would authorize the state to annually allocate money into a State Corrections Performance Incentives Fund to be used for specified purposes relating to improving local probation supervision practices and capacities, as specified. This bill would require the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, to calculate the amount of money to be appropriated from the state fund into a CCPIF. This bill would specify that the calculation would be based on costs avoided by the Department of Corrections and Rehabilitation because of a reduction in the percentage of adult probationers sent to prison for a probation failure, as specified. This bill would also require each county using CCPIF funds to identify and track specific outcome-based measures, as specified, and report to the Administrative Office of the Courts on the effectiveness of the programs paid for by the CCPIF.

This bill would require the community corrections programs to be developed and implemented by the chief probation officer, as advised by a Community Corrections Partnership. This bill would require specified local officials to serve as part of that Community Corrections Partnership. Because this bill would increase the duties for certain local officials, it would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to these statutory provisions.

The people of the State of California do enact as follows:

SECTION 1. This act shall be known and may be cited as the California Community Corrections Performance Incentives Act of 2009.

SBC. 2. Chapter 3 (commencing with Section 1228) is added to Title 8 of Part 2 of the Penal Code, to read:

CHAPTER 3. CALIFORNIA COMMUNITY CORRECTIONS PERFORMANCE INCENTIVES

1228. The Legislature finds and declares all of the following:

(a) In 2007, nearly 270,000 felony offenders were subject to probation supervision in California's communities.

(b) In 2007, out of 46,987 new admissions to state prison, nearly 20,000 were felony offenders who were committed to state prison after failing probation supervision.

(c) Probation is a judicially imposed suspension of sentence that attempts to supervise, treat, and rehabilitate offenders while they remain in the community under the supervision of the probation department. Probation is a linchpin of the criminal justice system, closely aligned with the courts, and plays a central role in promoting public safety in California's communities.

(d) Providing sustainable funding for improved, evidence-based probation supervision practices and capacities will improve public safety outcomes among adult felons who are on probation. Improving felony probation performance, measured by a reduction in felony probationers who are sent to prison because they were revoked on probation or convicted of another crime while on probation, will reduce the number of new admissions to state prison, saving taxpayer dollars and allowing a portion of those state savings to be redirected to probation for investing in community corrections programs.

1229. As used in this chapter, the following definitions apply:

(a) "Community corrections" means the placement of persons convicted of a felony offense under probation supervision, with conditions imposed by a court for a specified period.

(b) "Chief probation officer" means the chief probation officer for the county or city and county in which an adult offender is subject to probation for the conviction of a felony offense.

(c) "Community corrections program" means a program established pursuant to this act consisting of a system of felony probation supervision services dedicated to all of the following goals:

(1) Enhancing public safety through the management and reduction of offender risk while under felony probation supervision and upon reentry from jail into the community.

(2) Providing a range of probation supervision tools, sanctions, and services applied to felony probationers based on a risk/needs assessment

for the purpose of reducing criminal conduct and promoting behavioral change that results in reducing recidivism and promoting the successful reintegration of offenders into the community.

(3) Maximizing offender restitution, reconciliation, and restorative services to victims of crime.

(4) Holding offenders accountable for their criminal behaviors and for successful compliance with applicable court orders and conditions of supervision.

(5) Improving public safety outcomes for persons placed on probation for a felony offense, as measured by their successful completion of probation and commensurate reduction in the rate of felony probationers sent to prison as a result of a probation revocation or conviction of a new crime.

(d) "Evidence-based practices" refers to supervision policies, procedures, programs, and practices demonstrated by scientific research to reduce recidivism among individuals under probation, parole, or postrelease supervision.

1230. (a) Each county is hereby authorized to establish in each county treasury a Community Corrections Performance Incentives Fund (CCPIF), to receive all amounts allocated to that county for purposes of implementing this chapter.

(b) In any fiscal year for which a county receives moneys to be expended for the implementation of this chapter, the moneys, including any interest, shall be made available to the chief probation officer (CPO) of that county, within 30 days of the deposit of those moneys into the fund, for the implementation of the community corrections program authorized by this chapter.

(1) The community corrections program shall be developed and implemented by probation and advised by a local Community Corrections Partnership.

(2) The local Community Corrections Partnership shall be chaired by the chief probation officer and comprised of the following membership:

- (A) The presiding judge of the superior court, or his or her designee.
- (B) A county supervisor or the chief administrative officer for the county.
- (C) The district attorney.
- (D) The public defender.
- (E) The sheriff.
- (F) A chief of police.
- (G) The head of the county department of social services.
- (H) The head of the county department of mental health.
- (I) The head of the county department of employment.
- (J) The head of the county alcohol and substance abuse programs.
- (K) The head of the county office of education.
- (L) A representative from a community-based organization with experience in successfully providing rehabilitative services to persons who have been convicted of a criminal offense.
- (M) An individual who represents the interests of victims.

(3) Funds allocated to probation pursuant to this act shall be used to provide supervision and rehabilitative services for adult felony offenders subject to probation, and shall be spent on evidence-based community corrections practices and programs, as defined in subdivision (c) of Section 1229, which may include, but are not limited to, the following:

(A) Implementing and expanding evidence-based risk and needs assessments.

(B) Implementing and expanding intermediate sanctions that include, but are not limited to, electronic monitoring, mandatory community service, home detention, day reporting, restorative justice programs, work furlough programs, and incarceration in county jail for up to 90 days.

(C) Providing more intensive probation supervision.

(D) Expanding the availability of evidence-based rehabilitation programs including, but not limited to, drug and alcohol treatment, mental health treatment, anger management, cognitive behavior programs, and job training and employment services.

(E) Evaluating the effectiveness of rehabilitation and supervision programs and ensuring program fidelity.

(4) The chief probation officer shall have discretion to spend funds on any of the above practices and programs consistent with this act but, at a minimum, shall devote at least 5 percent of all funding received to evaluate the effectiveness of those programs and practices implemented with the funds provided pursuant to this chapter. A chief probation officer may petition the Administrative Office of the Courts to have this restriction waived, and the Administrative Office of the Courts shall have the authority to grant such a petition, if the CPO can demonstrate that the department is already devoting sufficient funds to the evaluation of these programs and practices.

(5) Each probation department receiving funds under this chapter shall maintain a complete and accurate accounting of all funds received pursuant to this chapter.

1231. (a) Community corrections programs funded pursuant to this act shall identify and track specific outcome-based measures consistent with the goals of this act.

(b) The Administrative Office of the Courts, in consultation with the Chief Probation Officers of California, shall specify and define minimum required outcome-based measures, which shall include, but not be limited to, all of the following:

(1) The percentage of persons on felony probation who are being supervised in accordance with evidence-based practices.

(2) The percentage of state moneys expended for programs that are evidence-based, and a descriptive list of all programs that are evidence-based.

(3) Specification of supervision policies, procedures, programs, and practices that were eliminated.

(4) The percentage of persons on felony probation who successfully complete the period of probation.

(c) Each chief probation officer receiving funding pursuant to Sections 1233 to 1233.6, inclusive, shall provide an annual written report to the Administrative Office of the Courts and the Department of Corrections and Rehabilitation evaluating the effectiveness of the community corrections program, including, but not limited to, the data described in subdivision (b).

(d) The Administrative Office of the Courts shall, in consultation with the chief probation officer of each county and the Department of Corrections and Rehabilitation, provide a quarterly statistical report to the Department of Finance including, but not limited to, the following statistical information for each county:

- (1) The number of felony filings.
- (2) The number of felony convictions.
- (3) The number of felony convictions in which the defendant was sentenced to the state prison.
- (4) The number of felony convictions in which the defendant was granted probation.
- (5) The adult felon probation population.
- (6) The number of felons who had their probation revoked and were sent to prison for that revocation.
- (7) The number of adult felony probationers sent to state prison for a conviction of a new felony offense, including when probation was revoked or terminated.

1232. Commencing no later than 18 months following the initial receipt of funding pursuant to this act and annually thereafter, the Administrative Office of the Courts, in consultation with the Department of Corrections and Rehabilitation, the Department of Finance, and the Chief Probation Officers of California, shall submit to the Governor and the Legislature a comprehensive report on the implementation of this act. The report shall include, but not be limited to, all of the following information:

(a) The effectiveness of the community corrections program based on the reports of performance-based outcome measures required in Section 1231.

(b) The percentage of felony probationers whose probation was revoked for the year on which the report is being made.

(c) The percentage of felony probationers who were convicted of crimes during their term of probation for the year on which the report is being made.

(d) The impact of the moneys appropriated pursuant to this act to enhance public safety by reducing the percentage and number of felony probationers whose probation was revoked for the year being reported on for probation violations or new convictions, and to reduce the number of felony probationers who are sent to prison for the year on which the report is being made.

(e) Any recommendations regarding resource allocations or additional collaboration with other state, regional, federal, or local entities for improvements to this act.

1233. (a) The Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee,

the Chief Probation Officers of California, and the Administrative Office of the Courts, shall calculate for each county a baseline probation failure rate that equals the average number of adult felony probationers sent to state prison during calendar years 2006 to 2008, inclusive, as a percentage of the average adult felony probation population during the same period.

(b) For purposes of calculating the baseline probation failure rate, the number of adult felony probationers sent to prison shall include those adult felony probationers sent to state prison for a revocation of probation, as well as adult felony probationers sent to state prison for a conviction of a new felony offense. The calculation shall also include adult felony probationers sent to prison for conviction of a new crime who simultaneously have their probation term terminated.

1233.1. After the conclusion of each calendar year following the enactment of this section, the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall calculate the following for that calendar year:

(a) The cost to the state to incarcerate in prison and supervise on parole a probationer sent to prison. This calculation shall take into consideration factors, including, but not limited to, the average length of stay in prison and on parole for probationers, as well as the associated parole revocation rates, and revocation costs.

(b) The statewide probation failure rate. The statewide probation failure rate shall be calculated as the total number of adult felony probationers statewide sent to prison in the previous year as a percentage of the statewide adult felony probation population as of June 30 of that year.

(c) A probation failure rate for each county. Each county's probation failure rate shall be calculated as the number of adult felony probationers sent to prison from that county in the previous year as a percentage of the county's adult felony probation population as of June 30 of that year.

(d) An estimate of the number of adult felony probationers each county successfully prevented from being sent to prison. For each county, this estimate shall be calculated based on the reduction in the county's probation failure rate as calculated annually pursuant to subdivision (c) of this section and the county's baseline probation failure rate as calculated pursuant to Section 1233. In making this estimate, the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall adjust the calculations to account for changes in each county's adult felony probation caseload in the most recent completed calendar year as compared to the county's adult felony probation population during the period 2006 to 2008, inclusive.

(e) In calculating probation failure rates for the state and individual counties, the number of adult felony probationers sent to prison shall include those adult felony probationers sent to state prison for a revocation of

probation, as well as adult felony probationers sent to state prison for a conviction of a new felony offense. The calculation shall also include adult felony probationers who are sent to prison for conviction of a new crime and who simultaneously have their probation terms terminated.

1233.2. Annually, after the conclusion of each calendar year, the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall identify the appropriate Probation Revocation Tier for each county for which it was estimated that the county successfully prevented any number of adult felony probationers from being sent to state prison, as provided in subdivision (d) of Section 1233.1. The tiers shall be defined as follows:

(a) Tier 1. A Tier 1 county is one which has a probation failure rate, as defined in subdivision (c) of Section 1233.1, that is no more than 25 percent higher than the statewide probation failure rate, as defined in subdivision (b) of Section 1233.1.

(b) Tier 2. A Tier 2 county is one which has a probation failure rate, as defined in subdivision (c) of Section 1233.1, that is more than 25 percent above the statewide probation failure rate, as defined in subdivision (b) of Section 1233.1.

1233.3. Annually, the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall calculate a probation failure reduction incentive payment for each eligible county, pursuant to Section 1233.2, for the most recently completed calendar year, as follows:

(a) For a county identified as being in Tier 1, as defined in subdivision (a) of Section 1233.2, its probation failure reduction incentive payment shall equal the estimated number of probationers successfully prevented from being sent to prison, as defined by subdivision (d) of Section 1233.1, multiplied by 45 percent of the costs to the state to incarcerate in prison and supervise on parole a probationer who was sent to prison, as defined in subdivision (a) of Section 1233.1.

(b) For a county identified as being in Tier 2, as defined in subdivision (b) of Section 1233.2, its probation failure reduction incentive payment shall equal the estimated number of probationers successfully prevented from being sent to prison, as defined by subdivision (d) of Section 1233.1, multiplied by 40 percent of the costs to the state to incarcerate in prison and supervise on parole a probationer who was sent to prison, as defined in subdivision (a) of Section 1233.1.

1233.4. (a) It is the intent of the Legislature for counties demonstrating high success rates with adult felony probationers to have access to performance-based funding as provided for in this section.

(b) On an annual basis, the Department of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall calculate 5 percent of the savings

to the state attributed to those counties that successfully reduce the number of adult felony probationers sent to state prison.

(c) The savings estimated pursuant to subdivision (b) shall be used to provide high performance grants to county probation departments for the purpose of bolstering evidence-based probation practices designed to reduce recidivism among adult felony probationers.

(d) County probation departments eligible for these high performance grants shall be those with adult probation failure rates more than 50 percent below the statewide average in the most recently completed calendar year.

(e) A county probation department may receive a high performance grant under this section in a year in which it does not also receive a probation failure reduction incentive payment as provided for in Section 1233.3. The CPO of a county that qualifies for both a high performance grant and a probation failure reduction incentive payment shall indicate to the Administrative Office of the Courts, by a date designated by the Administrative Office of the Courts, whether the CPO chooses to receive the high performance grant or probation failure reduction payment.

(f) The grants provided for in this section shall be administered by the Administrative Office of the Courts. The Administrative Office of the Courts shall seek to ensure that all qualifying probation departments that submit qualifying applications receive a proportionate share of the grant funding available based on the population of adults ages 18 to 25, inclusive, in each of the counties receiving the grants.

1233.5. If data of sufficient quality and of the types required for the implementation of this act are not available to the Director of Finance, then the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, and the Administrative Office of the Courts, shall use the best available data to estimate probation failure reduction incentive payments and high performance grants utilizing a methodology that is as consistent with that described in this act as is reasonably possible.

1233.6. (a) Probation failure reduction incentive payments and high performance grants calculated for any calendar year shall be provided to counties in the following fiscal year. The total annual payment to each county shall be divided into four equal quarterly payments.

(b) The Department of Finance shall include an estimate of the total probation failure reduction incentive payments and high performance grants to be provided to counties in the coming fiscal year as part of the Governor's proposed budget released no later than January 10 of each year. This estimate shall be adjusted by the Department of Finance, as necessary, to reflect the actual calculations of probation revocation incentive payments and high performance grants completed by the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts. This adjustment shall occur as part of standard budget revision processes completed by the Department of Finance in April and May of each year.

(c) There is hereby established a State Community Corrections Performance Incentives Fund. Moneys budgeted for purposes of providing probation revocation incentive payments and high performance grants authorized in Sections 1230 to 1233.6, inclusive, shall be deposited into this fund. Any moneys deposited into this fund shall be administered by the Administrative Office of the Courts and the share calculated for each county probation department shall be transferred to its Community Corrections Performance Incentives Fund authorized in Section 1230. The Legislature may allocate up to 3 percent of the funds annually deposited into the State Community Corrections Performance Incentives Fund for use by the Administrative Office of the Courts for the costs of administering this program.

1233.7. The moneys appropriated pursuant to this chapter shall be used to supplement, not supplant, any other state or county appropriation for the chief probation officer or the probation department.

1233.8. This chapter shall remain in effect only until January 1, 2015, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2015, deletes or extends that date.

SEC. 3. The Judicial Council shall consider the adoption of appropriate modifications to the Criminal Rules of Court, and of other judicial branch policies, procedures, and programs, affecting felony probation services that would support implementation of the evidence-based probation supervision practices described in this chapter.

SEC. 4. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.