



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: May 19, 2017
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director
From: Sharon Lee, DBI
David Bui, DPW
Jolie Gines, TIS
Kris Damlas, ECN
Chanda Ikeda, HRD
Genie Wong, POL
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

This report contains eight (8) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources to date:

Total of this Report	YTD Expedited Approvals FY2016-2017	Total for FY2016-2017
\$13,580,000	\$548,708,766	\$2,725,189,244

Sharon Lee
Department of Building Inspection
1660 Mission Street
San Francisco, CA 94103
(415) 575-6947

David Bui
Department of Public Works
1155 Market Street, 4th Floor
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(415) 554-6417

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1 South Van Ness Ave., 2nd Floor
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Kris Damlas
Economic and Workforce Development
1 South Van Ness Ave., 5th floor
San Francisco, CA 94103
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Human Resources
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San Francisco, CA 94103
(415) 557-4944

Genie Wong
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1245 – 3rd Street, 6th floor
San Francisco, CA 94158
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Jacquie Hale
Public Health
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(415) 554-2609

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

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POSTING FOR

June 05, 2017

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

2017-06-05

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
49526 - 16/17	DEPARTMENT OF BUILDING INSPECTION	\$1,000,000.00	Department to issue a Request for Qualifications (RFQ) to seek responses from Respondents demonstrating expertise in one or more of the following Areas: 1) Structural Design Review/Practicing Structural Engineer; 2) Structural Design Review/Academia and 3) Geotechnical and Geological Engineering Review. Based on the responses from this Request for Qualifications (RFQ), DBI will create a pre-qualified list of consultants/professionals and academic experts from which DBI may choose prospective contractors, on an as-needed basis for up to four (4) years of the prequalification notification date, to advise the Department in structure design and plan review for privately-sponsored projects.	November 1, 2017	October 31, 2021	REGULAR
39172 - 16/17	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$1,000,000.00	San Francisco Public Works (Public Works) is seeking highly qualified specialty consultants to provide professional historic preservation consulting services for City projects on an "As Needed" basis.	June 1, 2017	August 30, 2023	REGULAR
42298 - 16/17	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$1,000,000.00	Provide specialized services in audio/visual, telecom, and Information Technology (IT) to support San Francisco Public Works' (Public Works) design staff on an as-needed basis. Audio-visual, Telecom, and IT engineers are specialized consultants who are experts in the area of audio-visual, telecom, and IT analysis and engineering.	June 1, 2017	November 30, 2023	REGULAR
47184 - 16/17	GENERAL SERVICES AGENCY - TECHNOLOGY	\$9,900,000.00	Contractor will provide services to monitor and administer Avaya telephone Switches and telecom used by all City departments. These 24x7 services include: (1) Network fault management support; (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultation support; (5) Network routing software design and administration support, (6) Network translation implementation, and (7) System management.	April 1, 2017	July 1, 2021	REGULAR

TOTAL AMOUNT \$12,900,000

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

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Posting For June 05, 2017**Proposed Modifications to Personal Services Contracts**

Commission Hearing Date

2017-06-05

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
33441 13/14 - MODIFICATIONS	June 5, 2017	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$300,000	\$900,000	Contractors will provide business consulting and training services to the Small Business Development Center's (SBDC's) small business clients on an as-needed basis. SBDC is a program hosted by the City through the Office of Economic and Workforce Development (OEWD) as part of a greater network of services to help small- to medium-sized businesses grow and succeed. The Contractors' counseling services will include advice, guidance and/or instruction concerning the formation, management, financing, and operation of small business enterprises through workshops, one-on-one consulting, and loan packaging. Through a Request For Qualifications, OEWD created a pre-qualified list of 24 consultants who will remain eligible for consideration and contract negotiation on an as-needed basis for two years.	07/01/2018	06/29/2019	REGULAR
46191 - 13/14 - MODIFICATIONS	June 5, 2017	HUMAN RESOURCES -- HRD	\$0	\$2,000,000	The Contractor shall provide: investigations, witness interviews, surveillance, activity check investigations, background investigations (including Internet searches), timely preparation of written investigation reports, preparation and submission of Suspected Fraudulent Claim Referral Forms (FD-1) and/or Documented Referrals, and related administrative services.	07/01/2017	06/30/2018	REGULAR
4030-10/11 - MODIFICATIONS	June 5, 2017	POLICE -- POL	\$300,000	\$775,000	The contractor will provide background investigation services for the San Francisco Police Department (SFPD). The contractor will investigate records from the criminal justice system, credit reporting agencies, and Department of Motor Vehicles, and contact employers and references.	11/01/2017	10/31/2020	REGULAR
35131 - 15/16 - MODIFICATIONS	June 5, 2017	PUBLIC HEALTH -- DPH	\$80,000	\$280,000	The Contractor will augment the Department's search and recruitment of qualified candidates for executive level and senior management positions at the Department of Public Health, due to anticipated retirements, organizational changes, and vacancies.	07/01/2017	10/31/2018	REGULAR

TOTAL AMOUNT \$680,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF BUILDING INSPECTION -- DBI

Dept. Code: DBI

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

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

Type of Service: professional service

Funding Source: Department operating fund

PSC Duration: 4 years

PSC Amount: \$1,000,000

1. Description of Work

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

Department to issue a Request for Qualifications (RFQ) to seek responses from Respondents demonstrating expertise in one or more of the following Areas: 1) Structural Design Review/Practicing Structural Engineer; 2) Structural Design Review/Academia and 3) Geotechnical and Geological Engineering Review. Based on the responses from this Request for Qualifications (RFQ), DBI will create a pre-qualified list of consultants/professionals and academic experts from which DBI may choose prospective contractors, on an as-needed basis for up to four (4) years of the prequalification notification date, to advise the Department in structure design and plan review for privately-sponsored projects.

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

It is the Department's policy, procedures and safety regulations to monitor the construction of new buildings in San Francisco. The Department continues to review and constantly take steps to strengthen requirements to ensure that buildings are as safely built as contemporary engineering permits. Staff of engineers, inspectors and permitting technician's works closely with the project sponsor and chosen design and engineering team to ensure that submitted plans and subsequent construction meet or exceed the minimum standards of the San Francisco Building Code. Expert Consultants supplement the plan review process. Denial would limit the Department's ability to work directly with experts.

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

This service has not been provided in the past.

D. Will the contract(s) be renewed?

No

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Structure Design Services utilized are limited and project specific based.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants will be individual consultants (structural engineers and researchers) with minimum 15 years experience in the following areas: A Structural Design Reviewer/Practicing Structural Engineer shall have minimum 15 years experience practicing in structural engineering with expertise in structural engineering, earthquake engineering, performance-based seismic engineering, and nonlinear response history analysis of building and tall building design; structural peer review; development of structural building codes and guidelines for buildings. A Structural Design Reviewer/Academia with minimum 15 years experience researching in structural engineering with expertise in structural engineering, earthquake engineering, performance-based seismic engineering, nonlinear response history analysis of building and tall building design; structural peer review; development of structural building codes and guidelines for buildings. A Geotechnical and Geological Engineering Reviewer with minimum 15 years experience in geotechnical and geological engineering with expertise in geotechnical or geological engineering, generation of site-specific ground motions of use in linear and nonlinear analyses, performance-based seismic design for tall buildings, site soil classification, foundation recommendation, deep foundation evaluation, earth pressure recommendation, soil-structure interaction, building settlements analysis, excavation and ground water monitoring; geotechnical peer review; development geotechnical requirements for building codes and design guidelines of buildings.

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?

There is no other available experts or resources within the city with this specialized knowledge.

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

A. Explain why civil service classes are not applicable.

This is very specialized sets of skills and expertise not currently available through Civil Service positions.

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 contractor will on an as-needed basis. This skill set is not needed on a long term bases as a Civil Service position.

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.

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 04/24/2017, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Sharon Lee Phone: 415-575-6947 Email: sharon.lee@sfgov.org

Address: 1660 Mission Street San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49526 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2017

Receipt of Union Notification(s)

Lee, Sharon (DBI)

From: dhr-psccordinator@sfgov.org on behalf of sharon.lee@sfgov.org
Sent: Monday, April 24, 2017 4:14 PM
To: Lee, Sharon (DBI); kgeneral@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmllocal300.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; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact); ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Lee, Sharon (DBI); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49526 - 16/17

RECEIPT for Union Notification for PSC 49526 - 16/17 more than \$100k

The DEPARTMENT OF BUILDING INSPECTION -- DBI has submitted a request for a Personal Services Contract (PSC) 49526 - 16/17 for \$1,000,000 for Initial Request services for the period 11/01/2017 -- 10/31/2021. 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/8719> 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: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As Needed Historic Preservation Specialty Services

Funding Source: Departmental Work Orders

PSC Amount: \$1,000,000

PSC Est. Start Date: 06/01/2017

PSC Est. End Date: 08/30/2023

1. Description of Work

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

San Francisco Public Works (Public Works) is seeking highly qualified specialty consultants to provide professional historic preservation consulting services for City projects on an "As Needed" basis.

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

Historic Preservation consultation is a specialized professional service that is out of Public Work's Building Design & Construction's (BDC) area of expertise. Historic Preservation consultants would have a strong working knowledge on researching historic buildings and providing the reports necessary for the design team. If these services are denied, Public Works will need to rely more on subcontractors from our "As-Needed" prime contracts, which will result in additional administrative fees (i.e. subcontracting markup) and delays to reach project timelines.

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.

Historic Preservation consulting services for building projects have been provided through subconsultants under the as-needed Architectural contracts on PSC 4095-09/10 approved March 15, 2010. This proposed contract will allow BDC to have a dedicated prime consultant to provide historic preservation consulting services.

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.

PSC duration exceeds 5 years to account for time needed to advertise and award contracts. The contracts will have a duration of no more than 5 years.

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 will only be required on an as-needed basis when City staff does not have the expertise to fulfill all project requirements pertaining to historic preservation.

3. Description of Required Skills/Expertise

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

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

There are no available resources with this specialty expertise.

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

A. Explain why civil service classes are not applicable.

These are as-needed services only. They will only be utilized when historic preservation expertise is needed on a project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Historic preservation consultation is a specialized professional service that is out of Public Works' Building Design & Construction's (BDC) area of expertise. This kind of expertise requires up-to-date knowledge of current historic preservation procedures and regulations and cannot be taught in a training class.

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 05/01/2017, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: David Bui Phone: 415-554-6417 Email: david.bui@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39172 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2017

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccoordinator@sfgov.org on behalf of david.bui@sfdpw.org
Sent: Monday, May 01, 2017 4:38 PM
To: Bui, David (DPW); eerbach@ifpte21.org; kgeneral@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Lopez, Ricardo (PDR); Basconillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmllocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@ncrcr.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); smcgarry@ncrcr.org; rrmitchell@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; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact); ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Dea, Tiffany (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 39172 - 16/17

IRECEIPT for Union Notification for PSC 39172 - 16/17 more than \$100k

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The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 39172 - 16/17 for \$1,000,000 for Initial Request services for the period 06/01/2017 -- 08/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/8835> 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)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

March 18, 2010

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4093-09/10 THROUGH 4101-09/10; 4092-09/10 AND 4102-07/08.

At its meeting of March 15, 2010 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Approve request for proposed personal services contract #4096-09/10 on the condition that the Department of Public Works engage in discussions with SEIU Local 1021. Should SEIU continue to have concerns about the contract, it may be put back on calendar for further discussion and action at the next regular meeting of April 5, 2010. In no case will the approval of the contract be delayed beyond the April 5, 2010 meeting. Notify the offices of the Controller and the Office of Contract Administration.
- (2) Approve request for proposed personal services contract #4097-09/10 on the condition that contact be made with SEIU Local 1021 within 24 hours to address concerns they have with the PSC. In addition, that a response be provided to Local 1021 by the Recreation and Parks Department within the following 24 hours addressing their concerns after which the conditions of the Civil Service Commission approval would have been met. Notify the offices of the Controller and the Office of Contract Administration.
- (3) Approve request for proposed personal services contracts on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

RECEIVED
10 MAR 22 AM 11:00
DPW
CONTRACT ADMINISTRATIONS

Attachment

- c: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Jacquie Hale, Department of Public Health
Mary Ng, Department of Human Resources
Shawn Wallace, San Francisco Police Department
Commission File
Chron

RECEIVED

POSTING FOR

3/1/2010

10 MAR 22 AM 11:00

DPW
PROPOSED PERSONAL SERVICES CONTRACTS - Regular
CONTRACT ADMINISTRATIONS

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4093-09/10	38	Police	Regular	\$400,000	Provide pre-employment polygraph screening on an as-needed basis for entry level police officers, police reserve officers, police cadets and police service aides. Such screening shall include questions regarding prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Services also include providing a business site with adequate interrogation facilities divided by one-way mirrors, and equipped with one way sound devices, video and audio recording equipment.	6/30/2014
4094-09/10	82	Public Health	Regular	\$1,300,000	Provide as-needed and after-hours security guard services, and as-needed guard/driver services for the Community Health Network, specifically for the Substance Abuse Services Unit of Ward 93, Oplate Treatment Outpatient Program (OTOP) at San Francisco General Hospital, the Silver Avenue Health Center Methadone/Office based oplate treatment program, Building 80/90 adjacent to the OTOP program, and armed guard/driver services for the operation of the Mobile Methadone Van(s).	6/30/2015
4095-09/10	90	Public Works	Regular	\$3,000,000	Provide architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.	6/30/2015
* 4096-09/10	90	Public Works	Regular	\$1,200,000	The Materials Testing & Special Inspection (MTSI) Team will provide specialized materials testing & special inspection services for the SFPUC Headquarters Building Project located at 525 Golden Gate Ave. Consultant will be City's representative leading & coordinating the materials testing & special inspection activities for the Project to ensure compliance with all requirements of state & local regulatory agencies including the International Building Code, California Building Code, SF Dept. of Building Inspection, Special Inspection & Structural Observation, and Contract Documents.	8/1/2012



PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 4, 2010 (Revised February 1, 2010)

DEPARTMENT NAME: Public Works DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-needed Architectural Design Services

FUNDING SOURCE: Various departments, to be determined

PSC AMOUNT: \$3,000,000* PSC DURATION: 5/1/2010 - 8/30/2015

* Aggregate fee cap: \$3,000,000; individual fee cap: \$500,000 to \$1,000,000 depending on number of firms selected.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments o existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.

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

The as-needed contracts will only be utilized when DPW cannot provide the services in a timely manner due to unavailability of staff or when specialty services are required. If services cannot be provided in a timely manner the City's ongoing operations will be impacted and thereby cause delay to the provision of services necessary for the public interest.

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):

Similar services have been provided through as-needed architectural services contracts authorized by PSC No. PSC #4125-05/06 approved on June 5, 2006.

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):

Local 21 Union Name Signature of person mailing/faxing form Date 2/2/10

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

PSC# 4095-09/10 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Professional architectural services typically required for building projects in the public sector; services of licensed subconsultants with expertise including but not limited to the following disciplines: historic preservation, civil, structural, electrical, mechanical/plumbing, resource efficiency with availability of LEED Accredited Professionals, LEED Compliance, elevator, fire protection, code compliance, waterproofing, roofing, landscape architecture, and facilities' furnishings/ interior design.

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

The following civil service classes would normally perform design and consultation services except under conditions as described in 4A below: 5211 Senior Architect, 5268 Architect, 5266 Architectural Associate II, 5265 Architectural Associate I, 5261 Architectural Assistant II, 5260 Architectural Assistant I, 5218 Structural Engineer, 5219 Senior Structural Engineer, 5352 Electrical Engineering Assistant, 5354 Engineering Associate 1, 5344 Mechanical Engineering Assistant, 5215 Fire Protection Engineer, 5211 Engineer/Architect/Landscape Architect Senior, 5262 Landscape Architectural Associate 1, 5272 Landscape Architectural Associate 2, 5274 Landscape Architect.

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

- The Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest, or*
- Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.*

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

The services are only going to be utilized on an as-needed basis.

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 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

Gordon Choy

Print or Type Name

Telephone Number

(415) 554-6230

875 Stevenson Street, Room 420
San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As Needed Audio/Visual, Telecom, and IT Specialty Services

Funding Source: Departmental Work Orders

PSC Amount: \$1,000,000

PSC Est. Start Date: 06/01/2017

PSC Est. End Date 11/30/2023

1. Description of Work

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

Provide specialized services in audio/visual, telecom, and Information Technology (IT) to support San Francisco Public Works' (Public Works) design staff on an as-needed basis. Audio-visual, Telecom, and IT engineers are specialized consultants who are experts in the area of audio-visual, telecom, and IT analysis and engineering.

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

Audio-visual, telecom, & IT engineering consultation is a specialized professional service that is out of Public Works' Building Design & Construction's (BDC) area of expertise. This consultant would have a strong working knowledge of audio/visual, telecom, and IT systems design, operation and installation, and develop system design drawings including, but not limited to, audio/visual, telecom, IT system diagrams and schematic drawings. Having the ability to work with our own consultants directly will save the City money and allow us to execute these contracts more efficiently. If these services are denied, Public Works will need to rely more on subcontractors from our "As-Needed" prime contracts, which will result in additional administrative fees (i.e. subcontracting markup) and delays to reach project timelines.

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.

Audio/visual, telecom, and IT consulting services for building projects have been provided through subconsultants under the as-needed Architectural contracts on PSC 4095-09/10 approved March 15, 2010. This proposed contract will allow BDC to have a dedicated prime consultant to provide audio/visual, telecom, and IT engineering services.

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.

PSC duration exceeds 5 years to account for time needed to advertise and award contracts. The contracts will have a duration of no more than 5 years.

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 specialty service will only be necessary, on an as-needed basis, for projects that require audio-visual, telecom, & IT engineering consultation.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Consultants must have a strong working knowledge of Audio/Visual, Telecom, and IT systems design, operation and installation. This consultant must have experience in developing system design drawings including, but not limited, to audiovisual system diagrams and schematic drawings.
- 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?

There are no available resources with this specialty expertise.

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

- A. Explain why civil service classes are not applicable.
These are as-needed contract services only. They will only be utilized when audio/visual, telecom, and IT expertise is needed on a project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. Audio-visual, telecom, & IT engineering consultation is a specialized professional service that is out of Public Works' Building Design & Construction's (BDC) area of expertise. This kind of expertise requires up-to-date knowledge of current technologies and cannot be taught in a training class.
- 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 05/01/2017, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified**

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

Name: David Bui Phone: 415-554-6417 Email: david.bui@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42298 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2017

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of david.bui@sfdpw.org
Sent: Monday, May 01, 2017 4:40 PM
To: Bui, David (DPW); eerbach@ifpte21.org; kgeneral@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Lopez, Ricardo (PDR); Basconillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); smcgarry@nccrc.org; rtmitchell@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; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact); ecdevoter@aol.com; thomas.vitale@seiu1021.org; Dea, Tiffany (DPW); DHR-PSCCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42298 - 16/17

RECEIPT for Union Notification for PSC 42298 - 16/17 more than \$100k

20

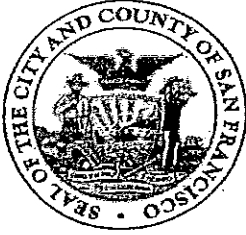
The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 42298 - 16/17 for \$1,000,000 for Initial Request services for the period 06/01/2017 -- 11/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/8836> 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)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

March 18, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4093-09/10 THROUGH 4101-09/10; 4092-09/10 AND 4102-07/08.

At its meeting of March 15, 2010 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Approve request for proposed personal services contract #4096-09/10 on the condition that the Department of Public Works engage in discussions with SEIU Local 1021. Should SEIU continue to have concerns about the contract, it may be put back on calendar for further discussion and action at the next regular meeting of April 5, 2010. In no case will the approval of the contract be delayed beyond the April 5, 2010 meeting. Notify the offices of the Controller and the Office of Contract Administration.
- (2) Approve request for proposed personal services contract #4097-09/10 on the condition that contact be made with SEIU Local 1021 within 24 hours to address concerns they have with the PSC. In addition, that a response be provided to Local 1021 by the Recreation and Parks Department within the following 24 hours addressing their concerns after which the conditions of the Civil Service Commission approval would have been met. Notify the offices of the Controller and the Office of Contract Administration.
- (3) Approve request for proposed personal services contracts on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

RECEIVED
10 MAR 22 AM 11:00
DPW
CONTRACT ADMINISTRATIONS

Attachment

- c: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Jacquie Hale, Department of Public Health
Mary Ng, Department of Human Resources
Shawn Wallace, San Francisco Police Department
Commission File
Chron

RECEIVED

POSTING FOR
3/1/2010

10 MAR 22 AM 11:00

DPW PROPOSED PERSONAL SERVICES CONTRACTS - Regular
CONTRACT ADMINISTRATIONS

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4093-09/10	38	Police	Regular	\$400,000	Provide pre-employment polygraph screening on an as-needed basis for entry level police officers, police reserve officers, police cadets and police service aides. Such screening shall include questions regarding prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Services also include providing a business site with adequate interrogation facilities divided by one-way mirrors, and equipped with one way sound devices, video and audio recording equipment.	6/30/2014
4094-09/10	82	Public Health	Regular	\$1,300,000	Provide as-needed and after-hours security guard services, and as-needed guard/driver services for the Community Health Network, specifically for the Substance Abuse Services Unit of Ward 93, Oplate Treatment Outpatient Program (OTOP) at San Francisco General Hospital, the Silver Avenue Health Center Methadone/Office based opiate treatment program, Building 80/90 adjacent to the OTOP program, and armed guard/driver services for the operation of the Mobile Methadone Van(s).	6/30/2015
* 4095-09/10	90	Public Works	Regular	\$3,000,000	Provide architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.	8/1/2015
* 4096-09/10	90	Public Works	Regular	\$1,200,000	The Materials Testing & Special Inspection (MTSI) Team will provide specialized materials testing & special inspection services for the SFUC Headquarters Building Project located at 525 Golden Gate Ave. Consultant will be City's representative leading & coordinating the materials testing & special inspection activities for the Project to ensure compliance with all requirements of state & local regulatory agencies including the International Building Code, California Building Code, SF Dept. of Building Inspection, Special Inspection & Structural Observation, and Contract Documents.	8/1/2012

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 4, 2010 (Revised February 1, 2010)

DEPARTMENT NAME: Public Works DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-needed Architectural Design Services

FUNDING SOURCE: Various departments, to be determined

PSC AMOUNT: \$3,000,000* PSC DURATION: 5/1/2010 - 8/30/2015

* Aggregate fee cap: \$3,000,000; individual fee cap: \$500,000 to \$1,000,000 depending on number of firms selected.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments o existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.

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

The as-needed contracts will only be utilized when DPW cannot provide the services in a timely manner due to unavailability of staff or when specialty services are required. If services cannot be provided in a timely manner the City's ongoing operations will be impacted and thereby cause delay to the provision of services necessary for the public interest.

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):

Similar services have been provided through as-needed architectural services contracts authorized by PSC No. PSC #4125-05/06 approved on June 5, 2006.

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):

Local 21 Union Name Signature of person mailing/faxing form Date 2/2/10

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4095-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Professional architectural services typically required for building projects in the public sector; services of licensed subconsultants with expertise including but not limited to the following disciplines: historic preservation, civil, structural, electrical, mechanical/plumbing, resource efficiency with availability of LEED Accredited Professionals, LEED Compliance, elevator, fire protection, code compliance, waterproofing, roofing, landscape architecture, and facilities' furnishings/ interior design.

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

The following civil service classes would normally perform design and consultation services except under conditions as described in 4A below: 5211 Senior Architect, 5268 Architect, 5266 Architectural Associate II, 5265 Architectural Associate I, 5261 Architectural Assistant II, 5260 Architectural Assistant I, 5218 Structural Engineer, 5219 Senior Structural Engineer, 5352 Electrical Engineering Assistant, 5354 Engineering Associate 1, 5344 Mechanical Engineering Assistant, 5215 Fire Protection Engineer, 5211 Engineer/Architect/Landscape Architect Senior, 5262 Landscape Architectural Associate 1, 5272 Landscape Architectural Associate 2, 5274 Landscape Architect.

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

- The Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest, or*
- Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.*

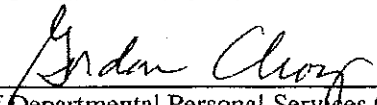
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

The services are only going to be utilized on an as-needed basis.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<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 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

Gordon Choy

Print or Type Name

Telephone Number

(415) 554-6230

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS

Dept. Code: TIS

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

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

Type of Service: Avaya Voice Network Management

Funding Source: General Funds

PSC Amount: \$9,900,000

PSC Est. Start Date: 04/01/2017 PSC Est. End Date 07/01/2021

1. Description of Work

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

Contractor will provide services to monitor and administer Avaya telephone Switches and telecom used by all City departments. These 24x7 services include: (1) Network fault management support; (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultation support; (5) Network routing software design and administration support, (6) Network translation implementation, and (7) System management.

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

This service is necessary to ensure reliable telephone services with properly operating equipment to conduct business throughout City government. Not having an existing contract in place for this service would jeopardize the City's ability to protect and maintain the quality of the City's voice network by providing efficient and organized network design and administration.

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.

Service was provided under PSC 4108 12/13

D. Will the contract(s) be renewed?

Yes, the contract will be renewed as required

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).

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

B. Explain the qualifying circumstances:

Services are needed when equipment does not work. Equipment is proprietary to the manufacturer and requires manufacturer to resolve problems and maintain.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expert knowledge of the Avaya Telecom Equipment and software that are part of the City's telecommunications network

B. Which, if any, civil service class(es) normally perform(s) this work? 7132, Telecommunication Supervisor; 7275, Telecommunications Tech Supv;

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?

Department has not made effort to obtain these services due to the specialized nature of the work that requires the manufacturer (Avaya) to provide support and problem maintenance for their proprietary equipment

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 cannot perform this work due to the proprietary nature of the equipment, and problem resolution can only be performed by the manufacturer.

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, due to the proprietary nature of the equipment and maintenance

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. No training for City staff needed as this is proprietary work.

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

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

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

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

7. Union Notification: On 02/06/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Electrical Workers, Local 6

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

Name: Jolie Gines Phone: 415 581 3974 Email: jolie.gines@sfgov.org

Address: 1 South Van Ness Ave, 2nd Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47184 - 16/17

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/05/2017

Civil Service Commission Action:

Receipt of Union Notification(s)

From: Renteria, Jason (TIS)
Bcc: "jolie.gines@sfgov.org"; Gines, Jolie (TIS); amakayan@ifpte21.org; jb@local16.org; Lopez-Barrios, Ricardo (PDR); Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); 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; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact); ecdemvoter@aol.com; thomas.vitale@seiu1021.org; DHR-PSCCoordinator, DHR (HRD)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 47184 - 16/17
Date: Thursday, February 09, 2017 3:40:00 PM
Attachments: 47184 16-17.pdf

Good Afternoon,

I sent this PSC notification on Monday February 6 out in error to all unions due to not adding the Civil Service Classes 7132 Telecom Supervisor and 7275 Telecom Technician Supervisor into the PSC form. This notification should have only gone to IFPTE Local 21 and IBEW Local 6. All other unions, please disregard this notification.

Apologies for the confusion,

Jason Renteria
Principal Analyst
Department of Technology
City and County of San Francisco

(415) 581-4021 | Jason.Renteria@sfgov.org | sfgov.org/dt | City Enterprise Agreements
One South Van Ness, 2nd Floor, San Francisco CA 94103

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of jolie.gines@sfgov.org
Sent: Monday, February 06, 2017 4:43 PM
To: Gines, Jolie (TIS) <jolie.gines@sfgov.org>; amakayan@ifpte21.org; jb@local16.org; Lopez-Barrios, Ricardo (PDR) <ricardo.lopez@sfgov.org>; Basconcillo, Katherine (PUC) <kbasconcillo@sfgov.org>; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS) <sin.yee.poon@sfgov.org>; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Renteria, Jason (TIS) <jason.renteria@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 47184 - 16/17

RECEIPT for Union Notification for PSC 47184 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 47184 - 16/17 for \$9,900,000 for Initial Request services for the period 04/01/2017 – 07/01/2021. 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/8508> 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)

April 15, 2013 Regular Meeting

MINUTES

Regular Meeting

April 15, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Kate Favetti Present

Vice President Scott R. Heldfond (Excused – Notified Absence)

Commissioner Mary Y. Jung Present

Commissioner E. Dennis Normandy Present

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of April 1, 2013

Action: Adopted. (Vote of 3 to 0)

ANNOUNCEMENTS (Item No. 4)

Announcement of changes to the agenda. Robert Hester, SEIU Local 1021 representative, requested that Item #8 on the Agenda (Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2013 -- 2014) be postponed to the meeting of May 6, 2013. Human Resources Director Micki Callahan did not object to the request.

Other announcements. None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

The Human Resources Director notified the Civil Service Commission that the Department of Human Resources will soon be implementing a new testing program through a contract with the National Testing Network to create continuous eligible lists for entry-level police officer and firefighter positions, which will significantly increase diversity. The Department of Human Resources will brief the Commission on the new program soon.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

0133-13-8

Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4105-12/13	Business Economic Development	\$350,000	The consultants will provide planning and staffing support to develop and implement workforce service innovation pilots using an agile innovation process with a focus on user-centered design. They will develop a workforce services innovation framework and the actionable steps to implement new innovations. They will also develop manuals for workforce innovation methodology, including a guide for innovation implementation, an innovation primer and best practices. Lastly, they will hold annual meetings of a learning network to present grant progress and results for feedback and dissemination.	Regular	6/30/15
4106-12/13	Business Economic Development	\$820,000	The workforce division of OEWD manages a grant portfolio consisting of approximately 100 contract and grant agreements for 70 agencies annually across ten Federal, State and local fund sources. The process by which these agreements are negotiated, created, and tracked through their expiration is a very labor intensive process for both the City and the grantees/contractors involving repeated data entry into multiple spreadsheets, intensive paper-based process steps, and lengthy reconciliation processes. After an extensive review of current business processes and identification of areas where efficiency and accuracy can be increased dramatically, OEWD has come to the conclusion that a technology solution is needed. The division is requesting approval to purchase a subscription to a customizable web portal and fully supported database to support the department's management of the grant negotiation, agreement creation, invoicing and financial reporting processes. The resource the division would like to acquire a subscription that has been successfully utilized by the Mayor's Office of Housing and their grantees for several years.	Regular	12/31/17
4107-12/13	Public Utilities Commission	\$3,000,000	The list of qualified as-needed firms will provide creative, innovative and engaging communication tools and services to support the communication needs of the Sewer System Improvement Program, a 20-year, multibillion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system now and for generations to come.	Regular	12/31/21
4108-12/13	Dept. of Technology	\$8,000,000	Contractor will provide services to monitor and administer Avaya telephone switches and telecom networks used by all City departments. These 24x7 services include: (1) Network fault management support; (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultant support; (5) Network routing software design and administration support; (6) Network translation implementation, and (7) System management.	Regular	6/30/17
3062-11/12	Child Support Services	Current Approved Amount \$28,500 Increase Amount Requested \$28,500 New Total Amount Requested \$57,000	Contractor will provide genetic testing services used to establish or exclude paternity, which is required to establish paternity judgment and child support orders.	Modification	5/31/14

3066-10/11	Child Support Services	<p>Current Approved Amount \$50,000</p> <p>Increase Amount Requested \$10,000</p> <p>New Total Amount Requested \$60,000</p>	<p>Contractor will provide legal service of process for the City and County of San Francisco Department of Child Support Services. Service of Process is a legally required component of the legal services offered by the Child Support Enforcement Program. The enforcement program requires the Department to legally establish parentage and support, recover public assistance funds and enforce child support orders. Many legal documents must be personally served on the parties. The Contractor is required to make a minimum of three (3) service attempts at each of the addresses provided in the service packet unless the document is either served or the address for service is verified as invalid prior to the third attempt. All services must be according to California Law and San Francisco County Local Court Rules. This legal service of process is the only mean to assure a non-custodial parent's appearance in court and reasonable collection of funds as required by the letter of the law.</p>	Modi- fication	11/30/13
4062-10/11	Arts Commission	<p>Current Approved Amount \$5,000,000</p> <p>Increase Amount Requested \$4,000,000</p> <p>New Total Amount Requested \$9,000,000</p>	<p>Contracts for multiple artists to design, fabricate, transport and consult during installation of artworks in a variety of media for the Central Subway Project, a new city transit capital improvement project. There are four stations with multiple public art projects at each station.</p>	Modi- fication	12/31/20
4075-09/10	Public Works	<p>Current Approved Amount \$6,000,000</p> <p>Increase Amount Requested \$3,600,000</p> <p>New Total Amount Requested \$9,600,000</p>	<p>Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies; and prepare environmental, risk assessments and planning reports. The Department of Public Works (DPW) had previously awarded six (6) as needed contracts of \$800,000 each, and intends to award six (6) additional contracts of \$600,000 each for five (5) years.</p>	Modi- fication	12/31/19

Speakers: David Scott and Tyrone Jue, Public Utilities Commission, spoke on PSC# 4107-12/13.
Jennifer Lovvorn, Arts Commission, spoke on PSC# 4062-10/11.

Action:

- 1) Approved PSC# 4107-12/13 on the condition that the PUC report back to the Civil Service Commission after five years with an update on the contract. (Vote of 3 to 0)
- 2) Approved PSC# 4062-10/11 on the condition that the Arts Commission report back to the Civil Service Commission after four years with an update on the status of the contract. (Vote of 3 to 0)
- 3) Approved PSC# 4075-09/10 on the condition that the Department of Public Works report back to the Civil Service Commission after three years with an update on the status of the contract. (Vote of 3 to 0)
- 4) Adopted the report; Approved the remainder of the requests for proposed personal services contracts (PSC#s 4105-12/13, 4106-12/13, 4108-12/13, 3062-11/12 and 3066-10/11). Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 6, 2013

DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER 75

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

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

TYPE OF SERVICE: Voice Network Management

FUNDING SOURCE: General Fund

Original Amount: \$8,000,000 PSC Duration: 7/1/13-6/30/17
Modification Amount \$ PSC Duration:
Total Amount \$8,000,000 Total PSC Duration: 7/1/13-6/30/17

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide services to monitor and administer Avaya telephone switches and telecom networks used by all City departments. These 24x7 services include: (1) Network fault management support; (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultation support; (5) Network routing software design and administration support, (6) Network translation implementation, and (7) System management.

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

This service is necessary to ensure reliable telephone services with properly operating equipment to conduct business throughout City government. Not having an existing contract in place for this service would jeopardize the City's ability to protect and maintain the quality of the City's voice network by providing efficient and organized network design and administration.

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

This service was provided by contract under PSC 4041-08/09.

D. Will the contract(s) be renewed: Yes, the contract will be renewed as required for an additional one-year period.

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

L21 by e-mail Jolie Gines February 6, 2013
Union Name Signature of person mailing/faxing form Date

IBEW Local 6 by e-mail Jolie Gines February 6, 2013
Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4108-12/13
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expert knowledge of the Avaya equipment and software that are part of the City's telecom network.

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

None.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The two telecom-related Civil Service Classes are 7132 Telecom Supervisor and 7275 Telecom Technician Supervisor. They cannot perform this service because the equipment is proprietary and problem resolution can only be performed by the manufacturer.

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

No. The technical focus is too narrow to justify a new class and the nature of the work does not lend itself to full-time employees.

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

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

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

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

B. Will the contractor train City and County employees?

- 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.

<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 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:

Kendall Gary 2/6/13
Signature of Departmental Personal Services Contract Coordinator

Kendall Gary
Print or Type Name

415 581 4066
Telephone Number

One South Van Ness Ave., 2nd Flr
San Francisco, CA 94103
Address

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request: Initial Modification of an existing PSC (PSC # 33441 13/14)

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

Type of Service: Business Consulting and Training Services for the Small Business Development Center

Funding Source: Federal – SBA and HUD

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 07/01/14 - 06/30/16 (2 years)

PSC Mod#1 Amount: \$300,000

PSC Mod#1 Duration: 07/24/15-06/30/17 (1 year)

PSC Mod#2 Amount: \$200,000

PSC Mod#2 Duration: 07/01/17-06/30/18 (1 year)

PSC Mod#3 Amount: \$300,000

PSC Mod#3 Duration: 07/01/18-06/29/19 (52 weeks)

PSC Cumulative Amount Proposed: \$900,000

PSC Cumulative Duration Proposed: 4 years 52 weeks

1. Description of Work

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

Contractors will provide business consulting and training services to the Small Business Development Center's (SBDC's) small business clients on an as-needed basis. SBDC is a program hosted by the City through the Office of Economic and Workforce Development (OEWD) as part of a greater network of services to help small- to medium-sized businesses grow and succeed. The Contractors' counseling services will include advice, guidance and/or instruction concerning the formation, management, financing, and operation of small business enterprises through workshops, one-on-one consulting, and loan packaging. Through a Request For Qualifications, OEWD created a pre-qualified list of 24 consultants who will remain eligible for consideration and contract negotiation on an as-needed basis for two years.

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

The SBDC Program is authorized through Congress and partially funded by the U.S. Small Business Administration (SBA). The SBA maintains agreements with, and distributes funding to, 63 SBDC Lead Centers including the Norcal SBDC Network at Humboldt State University. The Norcal SBDC Network is the collaborative partnership organization of SBDC service providers in 14 counties from Monterey to Del Norte, including San Francisco. In February 2014, OEWD was selected as the new host for the San Francisco SBDC. If this service is denied, the San Francisco SBDC program would not go forward and a new SBDC host would need to be found.

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?

Yes, if we are awarded to continue the SBA grant.

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

2. Reason(s) for the Request

A. Display all that apply

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

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

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:

The work is short term, intermittent, highly specialized, and independent in nature, and there is a conflict of interest for the City and County of San Francisco to be both the regulatory host of the San Francisco SBDC and provide consulting services on behalf of the San Francisco SBDC.

B. Reason for the request for modification:

Additional dollars are being requested as well as an extension on the authorization for one additional program year to ensure that a well qualified and diverse pool of subject matter expert vendors can be committed via contracts to offer necessary start up and growth services to small business owners through the Small Business Development Center (SBDC)

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have expertise in one or more of the following areas as they relate to small business operations: advertising, marketing, and branding strategies; commercial lease negotiations; customer retention and rejuvenation; financial analysis; franchising; human resource management; inventory management; loan packaging; product development; profitability tactics; retail special events; small business establishment and formation; social media management; space planning and analysis; and visual merchandizing.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9774, Sr. Community Devl Spc 1; 9775, Sr Community Dev Spec 2;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The work is short term, intermittent, highly specialized, and independent in nature, so it is impractical to perform by an existing civil service class. In addition, there is a conflict of interest for the City and County of San Francisco to be both the regulatory host of the San Francisco SBDC and provide consulting services on behalf of the San Francisco SBDC.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Because the work is short term, intermittent, highly specialized, and independent in nature, a contractor with experience can perform the work quickly and efficiently. Note that a 9775 (Senior Community Development Specialist II) will be hired to be the Director of the San Francisco SBDC.

6. Additional Information

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

No.

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

No training is anticipated to be provided to City staff

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

No.

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

No.

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

No.

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

Some of the current contractors will continue to provide services

7. Union Notification: On 03/01/17, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21;

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

Name: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33441 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2017

Receipt of Union Notification(s)

3/1/2017

FW: Receipt of Modification Request to PSC # 33441 1... - Bloom, Marissa (ECN)

FW: Receipt of Modification Request to PSC # 33441 13/14 - MODIFICATIONS

Damalas, Kristine (ECN)

Wed 3/1/2017 2:45 PM

To: Bloom, Marissa (ECN) <marissa.bloom@sfgov.org>;

Kris Damalas
Contracts and Performance Director
Office of Economic and Workforce Development
Ph: 415-701-4870
Email: kristine.damalas@sfgov.org
Website: www.oewd.org

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

From: dhr-psccordinator@sfgov.org [<mailto:dhr-psccordinator@sfgov.org>] On Behalf Of kristine.damalas@sfgov.org
Sent: Wednesday, March 01, 2017 1:05 PM
To: Damalas, Kristine (ECN) <kristine.damalas@sfgov.org>; Lopez, Ricardo (PDR) <rjcardo.lopez@sfgov.org>; Basconciello, Katherine (PUC) <kbasconciello@sfgwater.org>; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS) <sin.yee.poon@sfgov.org>; david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Kurylo, Richard (ECN) <richard.kurylo@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 33441 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$300,000 for services for the period July 1, 2018 -- June 29, 2019. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/5586>

Email sent to the following addresses: L21PSCReview@ifpte21.org amakayan@ifpte21.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconciello@sfgwater.org Ricardo.lopez@sfgov.org

Additional Attachment(s)

Additional information concerning training for PSC 33441-13/14 modification request #1

The department does not anticipate that the contractors will be training City staff under this PSC. The request is for authorization to contract with successful business mentors to offer targeted and as-needed assistance to aspiring small business owners on a variety of business topics (marketing, finding space, financing, business planning, etc).

The business mentors (consultants to be contracted under the PSC) have built their knowledge through years of practical application from a combination of running their own businesses, networking/offering assistance with similar business at similar stages of start-up or growth, and formal education paths such as MBAs, targeted seminars, etc. Current City staff who are running the Small Business Development Center (SBDC) under a competitive grant program through the federal Small Business Association (SBA) have basic knowledge in these areas but are focused on the operational side of the program including marketing, outreach, triage of individual business needs, oversight of consultants, and reporting back to SBA on the effectiveness of the program.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENTDept. Code: ECNType of Request: Initial Modification of an existing PSC (PSC # 33441 13/14)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Business Consulting and Training Services for the Small Business Development CenterFunding Source: Federal – SBA and HUDPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 07/01/14 - 06/30/16 (2 years)PSC Mod#1 Amount: \$300,000PSC Mod#1 Duration: 07/24/15-06/30/17 (1 year)PSC Mod#2 Amount: \$200,000PSC Mod#2 Duration: 07/01/17-06/30/18 (1 year)PSC Cumulative Amount Proposed: \$600,000 PSC Cumulative Duration Proposed: 4 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractors will provide business consulting and training services to the Small Business Development Center's (SBDC's) small business clients on an as-needed basis. SBDC is a program hosted by the City through the Office of Economic and Workforce Development (OEWD) as part of a greater network of services to help small- to medium-sized businesses grow and succeed. The Contractors' counseling services will include advice, guidance and/or instruction concerning the formation, management, financing, and operation of small business enterprises through workshops, one-on-one consulting, and loan packaging. Through a Request For Qualifications, OEWD created a pre-qualified list of 24 consultants who will remain eligible for consideration and contract negotiation on an as-needed basis for two years.

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

The SBDC Program is authorized through Congress and partially funded by the U.S. Small Business Administration (SBA). The SBA maintains agreements with, and distributes funding to, 63 SBDC Lead Centers including the Norcal SBDC Network at Humboldt State University. The Norcal SBDC Network is the collaborative partnership organization of SBDC service providers in 14 counties from Monterey to Del Norte, including San Francisco. In February 2014, OEWD was selected as the new host for the San Francisco SBDC. If this service is denied, the San Francisco SBDC program would not go forward and a new SBDC host would need to be found.

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 33441 13/14

D. Will the contract(s) be renewed?

Yes, if we are awarded to continue the SBA grant.

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

2. Reason(s) for the Request

- A. Display all that apply

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

The work is short term, intermittent, highly specialized, and independent in nature, and there is a conflict of interest for the City and County of San Francisco to be both the regulatory host of the San Francisco SBDC and provide consulting services on behalf of the San Francisco SBDC.

- B. Reason for the request for modification:

additional dollars are being requested as well as an extension on the authorization to ensure that a well qualified and diverse pool of subject matter expert vendors can be committed via contracts to offer necessary start up and growth services to small business owners through the Small Business Development Center (SBDC)

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractors must have expertise in one or more of the following areas as they relate to small business operations: advertising, marketing, and branding strategies; commercial lease negotiations; customer retention and rejuvenation; financial analysis; franchising; human resource management; inventory management; loan packaging; product development; profitability tactics; retail special events; small business establishment and formation; social media management; space planning and analysis; and visual merchandizing.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9774, Sr. Community Devl Spc 1; 9775, Sr Community Dev Spec 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No. Contractor will not provide facilities and/or equipment not currently possessed by the City.

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

Not Applicable

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

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

The work is short term, intermittent, highly specialized, and independent in nature, so it is impractical to perform by an existing civil service class. In addition, there is a conflict of interest for the City and County of San Francisco to be both the regulatory host of the San Francisco SBDC and provide consulting services on behalf of the San Francisco SBDC.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Because the work is short term, intermittent, highly specialized, and independent in nature, a contractor with experience can perform the work quickly and efficiently. Note that a 9775 (Senior Community Development Specialist II) will be hired to be the Director of the San Francisco SBDC.

6. Additional Information

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

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

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

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

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

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

7. Union Notification: On 06/02/16, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21;

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

Name: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33441 13/14

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 08/02/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT Dept. Code: ECN

Type of Request: Initial Modification of an existing PSC (PSC # 33441 13/14)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Business Consulting and Training Services for the Small Business Development Center

Funding Source: Federal - SBA and HUD

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 07/01/14 - 06/30/16 (2 years)

PSC Mod#1 Amount: \$300,000

PSC Mod#1 Duration: 07/24/15-06/30/17 (1 year)

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$400,000

PSC Cumulative Duration Proposed: 3 years

1. Description of Work

A. Scope of Work:

Contractors will provide business consulting and training services to the Small Business Development Center's (SBDC's) small business clients on an as-needed basis. SBDC is a program hosted by the City through the Office of Economic and Workforce Development (OEWD) as part of a greater network of services to help small- to medium-sized businesses grow and succeed. The Contractors' counseling services will include advice, guidance and/or instruction concerning the formation, management, financing, and operation of small business enterprises through workshops, one-on-one consulting, and loan packaging. Through a Request For Qualifications, OEWD created a pre-qualified list of 24 consultants who will remain eligible for consideration and contract negotiation on an as-needed basis for two years.

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

The SBDC Program is authorized through Congress and partially funded by the U.S. Small Business Administration (SBA). The SBA maintains agreements with, and distributes funding to, 63 SBDC Lead Centers including the Norcal SBDC Network at Humboldt State University. The Norcal SBDC Network is the collaborative partnership organization of SBDC service providers in 14 counties from Monterey to Del Norte, including San Francisco. In February 2014, OEWD was selected as the new host for the San Francisco SBDC. If this service is denied, the San Francisco SBDC program would not go forward and a new SBDC host would need to be found.

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 33441 13/14

D. Will the contract(s) be renewed? Yes, if we are awarded to continue the SBA grant.

2. Union Notification: On 07/24/15, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33441 13/14

DHR Analysis/Recommendation:

10/19/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 10/19/2015

10/19/2015

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractors must have expertise in one or more of the following areas as they relate to small business operations: advertising, marketing, and branding strategies; commercial lease negotiations; customer retention and rejuvenation; financial analysis; franchising; human resource management; inventory management; loan packaging; product development; profitability tactics; retail special events; small business establishment and formation; social media management; space planning and analysis; and visual merchandizing.

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

1823,1824,9774,9775,

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

No. Contractor will not provide facilities and/or equipment not currently possessed by the City.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The work is short term, intermittent, highly specialized, and independent in nature, so it is impractical to perform by an existing civil service class. In addition, there is a conflict of interest for the City and County of San Francisco to be both the regulatory host of the San Francisco SBDC and provide consulting services on behalf of the San Francisco SBDC.

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

No. Because the work is short term, intermittent, highly specialized, and independent in nature, a contractor with experience can perform the work quickly and efficiently. Note that a 9775 (Senior Community Development Specialist II) will be hired to be the Director of the San Francisco SBDC.

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

YES NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 07/24/15 BY:

Name: _____ Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES

Dept. Code: HRD

Type of Request: Initial Modification of an existing PSC (PSC # 46191 - 13/14)

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

Type of Service: General Investigative Services and Special Investigation Unit Services

Funding Source: Workers' Compensation Claims Fund

PSC Original Approved Amount: \$2,000,000 PSC Original Approved Duration: 07/01/14 - 06/30/16 (2 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 10/21/15-06/30/17 (1 year)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 07/01/17-06/30/18 (1 year)

PSC Cumulative Amount Proposed: \$2,000,000 PSC Cumulative Duration Proposed: 4 years

1. Description of Work

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

The Contractor shall provide: investigations, witness interviews, surveillance, activity check investigations, background investigations (including Internet searches), timely preparation of written investigation reports, preparation and submission of Suspected Fraudulent Claim Referral Forms (FD-1) and/or Documented Referrals, and related administrative services.

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

The Department of Human Resources ("DHR") Workers' Compensation Division requires both general investigation and specialized investigation unit services to effectively determine benefit eligibility and to prosecute Workers' Compensation fraud. Denial of these services would result in increased costs and liability to the City and County of San Francisco caused by Workers' Compensation fraud.

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.
46191-13/14

D. Will the contract(s) be renewed?

No. The RFQ is only valid for two years.

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

2. Reason(s) for the Request

A. Display all that apply

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

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:

The City and County of San Francisco prefers a third party administrator to perform the services to: maintain impartiality, reduce liability, and minimize conflict of interest.

B. Reason for the request for modification:

To extend the duration.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: For General Investigation Services: Must possess a current California private investigation license, have at least ten (10) years of experience in providing workers' compensation general investigation services,...Please see attached document.

B. Which, if any, civil service class(es) normally perform(s) this work? 2966, Welfare Fraud Investigator;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the Contractor will have technology such as video streaming, wireless video-recording systems (including miniaturized equipment for surveillance), fully-equipped surveillance vehicles, camera and video technology to capture clear images both indoors and in the field, and other technology to view subjects remotely.

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.

DHR identified a position that performs similar work, Class 2966 Welfare Fraud Investigator, but the class does not possess the specialized knowledge needed to perform the requested services. The Contractor will perform services such as background investigations, including internet searches, and surveillance. The City and County of San Francisco prefers a third party administrator to perform the services to: maintain impartiality, reduce liability, and minimize conflict of interest.

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 provided the service instead of a neutral third party, it could be difficult to assure all parties of the impartiality of the protocols and results.

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 will be no training. The City and County of San Francisco prefers a third party administrator to perform the services to: maintain impartiality, reduce liability, and minimize conflict of interest.
- 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 05/03/17, the Department notified the following employee organizations of this PSC/RFP request:
Supv Probation Officers;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46191 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2017

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: Choi, Suzanne (HRD)
Sent: Wednesday, May 03, 2017 12:32 PM
To: jbillis@oe3.org; Ikeda, Chanda (HRD); Brusaca, Christina; Choi, Suzanne (HRD)
Cc: DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 46191 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN RESOURCES -- HRD has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 1, 2017 -- June 30, 2018. 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/dhrrupal/node/5965>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCESDept. Code: HRDType of Request: Initial Modification of an existing PSC (PSC # 46191 - 13/14)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: General Investigative Services and Special Investigation Unit ServicesFunding Source: Workers' Compensation ClaimsFundPSC Original Approved Amount: \$2,000,000 PSC Original Approved Duration: 07/01/14 - 06/30/16 (2 years)PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 10/21/15-06/30/17 (1 year)PSC Cumulative Amount Proposed: \$2,000,000 PSC Cumulative Duration Proposed: 3 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Contractor shall provide: investigations, witness interviews, surveillance, activity check investigations, background investigations (including Internet searches), timely preparation of written investigation reports, preparation and submission of Suspected Fraudulent Claim Referral Forms (FD-1) and/or Documented Referrals, and related administrative services.

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

The Department of Human Resources ("DHR") Workers' Compensation Division requires both general investigation and specialized investigation unit services to effectively determine benefit eligibility and to prosecute Workers' Compensation fraud. Denial of these services would result in increased costs and liability to the City and County of San Francisco caused by Workers' Compensation fraud.

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.
46191-13/14**D. Will the contract(s) be renewed?**

No. The RFQ is only valid for two years.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**2. Reason(s) for the Request****A. Display all that apply**

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

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

- 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:

The City and County of San Francisco prefers a third party administrator to perform the services to: maintain impartiality, reduce liability, and minimize conflict of interest.

B. Reason for the request for modification:

To add additional duration.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: For General Investigation Services: Must possess a current California private investigation license, have at least ten (10) years of experience in providing workers' compensation general investigation services,...Please see attached document.

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: Yes, the Contractor will have technology such as video streaming, wireless video-recording systems (including miniaturized equipment for surveillance), fully-equipped surveillance vehicles, camera and video technology to capture clear images both indoors and in the field, and other technology to view subjects remotely.

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.

DHR identified a position that performs similar work, Class 2966 Welfare Fraud Investigator, but the class does not possess the specialized knowledge needed to perform the requested services. The Contractor will perform services such as background investigations, including internet searches, and surveillance. The City and County of San Francisco prefers a third party administrator to perform the services to: maintain impartiality, reduce liability, and minimize conflict of interest.

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 provided the service instead of a neutral third party, it could be difficult to assure all parties of the impartiality of the protocols and results.

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 will be no training. The City and County of San Francisco prefers a third party administrator to perform the services to: maintain impartiality, reduce liability, and minimize conflict of interest.

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

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

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

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

7. **Union Notification:** On 10/21/15, 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: Brent Lewis Phone: 557-4944 Email: brent.lewis@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46191 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/28/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES -- HRD Dept. Code: HRD

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: General Investigative Services and Special Investigation Unit Services

Funding Source: Workers' Compensation ClaimsFund PSC Duration: 2 years
PSC Amount: \$2,000,000 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2016

1. Description of Work

A. Scope of Work:

The Contractor shall provide: investigations, witness interviews, surveillance, activity check investigations, background investigations (including Internet searches), timely preparation of written investigation reports, preparation and submission of Suspected Fraudulent Claim Referral Forms (FD-1) and/or Documented Referrals, and related administrative services.

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

The Department of Human Resources ("DHR") Workers' Compensation Division requires both general investigation and specialized investigation unit services to effectively determine benefit eligibility and to prosecute Workers' Compensation fraud. Denial of these services would result in increased costs and liability to the City and County of San Francisco caused by Workers' Compensation fraud.

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.
A Request for Qualifications ("RFQ") has not been performed in the past.

D. Will the contract(s) be renewed? No. The RFQ is only valid for two years.

2. Union Notification: On 04/25/2014, the Department notified the following employee organizations of this PSC/RFP request: Supv Probation Officers

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46191 - 13/14

DHR Analysis/Recommendation:

07/07/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 07/07/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

For General Investigation Services: Must possess a current California private investigation license, have at least ten (10) years of experience in providing workers' compensation general investigation services,...Please see attached document.

B. Which, if any, civil service class(es) normally perform(s) this work?
2966,

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

Yes, the Contractor will have technology such as video streaming, wireless video-recording systems (including miniaturized equipment for surveillance), fully-equipped surveillance vehicles, camera and video technology to capture clear images both indoors and in the field, and other technology to view subjects remotely.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

DHR identified a position that performs similar work, Class 2966 Welfare Fraud Investigator, but the class does not possess the specialized knowledge needed to perform the requested services. The Contractor will perform services such as background investigations, including internet searches, and surveillance. The City and County of San Francisco prefers a third party administrator to perform the services to: maintain impartiality, reduce liability, and minimize conflict of interest.

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

No. If the City provided the service instead of a neutral third party, it could be difficult to assure all parties of the impartiality of the protocols and results.

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?
There will be no training. The City and County of San Francisco prefers a tl 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 05/09/2014 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 4030-10/11)

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

Type of Service: Pre-Employment Background Investigations

Funding Source: General Fund

PSC Original Approved Amount: \$250,000

PSC Original Approved Duration: 11/01/10 - 10/31/14 (4 years)

PSC Mod#1 Amount: \$225,000

PSC Mod#1 Duration: 11/01/14-10/31/17 (3 years 1 day)

PSC Mod#2 Amount: \$300,000

PSC Mod#2 Duration: 11/01/17-10/31/20 (3 years 1 day)

PSC Cumulative Amount Proposed: \$775,000

PSC Cumulative Duration Proposed: 10 years 2 days

1. Description of Work

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

The contractor will provide background investigation services for the San Francisco Police Department (SFPD). The contractor will investigate records from the criminal justice system, credit reporting agencies, and Department of Motor Vehicles, and contact employers and references.

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

This service is necessary to support the civilian hiring process of the Police Department. We must continue to hire civilians and have services covered during peak hiring cycles. This service will also be used for special background investigations that would not be appropriate for internal staff to conduct, such as investigations of command staff positions. If denied, the Police Department could possibly fall below mandated minimum staffing levels.

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 4030-10/11

D. Will the contract(s) be renewed?

Request for Proposal will be conducted.

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 contractor will continue to provide background investigation services for the San Francisco Police Department (SFPD). This service is necessary because all SFPD employment candidates are required to pass a background investigation prior to employment offer.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Services are as-needed during new staff recruitment only.

B. Reason for the request for modification:

The contractor will continue to provide background investigation services for the San Francisco Police Department. The contractor will investigate records from the criminal justice system, credit reporting agencies, and the Department of Motor Vehicles and contact employers and references. The current contract will be extended for three years and \$300,000 will be added to contract value.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must have a staff of licensed private investigators certified by the California Police Officer Standards and Training Division in order to investigate records from the criminal justice system, credit reporting agencies, and the Department of Motor Vehicles.
- B. Which, if any, civil service class(es) normally perform(s) this work? 0380, Inspector, (Police Department); Q002, Police Officer; Q050, Sergeant, (Police Department);
- 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 service will be used on an as-needed basis depending on civilian hiring needs within the SFPD.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This service will be used on an as-needed basis depending on civilian hiring needs within the SFPD.

6. Additional Information

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

No training is required.

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

No.

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

No.

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

No.

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

Yes, current contract has option to renew for 3 years.

7. **Union Notification:** On 04/14/17, the Department notified the following employee organizations of this PSC/RFP request:

SFPOA - Q2-Q50;

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

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

Address: 850 Bryant Street, #511, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4030-10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2017

Receipt of Union Notification(s)

Wong, Genie (POL)

From: Wong, Genie (POL)
Sent: Friday, April 14, 2017 1:30 PM
To: 'Marty@sfpoa.org'
Cc: DHR-PSCCoordinator, DHR (HRD)
Subject: Pre-Employment Background Investigations Contract

Hi Marty,

The San Francisco Police Department is working on a contract modification for pre-employment background investigations to extend our current contract for 3 years from November 1, 2017–October 31, 2020 and add \$300,000 to the contract value. Because the SFPOA is not registered on the Department of Human Resources database for union notifications, I am sending you this notice as a requirement from the Department of Human Resources and Civil Service Commission. If you have any concerns or questions regarding this contract, please contact me within 7 days. Thank you.

Best Regards,

Genie Wong
Contracts Analyst
Fiscal Division
San Francisco Police Department
1245-3rd Street, 6th Floor
San Francisco, CA 94158
(415) 837-7208
Genie.Wong@sfgov.org

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of Genie.Wong@sfgov.org
Sent: Friday, April 14, 2017 1:13 PM
To: Wong, Genie (POL) <Genie.Wong@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 4030-10/11 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE – POL has submitted a modification request for a Personal Services Contract (PSC) for \$300,000 for services for the period November 1, 2017 – October 31, 2020. For all Modification requests, there is a 7-Day notice to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/2087>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present.

Either you selected none or there is no email entered in the system by that particular union

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE Dept. Code: POL

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4030-10/11)

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

Type of Service: Pre-Employment Background Investigations

Funding Source: General Fund

PSC Original Approved Amount: \$250,000

PSC Original Approved Duration: 11/01/10 - 10/31/14 (4 years)

PSC Mod#1 Amount: \$225,000

PSC Mod#1 Duration: 11/01/14-10/31/17 (3 years 1 day)

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$475,000

PSC Cumulative Duration Proposed: 7 years 1 day

1. Description of Work

A. Scope of Work:

The contractor will provide background investigation services for the San Francisco Police Department (SFPD). The contractor will investigate records from the criminal justice system, credit reporting agencies, and Department of Motor Vehicles, and contact employers and references.

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

This service is necessary to support the civilian hiring process of the Police Department. We must continue to hire civilians and have services covered during peak hiring cycles. This service will also be used for special background investigations that would not be appropriate for internal staff to conduct, such as investigations of command staff positions. If denied, the Police Department could possibly fall below mandated minimum staffing levels.

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 4030-10/11

D. Will the contract(s) be renewed? Request for Proposal will be conducted.

2. Union Notification: On 05/21/14, the Department notified the following employee organizations of this PSC/RFP request: SFPOA - Q2-Q50;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4030-10/11

DHR Analysis/Recommendation:

07/07/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 07/07/2014

07/07/2014

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractor must have a staff of licensed private investigators certified by the California Police Officer Standards and Training Division in order to investigate records from the criminal justice system, credit reporting agencies, and the Department of Motor Vehicles.

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

Q002, Q050, 0380,

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 service will be used on an as-needed basis depending on civilian hiring needs within the SFPD.

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

No. This service will be used on an as-needed basis depending on civilian hiring needs within the SFPD.

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? No training is required.	<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, current contract has option to renew for 3 years.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

ON 05/21/14 BY:

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

Address: 850 Bryant Street, #511 San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 35131 - 15/16)

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

Type of Service: Recruitment for Executive and Senior Management

Funding Source: General Fund

PSC Original Approved Amount: \$95,000

PSC Original Approved Duration: 11/12/15 - 11/11/16 (1 year)

PSC Mod#1 Amount: \$105,000

PSC Mod#1 Duration: 11/12/15-11/11/17 (1 year)

PSC Mod#2 Amount: \$80,000

PSC Mod#2 Duration: 07/01/17-10/31/18 (50 weeks 3 days)

PSC Cumulative Amount Proposed: \$280,000

PSC Cumulative Duration Proposed: 2 years 50 weeks

1. Description of Work

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

The Contractor will augment the Department's search and recruitment of qualified candidates for executive level and senior management positions at the Department of Public Health, due to anticipated retirements, organizational changes, and vacancies.

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

The services are necessary in order to augment the Department's internal efforts to fill executive level and senior management positions at the Department of Public Health as expeditiously as possible. The Department is under significant time constraints to fill these positions due to upcoming openings of the new San Francisco General Hospital, continued adjustment of operations related to the Affordable Care Act, and overall Departmental integration efforts in development of the San Francisco Health Network as the Network's provider of acute care hospital services. These organizational efforts require these permanent positions in order to make these organizational changes successful. Denial will negatively impact both the long-term and day-to-day operations of the Department and the quality of care it is capable of providing.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
PSC 3077-08/09, PSC 38398 15/16

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:

2. Reason(s) for the Request

A. Display all that apply

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The positions must be filled as soon as possible in order to maintain continuity and avoid disruption in critical services. Services are as-needed and short-term, as they will be necessary only until an acceptable candidate is found. An executive search firm with particular experience in the healthcare field and public and/or governmental employers is needed to help Department Human Resources staff find the best candidate for these unique positions.

B. Reason for the request for modification:

To extend the term and add additional funds. The Department has additional high level and specialty positions to fill that are mission-critical to support the Department and the Zuckerberg San Francisco General Hospital. Denial will negatively impact both the long-term and day-to-day operations of the Department and the quality of care it is capable of providing.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The ability to perform the needed services at the highest professional level within a very limited time frame; expertise in the placement of executive level and senior management positions in healthcare professions at major public and/or governmental and academic medical centers; access to quality resources/contact and related databases in the healthcare field.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1246, Principal Personnel Analyst; 1250, Recruiter;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The wide range of resources and access to qualified candidates that an executive search firm has are not readily available to Department Human Resource staff.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, these services are used on an as-needed and intermittent basis and will augment current Civil Service efforts.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
This is to augment current City efforts on an as-needed and intermittent basis, not a permanent replacement of Civil Service functions. DPH Human Resource staff will have the opportunity for knowledge transfer and will be exposed to current best practices of recruitment efforts.

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.
Management Recruiters of Berkeley

7. Union Notification: On 04/21/17, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, SFAPP;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35131 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, April 21, 2017 9:19 AM
To: Hale, Jacquie (DPH); pkim@ifpte21.org; L21PSCReview@ifpte21.org; Kyaun, Florence (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 35131 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$80,000 for services for the period July 1, 2017 – October 31, 2018. 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/6173>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 35131 - 15/16)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Recruitment for Executive and Senior ManagementFunding Source: General FundPSC Original Approved Amount: \$95,000 PSC Original Approved Duration: 11/12/15 - 11/11/16 (1 year)PSC Mod#1 Amount: \$105,000 PSC Mod#1 Duration: 11/12/15-11/11/17 (1 year)PSC Cumulative Amount Proposed: \$200,000 PSC Cumulative Duration Proposed: 2 years**1. Description of Work**

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

The Contractor will augment the Department's search and recruitment of qualified candidates for executive level and senior management positions at the Department of Public Health, due to anticipated retirements, organizational changes, and vacancies.

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

The services are necessary in order to augment the Department's internal efforts to fill executive level and senior management positions at the Department of Public Health as expeditiously as possible. The Department is under significant time constraints to fill these positions due to upcoming openings of the new San Francisco General Hospital, continued adjustment of operations related to the Affordable Care Act, and overall Departmental integration efforts in development of the San Francisco Health Network as the Network's provider of acute care hospital services. These organizational efforts require these permanent positions in order to make these organizational changes successful. Denial will negatively impact both the long-term and day-to-day operations of the Department and the quality of care it is capable of providing.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
PSC 3077-08/09, PSC 38398 15/16D. 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:

2. Reason(s) for the Request

A. Display all that apply

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The positions must be filled as soon as possible in order to maintain continuity and avoid disruption in critical services. Services are as-needed and short-term, as they will be necessary only until an acceptable candidate is found. An executive search firm with particular experience in the healthcare field and public and/or governmental employers is needed to help Department Human Resources staff find the best candidate for these unique positions.

B. Reason for the request for modification:

The Department has additional high level and specialty positions to fill that are mission critical to support the Department and the new San Francisco General Hospital. Denial will negatively impact both the long-term and day-to-day operations of the Department and the quality of care it is capable of providing.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The ability to perform the needed services at the highest professional level within a very limited time frame; expertise in the placement of executive level and senior management positions in healthcare professions at major public and/or governmental and academic medical centers; access to quality resources/contact and related databases in the healthcare field.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1246, Principal Personnel Analyst; 1250, Recruiter;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The wide range of resources and access to qualified candidates that an executive search firm has are not readily available to Department Human Resource staff.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, these services are used on an as-needed and intermittent basis and will augment current Civil Service efforts.

6. Additional Information

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

No.

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

This is to augment current City efforts on an as-needed and intermittent basis, not a permanent replacement of Civil Service functions. DPH Human Resource staff will have the opportunity for knowledge transfer and will be exposed to current best practices of recruitment efforts.

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

No.

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

no

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

no

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

No.

7. Union Notification: On 12/18/15, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, SFAPP;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35131 - 15/16

DHR Analysis/Recommendation:

02/01/2016

Commission Approval Required conditions

Approved by Civil Service Commission with

02/01/2016 DHR Approved for 02/01/2016