



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: September 16, 2016

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director *Micki Callahan*

From: Cynthia Avakian, AIR
Stacey Camillo, DPW
Lavena Holmes, PRT
Shamica Jackson/Stacey Lo, PUC
Jacquie Hale, DPH
Brett Conner, CHF

Subject: **Personal Services Contracts Approval Request**

This report contains nine (9) 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
\$70,797,200	\$445,975,579	\$1,139,140,537

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POSTING FOR

October 03, 2016

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

2016-10-03

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
42341 - 15/16	AIRPORT COMMISSION	\$12,000,000.00	<p>The Integrated Infrastructure Information Program (Program) for the San Francisco International Airport (Airport) capital program will establish a centralized platform to collect infrastructure information associated with design and construction projects. Use of Virtual Design and Construction (VDC) for the management of integrated multidisciplinary models is required. The result of this Program will be sustainable and resilient facilities delivered with consideration to optimized life cycle values, streamlined operational processes, and minimized operations and maintenance costs.</p> <p>Contractor will provide Program Management Support Services (PMSS) and oversight of the Program. Contractor will assist Airport staff with the coordination of stakeholder requirements; development of standards, policies, and guidelines; integration of various Airport systems; research and deployment of technologies; development of metrics for continuous improvement; and change management.</p>	September 22, 2016	December 31, 2023	REGULAR
49038 - 16/17	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$250,000.00	<p>The SF Street Smarts project is to create a miniature city designed to teach children traffic and street safety. SF Street Smarts will be modeled after a previous installation that was designed and built in Los Angeles called Richie's Neighborhood. It will simulate a series of hazards such as crossing the street at an intersection, looking both ways, cars backing out of a driveway and a ball going into the street. The set will be designed to be packed up and fit into a truck so that it can move around to different sites to set up for children to use.</p>	October 3, 2016	December 31, 2017	REGULAR
44135 - 16/17	PORT	\$2,000,000.00	Please see attached 'Supplemental' for a complete Description of Proposed Work.	September 1, 2016	August 31, 2022	REGULAR
41886 - 16/17	PUBLIC UTILITIES COMMISSION	\$3,000,000.00	<p>The proposed scope of work includes the design, testing and integration of an Advanced Metering Infrastructure (AMI) System that will be used for the wireless collection of electric meter data, accurate billing, energy efficiency and customer engagement programs for the San Francisco Public Utilities Commission (SFPUC). The services to be provided include: testing and integration of vendor provided hardware and software with existing SFPUC systems; installation of electric meters to test the hardware and software; and meter data management services will be needed for the Phase 1 of the contract.</p>	December 1, 2016	November 28, 2021	REGULAR
43992 - 16/17	PUBLIC UTILITIES COMMISSION	\$51,000,000.00	<p>•The SFPUC, as part of the Sewer System Improvement Program, performed a Needs Assessment of the Wastewater Enterprise (WWE) Distributed Control System (DCS). The document included an evaluation of various contracting alternatives. Based on selection criteria that will maximize the overall benefit to the city while minimizing risks associated with potential disruptions to on-going plant operation, the Progressive Design Build contracting method was selected.</p> <p>•The selected Progressive Design Builder (PDB) will provide engineering services as part of the contract in conjunction with City engineers to</p>	November 23, 2016	November 21, 2031	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>design the upgrade of the existing obsolete DCS. City engineers and WWE operation and maintenance personnel will be involved up to the 35% system design level to ensure the PDB engineers captures the essence of the new control system that WWE envisions to modernize its wastewater collection and treatment facilities.</p> <ul style="list-style-type: none"> •Part of the professional service associated with the DCS PDB is for manufacturer (the design builder) to provide extensive training for engineers and operation and maintenance personnel prior to deploying the new system. The hands on training services that will be provided for city engineers will enable them to learn and apply the knowledge during the course of the contract by performing DCS system configuration, process simulation, testing, startup, commissioning, troubleshooting and maintenance of the system. •Provide a seamless integration of the facility monitoring and control system to meet WWE's need to better utilize resources, manage assets, and efficiently create reports. •The DCS is a critical tool, used by the Wastewater Plant Operations staff to maintain a high level of compliance with resource agency requirements, protect the health and safety of the citizens of San Francisco and the waters of the San Francisco Bay and Pacific Ocean. • The Professional Service amount is \$9M and the Construction amount is \$42M, for a total contract amount of \$51M. 			
44125 - 15/16	PUBLIC HEALTH	\$600,000.00	<p>Provision of retroactive electronic claims submissions to Medi-Cal, Medicare and commercial insurance payers and processing of those claims for the San Francisco Health Network (SFHN). Accounts that would otherwise be written off as Medicare, Worker's Compensation or Third Party Payer Information. When patient name matches are found the appropriate program or commercial insurance is billed electronically.</p>	July 1, 2016	June 30, 2021	REGULAR

TOTAL AMOUNT \$68,850,000



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Posting For October 03, 2016

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2016-10-03

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4054 13/14 - MODIFICATIONS	October 3, 2016	CHILDREN; YOUTH & THEIR FAMILIES -- CHF	\$1,400,000	\$2,700,000	The Department of Children, Youth and Their Families (DCYF) seeks a fiscal intermediary to provide fiscal and human resources support for the Youth Empowerment Fund. The Youth Empowerment Fund is a funding stream established by the Children's Amendment. The Children's Amendment states that a minimum of three percent of the Children's Fund must be spent on youth-initiated projects. These funds are referred to as the Youth Empowerment Fund. DCYF seeks to contract with a fiscal intermediary that can provide fiscal management to youth-initiated projects, hire and support youth interns to act in an advisory capacity to the Fund and to manage annual events.	07/01/2016	06/30/2018	REGULAR
4013 09/10 - MODIFICATIONS	October 3, 2016	PUBLIC HEALTH -- DPH	\$197,200	\$500,000	DPH's Laguna Honda Hospital (LHH) administers various programs under its Gift Fund to "add comfort, welfare, pleasure and happiness to the residents" who make their homes at LHH. One of these is the Art with Elders program, a fine arts program in painting which allows residents to develop their painting art and to display their works publicly in major venues such as the De Young Museum and Yerba Buena Center. The contractor provides 15-20 hours of instruction for a maximum of 100 residents, and develops and coordinates art exhibits. (Note: This program is not art, crafts, nor recreation therapy, but rather a fine arts program, often for residents with extant skills, allowing them to develop their existing skills further and to have significant opportunities to show their paintings.) (Note: Historically and for the purposes of this request, all funding for this program has been provided by the LHH Gift Fund and that is expected to continue. "General Fund" is listed under Funding Source above to allow for meeting an unanticipated future needs which may require supplemental funding from the General Fund.)	07/01/2016	06/30/2021	REGULAR
4034 07/08 - MODIFICATIONS	October 3, 2016	PUBLIC HEALTH -- DPH	\$350,000	\$1,437,500	Specialized hazardous materials handling and emergency response training for the City's Hazardous Materials Team (HazMat Team). Approximately 40 Fire Department and Public Health Personnel will receive 160 hours of training to qualify them as Hazardous Materials	01/01/2017	12/31/2026	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					Technicians and 80 hours of training to upgrade Technician classifications to Specialists. All HazMat Team members are required to receive this training through the State Fire Marshall, California Specialized Training Institute, or their certified training organizations. Current Hazardous Materials Specialists are required to receive annual refresher training. In addition, the Department of Public Health is seeking to perform all-hazards disaster medical services planning, which may include response to CBRN mass casualty incidents. This contract may be used to provide for the annual refresher training. Specialized hazardous materials handling including Chemical, Biological, Radiological and Nuclear (CBRN) training for Hospital-based clinical providers in San Francisco. The training will be conducted through a State Fire Marshal and Califor-PLEASE SEE ATTACHED DOCUMENT (original approval of 4034-0708.pdf)			

TOTAL AMOUNT \$1,947,200

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION – AIR

Dept. Code: AIR

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

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

Type of Service: Integrated Infrastructure Information Program Management Support Services

Funding Source: Airport Capital Funds

PSC Amount: \$12,000,000

PSC Est. Start Date: 09/22/2016 PSC Est. End Date 12/31/2023

1. Description of Work

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

The Integrated Infrastructure Information Program (Program) for the San Francisco International Airport (Airport) capital program will establish a centralized platform to collect infrastructure information associated with design and construction projects. Use of Virtual Design and Construction (VDC) for the management of integrated multidisciplinary models is required. The result of this Program will be sustainable and resilient facilities delivered with consideration to optimized life cycle values, streamlined operational processes, and minimized operations and maintenance costs.

Contractor will provide Program Management Support Services (PMSS) and oversight of the Program. Contractor will assist Airport staff with the coordination of stakeholder requirements; development of standards, policies, and guidelines; integration of various Airport systems; research and deployment of technologies; development of metrics for continuous improvement; and change management.

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

VDC involves the application of Geographic Information System (GIS) and Building Information Modeling (BIM), allowing the project teams to virtually construct a project prior to its actual physical construction, in order to reduce uncertainty, improve safety, optimize project delivery collaboration and provide for sustainable and resilient long-term operations of its facilities. VDC is a collaborative process that aligns with the Airport's methodology for exceptional project delivery through the stakeholder engagement process, partnering and collaborative systems. Denial would result in degradation of facility operations, maintenance and performance at the Airport due to the lack of a reliable, centralized source of infrastructure information.

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

This is a new service.

D. Will the contract(s) be renewed?

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

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

The requested PSC duration corresponds to the term of the anticipated contract for this service, and includes potential follow-up work in support of the Airport's capital program.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The Program requires airport and construction industry-leading expertise. Existing classifications do not have the skills and experience necessary to provide the strategic guidance that the Airport needs for the development of its Integrated Infrastructure Information efforts. The workload is episodic and varies in level of effort required, with subprojects requiring different sets of expertise.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialized skills, knowledge, and expertise in VDC, BIM, GIS, and project and construction management are required. Consultant must have knowledge of the complexities of VDC within a large hub airport setting.

B. Which, if any, civil service class(es) normally perform(s) this work? 5209, Industrial Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2;

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

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

A Notice of Intent (NOI) was issued on May 25, 2016 with a response due date of June 8, 2016, to the following City departments: Public Utilities Commission, Department of Public Works, Port of San Francisco, and the Municipal Transit Agency. No inquiry or responses have been received.

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

A. Explain why civil service classes are not applicable.

Existing classifications do not possess the expertise and specialized skills related to the proposed services. This work requires airport and construction industry-leading expertise that is garnered from experience with the VDC, BIM, GIS, project and construction management disciplines. The existing classifications do not have the skills and experience necessary to provide the strategic guidance that the Airport needs for the development of its Integrated Infrastructure Information efforts.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No as workload is episodic, varies in level of effort required, and subprojects would require different sets of expertise. An Airport project of this scope and scale does not occur frequently enough to adopt permanent civil service classes.

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 will be provided as services require strategic expertise and oversight.

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

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

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 07/22/2016, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21

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

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

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42341 - 15/16

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 10/03/2016

Civil Service Commission Action:

Receipt of Union Notification(s)

Christina Chiong (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Friday, July 22, 2016 5:58 PM
To: Cynthia Avakian (AIR); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Christina Chiong (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42341 - 15/16

RECEIPT for Union Notification for PSC 42341 - 15/16 more than \$100k

The AIRPORT COMMISSION – AIR has submitted a request for a Personal Services Contract (PSC) 42341 - 15/16 for \$12,000,000 for Initial Request services for the period 09/22/2016 – 12/31/2023. 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/dhrdrupal/node/7536> 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: San Francisco Street Smarts

Funding Source: District 7 Addback

PSC Amount: \$250,000

PSC Est. Start Date: 10/03/2016

PSC Est. End Date 12/31/2017

1. Description of Work

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

The SF Street Smarts project is to create a miniature city designed to teach children traffic and street safety. SF Street Smarts will be modeled after a previous installation that was designed and built in Los Angeles called Richie's Neighborhood. It will simulate a series of hazards such as crossing the street at an intersection, looking both ways, cars backing out of a driveway and a ball going into the street. The set will be designed to be packed up and fit into a truck so that it can move around to different sites to set up for children to use.

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

The objective of SF Street Smarts is to educate elementary school-aged children living in San Francisco about the hazards associated with walking near, in and around our city streets. This mobile installation will help support the City's Vision Zero Policy to eliminate traffic fatalities by 2024 by helping educate children on public traffic safety by using life size intersections with real traffic signals and simulated hazards. This traveling installation will help bring awareness to school age children about the importance of traffic and pedestrian safety. Without this installation, the City will not be able to help execute the executive directive set by the Mayor to implement a comprehensive Vision Zero awareness campaign that will ensure the widespread public knowledge and significant increased awareness of Vision Zero.

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 type of service has not been provided in the past and is a unique service.

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.

This PSC does not exceed 5 years

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The services needed for this complex project require a unique expertise to help create an installation that is similar to an installation that was made for the city of Los Angeles. The working knowledge by the selected designer is crucial to the success of this project and will greatly reduce the design and fabrication costs with their prior knowledge and experience of working on movie and film sets.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Designer's expertise and knowledge in creating a miniature city to teach children traffic and street safety. Also, the project will require an expertise in set design, fabrication, artistic painting, electrical and wireless technology.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5320, Illustrator and Art Designer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
The designer will design and fabricate project in their own studio or mutually agreed upon space.

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

We have looked at available resources within the City and have determined that City staff do not have the availability/resources/expertise to provide required services. We also reached out the IFPTE Local 21 Union representative for suggestions but were not successful.

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

- A. Explain why civil service classes are not applicable.
Civil service employees do not have the expertise or knowledge needed for this complex and unique 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, this type of services is unique and the Addback money from the Supervisor's Office is specifically set aside for this project.

6. Additional Information

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

- 7. Union Notification: On 08/08/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21**

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49038 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/03/2016

Receipt of Union Notification(s)

Tsang, Tiffany (DPW)

From: dhr-psccordinator@sfgov.org on behalf of stacey.camillo@sfdpw.org
Sent: Monday, August 08, 2016 11:33 AM
To: Camillo, Stacey (DPW); L21PSCReview@ifpte21.org; Tsang, Tiffany (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49038 - 16/17

RECEIPT for Union Notification for PSC 49038 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS – DPW has submitted a request for a Personal Services Contract (PSC) 49038 - 16/17 for \$250,000 for Initial Request services for the period 10/03/2016 – 12/31/2017. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/7953> 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: PORT – PRT

Dept. Code: PRT

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

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

Type of Service: Professional Services: Condition Survey and Performance Upgrade

Funding Source: Port Capital Budget

PSC Duration: 6 years

PSC Amount: \$2,000,000

1. Description of Work

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

Please see attached 'Supplemental' for a complete Description of Proposed Work.

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

The barges and floats have not gone through the normal "Hauling Cycle" in the past 12 years. It is imperative for the barges and floats to be surveyed by a licensed marine surveyor to determine the extent of repair required. If barges and floats are not surveyed and repaired, they may be put out of commission and will not be eligible for insurance coverage.

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.

Phases 1 and 2 were provided as a Contract Service Order (CSO) in a prior Architectural/Engineering As-Needed Contract, for Port Maintenance - Driver No. 1 (Phase 1) and China Basin Float (Phases 1 and 2).

D. Will the contract(s) be renewed?

This contract will not be renewed. The services are one-time.

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

The Port of San Francisco is in need of marine vessel survey for multiple barges and floats. Port Pile Driver barges include: • Barge No. 1: 130 feet long, 40 feet wide, and 10 feet deep • Barge No. 4: 110 feet long, 32 ft. wide, and 8-9" deep Port Material barges include: • Material Barge No. 1: 70' Pile Barge • Material Barge No. 2 (Barge YC823): 110 feet long, 32 feet wide, and 8'-9" deep Two Downtown Ferry Floats are also included in the scope of work. The project is expected to include condition assessments of the existing barges and floats, preparation of engineering and construction documents to address the damages identified in the condition assessments, bid and construction support. Work may include option of upgrading Barge No. 1 by increasing crane capacity and/ or reach and developing space below the main deck to free up deck space above.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The barges and floats have not gone through the normal "Hauling Cycle" in the past 12 years. The normal "Hauling Cycle" for a barge is a maximum of 10 years. It is imperative for the barges and floats to be surveyed by a licensed marine surveyor to determine the extent of repair required. This work is very specialized requiring marine surveying, naval architecture, and ultra-sonic testing in the water. No City department does this type of work.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Marine Surveying, Structural Engineering, and Naval Architecture.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5314, Survey Associate; 5506, Project Manager 3; 6318, Construction Inspector; 6331, Building Inspector;

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

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

Services are very specialized. No department in the City can provide marine surveying or naval architecture services.

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

A. Explain why civil service classes are not applicable.

Services are very specialized. No department in the City can provide marine surveying or naval architecture services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, since this type of work is not performed all the time.

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, there is no training or transfer of knowledge associated with this project. The contractor will be performing condition survey of existing barges and floats and preparing construction repair drawings for the Port.

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

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

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

No.

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

No.

7. **Union Notification:** On 07/29/2016, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Building Inspectors - 6331, 6333; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Pier 1, The Embarcadero San Francisco, CA 94111

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44135 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/03/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of lavena.holmes@sfpport.com
To: [Holmes, Lavena \(PRT\); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Braganza, Lorceli \(PRT\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Holmes, Lavena (PRT); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Braganza, Lorceli (PRT); DHR-PSCCoordinator, DHR (HRD)@sf.gov)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44135 - 16/17
Date: Friday, July 29, 2016 2:00:49 PM

RECEIPT for Union Notification for PSC 44135 - 16/17 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 44135 - 16/17 for \$2,000,000 for Initial Request services for the period 09/01/2016 – 08/31/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/7913> 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

From: Braganza, Lorceli (PRT)
To: teamsters@ibt856.org
Cc: [Holmes, Lavena \(PRT\)](#); [Choi, Suzanne \(HRD\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44135 - 16/17
Date: Friday, July 29, 2016 3:10:00 PM
Attachments: [image001.png](#)
Importance: High

Hello Teamsters 856,

As an fyi... please see below Union Notification for submitted PSC 44135 - 16/17

Thank you,
Lorceli Braganza



Lorceli Braganza
Human Resources
Port of San Francisco
Work: 415-274-0424
Fax: 415-274-0583

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of lavena.holmes@sport.com
Sent: Friday, July 29, 2016 1:59 PM
To: [Holmes, Lavena \(PRT\)](#); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Braganza, Lorceli \(PRT\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44135 - 16/17

RECEIPT for Union Notification for PSC 44135 - 16/17 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 44135 - 16/17 for \$2,000,000 for Initial Request services for the period 09/01/2016 - 08/31/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/7913> 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)

PSC #44135 -- 16/17 -- Supplemental Information

Type of Service: Professional Services: Condition Survey and Performance Upgrade

Concise Description of Proposed Work:

The Port intends to issue Request for Proposals to provide Architectural and Engineering services for marine vessel survey and repair drawings and specifications for multiple barges and ferry floats. Phase 1 of the proposed project will include performing condition assessments of the existing barges and ferry floats. Phase 1 work will include ultra-sonic testing to spot check steel plate thicknesses. The selected consultant will prepare a report documenting condition assessment findings. Phase 2 of the project will require the selected consultant to provide 100% complete design drawings and cost estimates. Phase 3 of the project will require the selected consultant to provide bid and construction stage architectural and engineering services including bid support and special inspection and structural observation for the construction phases of the projects. The different phases required are listed below for each facility.

Summary of work required –

Facility	Work Required
Port Maintenance - Driver No. 1	Phases 2 and 3
Port Maintenance - Driver No. 4	Phases 1, 2, and 3
Port Maintenance - Material Barge 1	Phases 1, 2, and 3
Port Maintenance - Material Barge 2	Phases 1, 2, and 3
Downtown Ferry Float (Northern)	Phases 1, 2, and 3
Downtown Ferry Float (Southern)	Phases 1, 2, and 3

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION – PUC

Dept. Code: PUC

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

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

Type of Service: Advanced Metering Infrastructure System (PRO.0003)

Funding Source: Hetch Hetchy Capital Funds

PSC Duration: 4 years 51 weeks

PSC Amount: \$3,000,000

1. Description of Work

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

The proposed scope of work includes the design, testing and integration of an Advanced Metering Infrastructure (AMI) System that will be used for the wireless collection of electric meter data, accurate billing, energy efficiency and customer engagement programs for the San Francisco Public Utilities Commission (SFPUC). The services to be provided include: testing and integration of vendor provided hardware and software with existing SFPUC systems; installation of electric meters to test the hardware and software; and meter data management services will be needed for the Phase 1 of the contract.

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

The services are necessary because the SFPUC retail electricity customer base will grow in the upcoming years. AMI is necessary because less technically-capable solutions are unable to meet the SFPUC's minimum requirements. An AMI system will be used for the wireless collection of electric meter data, accurate billing, energy efficiency and customer engagement programs. The vendor must provide the services to prove the AMI system function. The vendor will not warranty the system without self-performing system installation, testing and integration, and the warranty is necessary to ensure that all of the system component work together as a system, and that problems will be fixed by the technology provider.

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

These services have not been provided in the past. A previous PSC #44397-14/15 was already approved for these services by the CSC on August 3, 2015. However, the Department was unable to execute the contract within one year. Therefore, we are submitting a new PSC for the same services, but for an increased amount and duration.

D. Will the contract(s) be renewed?

No, there are no plans to renew at this time.

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The vendor will not warranty the system without self-performing system installation, testing and integration. A system warranty from the product vendor is essential for new technology implementation. The warranty is necessary to ensure that all of the system component work together as a system, and that problems will be fixed by the technology provider. That is why civil service classes cannot perform the work.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required skills and expertise needed include: software and hardware design, testing and integration skills, of which the vendor has sole knowledge of the intricacies of their proprietary AMI equipment, and therefore must provide these services; meter data management skills are needed; and meter installation requires the ability to test, program and install electrical meters.

B. Which, if any, civil service class(es) normally perform(s) this work? 5602, Utility Specialist; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide AMI hardware and software.

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

No efforts have been made to use City resources. These services must be provided by the AMI vendor because if the AMI vendor does not provide the services, then the system will not be warrantied. The warranty is necessary to ensure that all of the system component work together as a system, and that problems will be fixed by the technology provider. After the system is proven to meet the functional requirements of the City, then the installation of electric meters will be performed by City workforce.

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

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable because if the AMI vendor does not provide the services, then the system will not be warrantied. After the system has been tested and validated, and is proven to meet the functional requirements of the City, then the installation of electric meters will be performed by City employees.

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. Civil service classes are not applicable because if the AMI vendor does not provide the services, then the system will not be warrantied. After the system has been tested and validated, and is proven to meet the functional requirements of the City, then the installation of electric meters will be performed by City employees.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Eight hours of training for meter technicians.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 08/05/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Electrical Workers, Local 6; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41886 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/03/2016

Receipt of Union Notification(s)

Lo, Stacey

From: dhr-psccordinator@sfgov.org on behalf of SLo@sfgwater.org
Sent: Friday, August 05, 2016 2:02 PM
To: Lo, Stacey; amakayan@ifpte21.org; khughes@ibew6.org; L21PSCReview@ifpte21.org;
Lo, Stacey, DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 41886 - 16/17

RECEIPT for Union Notification for PSC 41886 - 16/17 more than \$100k

The PUBLIC UTILITIES COMMISSION – PUC has submitted a request for a Personal Services Contract (PSC) 41886 - 16/17 for \$3,000,000 for Initial Request services for the period 12/01/2016 – 11/28/2021. 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/7957> 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)

Previous PSC 44397-14/15

Department was unable to execute a contract within a year.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION – PUC Dept. Code: PUC

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Advanced Metering Infrastructure System (PRO.0003)

Funding Source: Hetch Hetchy Capital Funds PSC Duration: 2 years 47 weeks

PSC Amount: \$2,000,000 PSC Est. Start Date: 11/01/2015 PSC Est. End Date: 10/01/2018

1. Description of Work

A. Scope of Work:

The proposed scope of work includes the design, testing and integration of an Advanced Metering Infrastructure (AMI) System that will be used for the wireless collection of electric meter data, accurate billing, energy efficiency and customer engagement programs for the San Francisco Public Utilities Commission (SFPUC). The services to be provided include: testing and integration of vendor provided hardware and software with existing SFPUC systems; installation of electric meters to test the hardware and software; and meter data management services will be needed for the Phase 1 of the contract.

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

The services are necessary because the SFPUC retail electricity customer base will grow in the upcoming years. AMI is necessary because less technically-capable solutions are unable to meet the SFPUC's minimum requirements. An AMI system will be used for the wireless collection of electric meter data, accurate billing, energy efficiency and customer engagement programs. The vendor must provide the services to prove the AMI system function. The vendor will not warranty the system without self-performing system installation, testing and integration, and the warranty is necessary to ensure that all of the system component work together as a system, and that problems will be fixed by the technology provider.

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.
These services have not been provided in the past.

D. Will the contract(s) be renewed? No, there are no plans to renew at this time.

2. **Union Notification:** On 06/05/2015, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21; Electrical Workers, Local 6; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Loc

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44397 - 14/15

DHR Analysis/Recommendation:

08/03/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 08/03/2015

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Required skills and expertise needed include: software and hardware design, testing and integration skills, of which the vendor has sole knowledge of the intricacies of their proprietary AMI equipment, and therefore must provide these services; meter data management skills are needed; and meter installation requires the ability to test, program and install electrical meters.

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

7318,7329,5602,

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

Yes, the contractor will provide AMI hardware and software.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because if the AMI vendor does not provide the services, then the system will not be warranted. After the system has been tested and validated, and is proven to meet the functional requirements of the City, then the installation of electric meters will be performed by City employees.

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

No, existing civil service classes are applicable because the AMI vendor must provide the services in order for the system to be warranted.

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? Eight hours of training for meter technicians.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 07/06/2015 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION – PUC

Dept. Code: PUC

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

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

Type of Service: Design-Build Services for Wastewater Enterprise Distributed Control System Upgrade (DB-126)

Funding Source: SSIP Project Funded

PSC Duration: 15 years 1 day

PSC Amount: \$51,000,000

1. Description of Work

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

•The SFPUC, as part of the Sewer System Improvement Program, performed a Needs Assessment of the Wastewater Enterprise (WWE) Distributed Control System (DCS). The document included an evaluation of various contracting alternatives. Based on selection criteria that will maximize the overall benefit to the city while minimizing risks associated with potential disruptions to on-going plant operation, the Progressive Design Build contracting method was selected.

•The selected Progressive Design Builder (PDB) will provide engineering services as part of the contract in conjunction with City engineers to design the upgrade of the existing obsolete DCS. City engineers and WWE operation and maintenance personnel will be involved up to the 35% system design level to ensure the PDB engineers captures the essence of the new control system that WWE envisions to modernize its wastewater collection and treatment facilities.

•Part of the professional service associated with the DCS PDB is for manufacturer (the design builder) to provide extensive training for engineers and operation and maintenance personnel prior to deploying the new system. The hands on training services that will be provided for city engineers will enable them to learn and apply the knowledge during the course of the contract by performing DCS system configuration, process simulation, testing, startup, commissioning, troubleshooting and maintenance of the system.

•Provide a seamless integration of the facility monitoring and control system to meet WWE's need to better utilize resources, manage assets, and efficiently create reports.

•The DCS is a critical tool, used by the Wastewater Plant Operations staff to maintain a high level of compliance with resource agency requirements, protect the health and safety of the citizens of San Francisco and the waters of the San Francisco Bay and Pacific Ocean.

• The Professional Service amount is \$9M and the Construction amount is \$42M, for a total contract amount of \$51M.

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

The professional service work is part of the Progressive Design Build contract which was selected after establishing criteria's that best fit the type of upgrade work with minimum risk to SFPUC. WWE relies heavily on the Distributed Control Systems (DCS) to manage its processes and maintain compliance with State issued regulatory permits. The DCS is a critical tool, used by the Wastewater Plant Operations staff to maintain a high level of compliance with resource agency requirements, protect the health and safety of the citizens of San Francisco and the waters of the San Francisco Bay and Pacific Ocean. If this request is denied, the WWE will have to take substantial risk to design its own system, delaying delivery not only of the DCS upgrade but

2 major Sewer System Improvement Program contracts and negatively affect the operation of the wastewater treatment system that continue to rely in an obsolete control system; resulting in an increased risk of non-compliance with regulatory permits and jeopardizing the health and safety of the citizens of San Francisco.

- 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.
Although the Civil Service Commission approved PSC No. PSC# 47612-14/15 on April 6, 2015, contract certification was not achieved within one (1) year of approval due to the reprioritization of SSIP projects.

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

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
The planning and implementation of a major WWS DCS replacement project will take many years and will impact other capital improvement projects (CIP). SSIP Phase 1, which is planned to be implemented over upcoming years, will roll out as many as eleven SSIP projects at SEP. SSIP Phase 1 projects such as the new Headworks and Biosolids Digester (BDFP) facilities projects will bring on new processes that the new DCS will need to support in conjunction with maintaining the existing demands from other WWS facilities such as the Channel Pump Station (CHS) and the Bruce Flynn Pump Station (BFS). Close coordination between the other SSIP projects and the DCS replacement project is important.

2. Reason(s) for the Request

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

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

- B. Explain the qualifying circumstances:

The DCS involves specialized and patented technology which requires manufacturing and integration between software and hardware that will be provided by the DCS design-builder. The City does not have resources to provide such services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requires specialized knowledge of DCS and Supervisory Control and Data Acquisition (SCADA) systems (hardware and software).
- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 5130, Sewage Treatment Plant Supt; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 7252, Chf Stationary Eng, Sew Plant; 7336, Electr Instrmntn Tech Wtr Poll; 7372, Stationary Eng, Sewage Plant; 7373, Sr. Stationary Eng, Sew Plant; 7375, Aprntc Statnry Eng, Sew Plant;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes, contractor (design-builder) will provide proprietary hardware and software.

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

The project engineer is from the Department of Public Works (DPW)'s Electrical Engineering department. However, the DCS involves specialized and patented technology which requires manufacturing and integration

between software and hardware that will be provided by the DCS design-builder. The City does not have resources to provide such services.

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

A. Explain why civil service classes are not applicable.

The DCS project requires knowledge and experience to complete the system design, integration, and installation of hardware and software in time to have the system available for the new WWE facilities that will be constructed under the Sewer System Improvement Program (SSIP). Due to the proprietary nature of the software licenses and hardware for the DCS system, the City's civil service classes are not applicable. There are currently no civil service classifications that can perform a complete overhaul of the WWE's DCS.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class due to the integrated nature of system delivery. The design of the DCS software and equipment are both proprietary in nature based on the DCS manufacturer / designer / contractor.

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. New Distributed Control System (DCS) training sessions will be provided to Wastewater Enterprise (WWE) Information System (IS) & Electrical Engineers. The training sessions will cover software and hardware configuration, and control system design. Meanwhile, training sessions on how to use the new DCS will be provided to WWE operation and maintenance staff. (1) Approximately 85 WWE operation staff members represented by Local 39 in the following classifications will be provided training in operating the new DCS: 7375 Apprentice Stationary Engineer, Sewage Plant 1 7372 Stationary Engineer, Sewage Plant 7373 Senior Stationary Engineer, Sewage Plant 7252 Chief Stationary Engineer, Sewage Plant Stationary engineers that are responsible for operating the wastewater facility will be trained on how to monitor and control all WWE Bayside facilities, generating daily, weekly and monthly reports using the new DCS system. The training will be conducted in six 4 hour sessions to accommodate the various shifts for a total of 24 hours for each group of trainee. In addition to the basic training described above, the senior and chief stationary engineers will be provided an additional 16 hours advanced training that will allow them to optimize plant operation using the new DCS. (2) Approximately 40 professional and technical engineers represented by Local 21 in the classes listed below will be provided basic and advanced training in the operation, maintenance, system configuration, control system design/modification of the new DCS, and process simulation and optimization of unit processes using software and hardware furnished under this Progressive Design Build Contract. The training that will be provided will allow City engineers and technicians to maintain the new system after completion of the contract work and enable them to modify and/or add new DCS controls as well as create various scenarios to optimize the wastewater treatment process. The classes represented for this type of training are listed below. 5130 – Sewage Treatment Plant Superintendent 5211 – Senior Engineer 5241 – Electrical/Mechanical/Sanitary Engineers 5207 – Associate Electrical/Mechanical/Sanitary Engineers 5203 – Assistant Electrical/Mechanical/Sanitary Engineers 1041 – Junior Information Systems (IS) Engineer 1042 – IS Engineer 1043 – Senior IS Engineer 1044 – Principal IS Engineer 7336 – Electronic Instrumentation Technicians

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

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

No.

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

No.

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

No.

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

Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Stationary Engineers, Local 39

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43992 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/03/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of Shackson@sfgwater.org
To: Jackson_Shamica; MRainsford@Local39.org; grojo@Local39.org; amakavan@ifpte21.org;
L21PSCReview@ifpte21.org; Jackson_Shamica; DHR-PSCCoordinator.DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 43992 - 16/17
Date: Tuesday, August 02, 2016 12:32:11 PM

RECEIPT for Union Notification for PSC 43992 - 16/17 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 43992 - 16/17 for \$51,000,000 for Initial Request services for the period 11/23/2016 – 11/21/2031. 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/7924> 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)

Previous PSC 47612-14/15

Department was unable to execute a contract within a year.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Design-Build Services for Wastewater Enterprise Distributed Control System Upgrade (DB-126)

Funding Source: Sewer System Improvement Program

PSC Duration: 15 years 4 days

PSC Amount: \$51,000,000

1. Description of Work

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

- Develop a robust, flexible, and secure wastewater process control system using current technologies at various wastewater treatment plants and pump stations.
- Deploy a control system that can be modified without requiring additional plant wiring and added input/output hardware to add new features or improve wastewater process controls as new technology becomes available.
- A DCS system designed to interface with upgraded aging field instruments and motor control centers (MCCs) that will be replaced with smart instruments and MCCs with built in diagnostics capabilities under different contracts.
- Coordinate and store monitoring parameters in various systems to maintain compatibility and consistency of the input/output data used for the system control.
- Provide easy access to process historical energy consumption, operations, maintenance and calibration data.

See Supplemental Attachment A.

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

The San Francisco Public Utilities Commission (SFPUC) Wastewater Enterprise (WWE) relies heavily on the Distributed Control Systems (DCS) to manage its processes and maintain compliance with State issued regulatory permits. The DCS system is a critical tool, used by the Wastewater Plant Operations staff to maintain a high level of compliance with resource agency requirements, protect the health and safety of the Citizens of San Francisco and the waters of the San Francisco Bay and Pacific Ocean. The wastewater processes are very complex, requiring controls which can offer high accuracy, long-term stability and proven robustness in the toughest applications. See Supplemental Attachment A.

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

The existing Southeast Plant (SEP) and Oceanside Plant (OSP) DCS consist of a Foxboro-Invensys system originally introduced to the market in 1987 and installed at OSP in 1992 and SEP in 1996 has been obsolete for more than ten years. See Supplemental Attachment A.

D. Will the contract(s) be renewed?

No. The total contract is \$51,000,000. The design portion is \$9,000,000.

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 15-year duration is required to accommodate the construction schedule of all the upcoming projects under Sewer System Improvement Program.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Design services required to accommodate the construction schedule of all the upcoming projects under Sewer System Improvement Program.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Requires specialized knowledge of DCS systems(hardware and software).

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, contractor will provide proprietary hardware and software.

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

The DCS system is specialized and patented technology which requires manufacturing and integration between software and hardware. The City does not have resources to provide such services.

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

A. Explain why civil service classes are not applicable.

The DCS Project requires knowledge and experience to complete the system design, integration and installation of hardware and software in time to have the system available for the new WWE facilities that will be constructed under the SSIP program. As stated above, there are currently no civil service classifications that possess the knowledge and experience or develop a DCS system and given the aggressive project deadlines associates with this project there isn't time to develop such expertise internally.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. It would not be practical to adopt a new civil service class due to the integrated nature of delivery of system design with proprietary DCS hardware and software.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
See Supplemental Attachment A.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 03/03/2015, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47612 - 14/15

R Analysis/Recommendation:
Commission Approval Required

action date: 04/06/2015
Approved by Civil Service Commission with conditions

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPH

Dept. Code: DPH

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

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

Type of Service: Electronic Claiming and Follow up Services for Retroactive Recoveries

Funding Source: Medi-Cal, Medicare, Comm. Insuran

PSC Amount: \$600,000 PSC Est. Start Date: 07/01/2016 PSC Est. End Date 06/30/2021

1. Description of Work

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

Provision of retroactive electronic claims submissions to Medi-Cal, Medicare and commercial insurance payers and processing of those claims for the San Francisco Health Network (SFHN). Accounts that would otherwise be written off as Medicare, Worker's Compensation or Third Party Payer Information. When patient name matches are found the appropriate program or commercial insurance is billed electronically.

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

Vendor's automated data matches assists in the identification and billing of accounts eligible for retroactive recovery when recipient eligibility was not previously identified by the San Francisco Health Network (SFHN). This requires a database that includes Medicare and Medi-Cal and their associated Managed Care Plans and/or Worker's Compensation or other Third Payer sources information, which is continuously updated. This retroactive claim recovery service acts as "safety net" catching patient accounts that would otherwise go uncollected. Consequences of denial could result in the City losing million dollars in revenue annually.

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 Personal Services Contract Summary was provided under PSC 4122-02/03 and PSC 4116-07/08.

D. Will the contract(s) be renewed?

Yes

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

To correspond to the maximum term stated in the Request for Proposals (RFP).

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The City lacks the extensive Medi-Cal and Medicare eligibility database information for the retroactive claims of recovery services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized software and hardware to install at the San Francisco Health Network (SFHN) sites as well as a network to submit to all payers, extensive database of current and past Medi-Cal and Medicare eligibility data; capacity to process enormous quantities of data contained in the SFHN patient accounting files; ability to submit claims via electronic media with no patient contact and highly qualified data processing professionals capable of reformatting multiple payer remittance advices.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1636, Health Care Billing Clerk 2; 1637, Patient Accounts Clerk;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor provides hardware, data lines, wiring, networks, software and database.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The City lacks the extensive Medi-Cal and Medicare eligibility database information for the retroactive claims recovery services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. City lacks the required equipment, software and networking with various payers. It would not be practical for the City to program, establish and maintain an extensive and ever changing national database.

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 are no training provided by contractor
- 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.
Vendor will be selected on the basis of a Request for Proposal/ Qualifications published in 2016. It is unknown if the current vendor will be successful contractor.

- 7. Union Notification: On 09/07/2016, the Department notified the following employee organizations of this PSC/RFP request:**
SEIU 1021 Miscellaneous

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

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

Address: 101 Grove Room 307 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44125 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/03/2016

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: Girma, Mahlet (DPH)
Sent: Friday, June 24, 2016 4:17 PM
To: jtanner940@aol.com; david.canham@seiu1021.org; Poon, Sin Yee (HSA) (DSS); xiumin.li@seiu1021.org; ablood@cirselu.org; davidmkersten@gmail.com; tedzarzecki@seiu1021.net; pscreview@seiu1021.org; Wendy.Frigillana@seiu1021.org; pcamarillo_seiu@sbcglobal.net; Basconcillo, Katherine (PUC); Lopez-Barrrios, Ricardo (PDR)
Cc: Choi, Suzanne (HRD); DHR-PSCCoordinator, DHR (HRD); Hale, Jacquie (DPH); Eckhoff, Yvonne (DPH)
Subject: PSC 44125-15/16 Electronic Claiming and Follow up Services for Retroactive Recoveries
Attachments: 44125 1516 Initial Request - Electronic Claiming Unions notified 6-14-16.pdf; 44125 1516 Initial Request - Electronic Claiming Form 1.pdf

This is to notify you that we have entered an initial request of the above-referenced PSC in the PSC database but are having issues with notifications, so you may have already received a notification for this PSC already.

Each of you is listed in the PSC database as representing SEIU 1021 Misc. so if you have not already received notification regarding this PSC, please consider this notification to all relevant SEIU entities.

Please also see attached PDF of the new PSC Form 1 for this PSC.

We are requesting approval of this PSC pending development of an RFP and award of new contracts for these services. If you need further information, of course, please feel free contact us. Thank you,

Mahlet Girma, MPH
Office of Contract Management & Compliance
San Francisco Department of Public Health
1380 Howard Street, Room 421
San Francisco, CA 94103
Office 415.255.3504
Fax 415.252.3088

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

Home > 44125 - 15/16

44125 - 15/16

Posted June 24, 2016 - 15:34 by mahet girma

Type of Approval and Title

Type of Approval: REGULAR

Omit Posting: no

Auto Generated PSC: 44125 - 15/16

I need to recreate and existing PSC: no

PSC Part 1

Notes from PSC Administrator:

Withdraw PSC: Not withdrawn

Postpone PSC: Not Postponed

PSC Coordinator initiated status (NOTE: Expedited PSC REQUIRE Union Notification): Start union notification (see minimum requirements)

DHR Approval State: Initial

Date: June 24, 2016

Department Name: PUBLIC HEALTH -- DPH

Dept Designation (FAMIS): DPH

Dept Coordinator: Jacquie Hale

Type of Service: Electronic Claiming and Follow up Services for Retroactive Recoveries

Category of Service: Public Health

Type Of Request: Initial Request

NOTE: If this is a modification to an existing PSC, please follow this link to find the original PSC request number. If you cannot find the original PSC, you must enter the original PSC into the system before you can submit a modification.

* PSC Estimated Start Date: July 1, 2016

PSC Estimated End Date: June 30, 2021

Display duration?: no

For all PSCs if the duration requested is 5 years or more, an explanation is required- historical PSC required:

If the request is for 5 years or more, please upload explanation:

* PSC Amount: \$600000.00

Funding Source: Medi-Cal, MediCare, Comm.Insuran

PSC Coordinator Address for PSC Form Line 1: 101 Grove Room 307

PSC Coordinator Address For PSC Form Line 2: San Francisco, CA

Contract ID:

PSC Part 2

Link to Additional Document or Link to Previous Database PSC:

Upload prior or similar approved PSC:

PSC 4116-07-8 Electronic Claiming

Concise Description of Proposed Work:

Provision of retroactive electronic claims submissions to Medi-Cal, Medicare and commercial insurance payers and processing of those claims for the San Francisco Health Network (SFHN). Accounts that would otherwise be written off as Medicare, Worker's Compensation or Third Party Payer Information. When patient name matches are found the appropriate program or commercial insurance is billed electronically.

If RFP is available on the web, please enter link info:

OR Upload RFP:

Explain why this service is necessary and the consequences of denial: Vendor's automated data matches assists in the identification and billing of accounts eligible for retroactive recovery when recipient eligibility was not previously identified by the San Francisco Health Network (SFHN). This requires a database that includes Medicare and Medi-Cal and their associated Managed Care Plans and/or Worker's Compensation or other Third Payer sources information, which is continuously updated. This retroactive claim recovery service acts as "safety net" catching patient accounts that would otherwise go uncollected. Consequences of denial could result in the City losing million dollars in revenue annually.

Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission): This Personal Services Contract Summary was provided under PSC 4122-02/03 and PSC 4116-07/08.

Will the contract(s) be renewed?: Yes

Specify required skills and/or expertise: Specialized software and hardware to install at the San Francisco Health Network (SFHN) sites as well as a network to submit to all payers, extensive database of current and past Medi-Cal and Medicare eligibility data; capacity to process enormous quantities of data contained in the SFHN patient accounting files; ability to submit claims via electronic media with no patient contact and highly qualified data processing professionals capable of reformatting multiple payer remittance advices.

Which, if any, civil service class normally performs this work?: 1636

1637

What efforts has the department made to obtain these services through available resources within the City?:

Select Unions to Notify (use CTRL/click to select multiple unions): SEIU 1021 Miscellaneous

email union list: jtanner940@aol.com

david.canham@seiu1021.org

Sin.Yee.Poon@sfgov.org

xiumin.li@seiu1021.org

abllood@cirseiu.org

davidmkersten@gmail.com

ted.zarzecki@seiu1021.net

pscreview@seiu1021.org

Wendy.Frigillana@seiu1021.org

pcamarillo_seiu@sbcglobal.net

Kbasconillo@sfgov.org

Ricardo.lopez@sfgov.org

Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:: Yes. Contractor provides hardware, data lines, wiring, networks, software and database.

Explain why civil services classes are not applicable: The City lacks the extensive Medi-Cal and Medicare eligibility database information for the retroactive claims recovery services.

Would it be practical to adopt a new civil service class to perform this work? Explain: No. City lacks the required equipment, software and networking with various payers. It would not be practical for the City to program, establish and maintain an extensive and ever changing national database.

Name and contact information for the project manager/lead of this proposed work:

Will the contractor directly supervise City and County employees?: no

Will the contractor train employees? If so, please explain what that will entail; if not, explain why not.: no

Describe Training including number of hours. Indicate occupational type of employees. If no training, please explain: There are no training provided by contractor

Is there a plan to transition this work back to the City? Please explain why or why not - historical PSC please answer.:

What support will the department provide to help build internal capacity to do this work? -historical PSC, please answer:

Are there legal mandates requiring the use of contractual services?: no

Are there federal or state grant requirements regarding the use of contractual services?: no

PSC Part 3

For historical PSCs, please answer the questions to the best of your ability.

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

You must explain the qualifying circumstances - please include all items checked in your explanation.: The City lacks the extensive Medi-Cal and Medicare eligibility database information for the retroactive claims of recovery services.

Is there a plan to transition this work back to the City? If so, please explain. If not, explain why not:

Dept Coordinator Email: jacquie.hale@sfdph.org

Other: off

Date Stamp Ready for DHR :

Date Stamp for Union Notification:

Link to create PDF Forms

Open PSC Form 1 to View Prior to Submitting

New Form 1

Additional Attachment(s)



MAY 23 2003

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

May 21, 2003

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4120-02/03
THROUGH 4124-02/03.

At its meeting of May 19, 2003 the Civil Service Commission had for its consideration the above matter.

It was the decision of the Commission to postpone PSC #4124-02/03 to the meeting of June 2, 2003 at the request of Superior Court of California; adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, appearing to read "Kate Favetti".

KATE FAVETTI
Executive Officer

Attachment

cc: David Assmann, Department of the Environment
Judith Blackwell, Office of Contract Administration
Ed Harrington, Controller
Galén Leung, Department of Public Health
Jonathan Nelly, Department of Human Resources
Vernon Nulph, Department of Human Resources
Neal Tanaguchi, Trial Courts
Commission File
Chron

POSTING FOR
May 2, 2003

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

Contract Number	Department	Amount	Description of Work	Frequency	Duration
4120-02/03	Public Health	\$320,000	Will provide storage and retrieval services for approximately 32,500 linear feet of medical records or 1.4 million records to SFGH and its departments, divisions and on-campus Primary Care and Specialty Clinics to comply with local, state & federal laws.	Regular	6/30/2004
4121-02/03	Public Health	\$4,877,185	Will provide health insurance to children ineligible for other publicly funded health insurance programs and enroll them in the San Francisco Healthy Kids Program.	Regular	6/30/2004
4122-02/03	Public Health	\$0	Will provide retroactive electronic claims submissions to Medi-Cal, Medicare and Commercial Insurance payors and processing of those claims for the Community Health Network.	Regular	6/30/2008
4123-02/03	Environment	\$900,000	Will administer pre-tax employee benefit program, including participant enrollment through web-based database interface, distribution of transit fare media, customer service, account management, payroll interface and reconciliation, and reporting.	Regular	5/1/2005

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03/24/2003

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH

DEPARTMENT NUMBER: 81

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

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

TYPE OF SERVICE: Electronic Claiming and Follow-Up Services For Retroactive Recoveries

FUNDING SOURCE: Third Party Payors (Medi-Cal, Medicare, Commercial Insurance)

PSC AMOUNT: % of collections PSC DURATION: July 1, 2003 - June 30, 2008

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Provision of retroactive electronic claims submissions to Medi-Cal, Medicare and Commercial Insurance payors and processing of those claims for the Community Health Network (CHN). Accounts that would otherwise be written off as medically indigent adults or bad debts are matched against an extensive database of Medi-Cal and Medicare files and patient name matches found are billed electronically to that program and Commercial Insurance, as appropriate.

B. Explain why this service is necessary and the consequence of denial: The retroactive claim recovery service acts as a "safety net" catching patient accounts that would otherwise go uncollected when Medi-Cal and Medicare are approved months after services are rendered, and the CHN has no way of going back to check Medi-Cal and Medicare eligibility of the accounts. Consequences of denial could result in the City losing million dollars in revenue annually.

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 Personal Services Contract Summary is a renewal of PSC# 4057-98/99.

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

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

[X] Locals 21, 250, 535, and 790 Union Name Signature of person mailing/faxing form Galen W.M. Leung Date APR 14 2003 [] Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4122-02/03 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: Approved 5/19/03

MAYOR'S OFFICE

APR 08 2003 RECEIVED

Handwritten signature and initials

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized software and hardware to install at CHN sites as well as a network to submit to all payors; extensive database of current and past Medi-Cal and Medicare eligibility data; capacity to process enormous quantities of data contained in the CHN patient accounting files; ability to submit claims via electronic media with no patient contact; and highly qualified data processing professionals capable of reformatting multiple payor remittance advices.

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

The CHN will continue to perform billing, but Contractor will be assigned accounts for retroactive recoveries when patient's eligibility for claim payment has not been previously identified by CHN. No civil services classifications perform the retroactive claims recovery services.

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

Yes. Contractor provides hardware, data lines, wiring, networks, software and database.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The City lacks the extensive Medi-Cal and Medicare eligibility database information for the retroactive claims recovery services.

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

No. City lacks the required equipment, software and networking with various payors. It would not be practical for the City to program, establish and maintain an extensive and ever-changing national database.

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

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

Yes No

B. Will the contractor train City and County employees?

- 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 numbers to be trained.

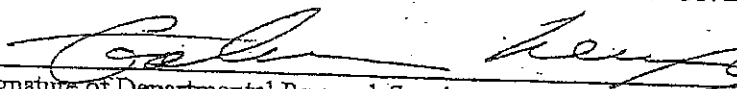
C. Are there legal mandates requiring the use of contractual services?

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 personal services contract with your department? Health Management Systems, Inc.

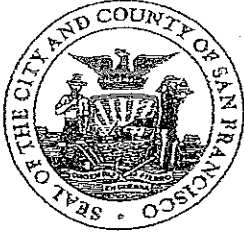
THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:


Signature of Departmental Personal Services Contract Coordinator

Galen W.M. Leung
Print or Type Name

(415) 554-2609
Telephone Number

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



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

March 20, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4109-07/08
THROUGH 4116-07/08; 1009-06/07 AND 4085-07/08.

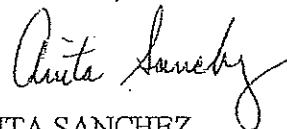
At its meeting of March 17, 2008 the Civil Service Commission had for its consideration the above matter.

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.*

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

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

c: Parveen Boparai, Municipal Transportation Agency
Rachel Buerkle, Department of the Environment
Micki Callahan, Human Resources Director
Connie Chang, Public Utilities Commission
Robin Courtney, Health Services System
Nancy Gonchar, Arts Commission
Jacquie Hale, Department of Public Health
Ed Harrington, Controller
Mikhael Hart, Planning Department
Jennifer Johnston, Department of Human Resources
Naomi Kelly, Office of Contract Administration
Artina Lim, Department of Children, Youth & Their Families
Jonathan Nelly, Department of Human Resources
Commission File
Chron

POSTING FOR
March 17, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
4109-07/08	22	Environment	Regular	\$1,500,000.00	Will provide professional technical assistance for program development and implementation of the Toxics Reduction and Zero Waste programs.	30-Jun-14
4110-07/08	23	Department of Children, Youth & Their Families	Regular	\$687,500.00	Will provide production and distribution of utilized meals to the children and youth enrolled in the 2008 Mayor's Summer Food Service Program.	15-Aug-08
4111-07/08	28	Arts Commission	Regular	\$4,000,000.00	Will provide contracts for multiple artists to design, fabricate, transport and install artworks at SF International Airport as part of the capital projects at the Airport, including the renovation of Terminal 2 and the construction of the Terminal 3.	31-Jul-13
4112-07/08	29	Planning Department	Regular	\$130,000.00	Will perform a detailed analysis of pedestrian spaces in two SF neighborhoods: Fisherman's Wharf and the Mission. The work will primarily entail a detailed analysis of the existing built environment and public life conditions.	31-Dec-09
4113-07/08	35	Municipal Transportation Agency (MTA)	Regular	\$1,200,000.00	Will implement the AB101 mandate that enforces parking violations in specified transit only traffic lanes through the use of video image evidence.	01-Jan-12
4114-07/08	35	Municipal Transportation Agency (MTA)	Regular	\$5,000,000.00	Will provide transit service related to the San Francisco Municipal Transportation Agency's (SFMTA's) implementation phase of the Transit Effectiveness Project (TEP).	01-Mar-10
4115-07/08	81	Department of Public Health	Regular	\$828,000.00	Will provide year round 24 hour / 7 day a week access to telephone interpreters for San Francisco General Hospital, the Public Health Centers, Laguna Honda Hospital, Health at Home other Department locations.	31-Dec-13
4116-07/08	81	Department of Public Health	Regular	\$0.00	Will provide retroactive electronic claims submissions to Medi-Cal, Medicare and commercial insurance payers and processing of those claims for the Community Health Network (CHN).	30-Jun-14

CCSF: DHR
PSCPSTNG

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02/04/08

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER: 81

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

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

TYPE OF SERVICE: Electronic Claiming and Follow-Up Services For Retroactive Recoveries

FUNDING SOURCE: Third Party Payers (Medi-Cal, MediCare, Commercial Insurance)

PSC AMOUNT: % of collections PSC DURATION: July 1, 2008 - June 30, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provision of retroactive electronic claims submissions to Medi-Cal, Medicare and commercial insurance payers and processing of those claims for the Community Health Network (CHN). Accounts that would otherwise be written off as medically indigent adults or bad debts are matched against vendor's extensive proprietary database of Medi-Cal, Medicare, Workers' Compensation or third party payer information. When patient name matches are found the appropriate program or commercial insurance is billed electronically.

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

Vendor's automated data matches assists in the identification and billing of accounts eligible for retroactive recovery, when recipient eligibility was not previously identified by the CHN. This requires a database that includes Medicare and Medi-Cal and their associated Managed Care Plans and/or Workers' Compensation or other third payer sources information, which is continuously updated. This retroactive claim recovery service acts as a "safety net" catching patient accounts that would otherwise go uncollected. Consequences of denial could result in the City losing million dollars in revenue annually.

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 Personal Services Contract Summary is a renewal of PSC# 4122-02/03.

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Row 1: [X] 1021, Jacquie Hale, FEB 01 2008. Row 2: [] Union Name, Signature of person mailing/faxing form, Date.

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized software and hardware to install at CHN sites as well as a network to submit to all payers; extensive database of current and past Medi-Cal and Medicare eligibility data; capacity to process enormous quantities of data contained in the CHN patient accounting files; ability to submit claims via electronic media with no patient contact; and highly qualified data processing professionals capable of reformatting multiple payer remittance advices.

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

The CHN will continue to perform billing, but Contractor will be assigned accounts for retroactive recoveries when patient's eligibility for claim payment has not been previously identified by CHN. No civil services classifications perform the retroactive claims recovery services.

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

Yes. Contractor provides hardware, data lines, wiring, networks, software and database.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The City lacks the extensive Medi-Cal and Medicare eligibility database information for the retroactive claims recovery services.

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

No. City lacks the required equipment, software and networking with various payers. It would not be practical for the City to program, establish and maintain an extensive and ever-changing national database.

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

Yes No

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

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 numbers to be trained.


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 personal services contract with your department? Vendor will be selected on the basis of a Request for Proposal to be published in March or April of 2008. It is unknown if the current vendor will be the successful contractor.

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


Signature of Departmental Personal Services Contract Coordinator

99
Jacquie Hale
Print or Type Name

(415) 554-2609
Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CHILDREN; YOUTH & THEIR FAMILIES

Dept. Code: CHF

Type of Request: Initial Modification of an existing PSC (PSC # 4054 13/14)

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

Type of Service: Fiscal Intermediary Services for Youth Empowerment Fund

Funding Source: Children's Fund

PSC Original Approved Amount: \$1,300,000

PSC Original Approved Duration: 01/01/14 - 06/30/16 (2 years 25 weeks)

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

PSC Mod#1 Duration: 07/01/16-06/30/18 (2 years)

PSC Cumulative Amount Proposed: \$2,700,000

PSC Cumulative Duration Proposed: 4 years 25 weeks

1. Description of Work

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

The Department of Children, Youth and Their Families (DCYF) seeks a fiscal intermediary to provide fiscal and human resources support for the Youth Empowerment Fund. The Youth Empowerment Fund is a funding stream established by the Children's Amendment. The Children's Amendment states that a minimum of three percent of the Children's Fund must be spent on youth-initiated projects. These funds are referred to as the Youth Empowerment Fund. DCYF seeks to contract with a fiscal intermediary that can provide fiscal management to youth-initiated projects, hire and support youth interns to act in an advisory capacity to the Fund and to manage annual events.

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

The Children's Amendment requires that 3% of the Children's Fund goes to youth-initiated projects. If this request is denied, DCYF will issue an Request for proposal (RFP) and grant the funds out to a nonprofit to develop and run youth-initiated programs.

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

This service was approved in the original PSC 4054 13/14

D. Will the contract(s) be renewed?

No. This request is for funding cycle ending June 30, 2016.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This work is required on a part-time, temporary basis only.

B. Reason for the request for modification:

In November 2014 the voters of San Francisco approved Proposition C, which extended the Children and Youth Fund (formerly the Children's Fund) for another 25 years. An additional component of this legislation extended the department's grant cycle from three to five years. When this PSC was created it was designed to be in place for the original grant period. This modification adds two more years to encompass our new five-year cycle. It also includes funds for the added two years.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: DCYF is seeking a contractor with strong fiscal and human resource systems to manage the disbursement of Youth Empowerment Funds and to hire and manage youth advisors. The contractor must have expertise running youth-led events.
- B. Which, if any, civil service class(es) normally perform(s) this work? 9774, Sr. Community Devl Spc 1;
- 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.
DCYF is not structured to house and support large scale youth-led programming, which would require hiring and supporting youth advisors that meet after business hours. The youth advisors positions range from 1-2 year appointments. Youth work 10-15 hours per week in their advisory roles.
- 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 part-time, temporary nature of the youth advisor roles. The primary work for the Youth Empowerment Fund is conducted by part-time, temporary youth advisors that are managed by two part-time adult staff.

6. Additional Information

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

The part-time youth advisors do not have staff training included in their scope of work. In addition, department staff do not require such training.

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

No.

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

No.

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

No.

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

We plan to extend our existing contract for these services

7. **Union Notification:** On 07/06/16, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; Management & Superv Local 21;

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

Name: Brett Conner Phone: 415-554-9329 Email: brett.conner@dcyf.org

Address: 1390 Market Street, Suite 900, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4054 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/03/2016

Receipt of Union Notification(s)

Conner, Brett (CHF)

From: dhr-psccordinator@sfgov.org on behalf of brett.conner@dcyf.org
Sent: Wednesday, July 06, 2016 12:22 PM
To: Jackson, Deedra (CHF); Lopez-Barrios, Ricardo (PDR); Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); david.canham@seiu1021.org; jtanner940@aol.com; L21PSCReview@ifpte21.org; Conner, Brett (CHF); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4054 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The CHILDREN; YOUTH & THEIR FAMILIES – CHF has submitted a modification request for a Personal Services Contract (PSC) for \$1,400,000 for services for the period July 1, 2016 – June 30, 2018. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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/7757>

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

Additional Attachment(s)



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

December 20, 2013

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

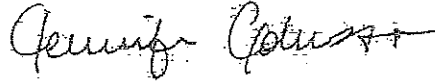
SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACTS NUMBERS 4054-13/14
THROUGH 4058-13/14; 4038-10/11; 4103-09/10; 4096-05/06 AND
4105-10/11.

At its meeting of December 16, 2013 the Civil Service Commission had for its consideration the above matter.

The Commission took the following actions:

- *1) Approved PSC #4054-13/14, subject to the Department of Children, Youth & Their Families agreeing to confer with its legal counsel on whether there are any potential risks related to the employment status of the youth interns. (Vote of 5 to 0)
- 2) Approved PSC # 4055-13/14, on condition that there be an educational/training component for City employees included in the contract, and that the PUC report back to the Commission in three (3) years on the progress of the contract. (Vote of 5 to 0)
- 3) PSC # 4056-13/14 was postponed to the meeting of January 6, 2014 so that the San Francisco Public Library can reevaluate its submission and work with the Executive Officer to address the questions and concerns raised by the Commission regarding training for City employees. (Vote of 5 to 0)
- 4) PSC # 4057-13/14 postponed to the meeting of January 6, 2014 so that the Health Service System can obtain clarification as to the legal advice the department received from the Deputy City Attorney. (Vote of 5 to 0)
- 5) PSC # 4103-09/10 postponed to January 6, 2014 so that the San Francisco Police Department can notify SEIU, Local 1021. (Vote of 5 to 0)
- 6) Approved the request for all remaining PSCs. Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

CIVIL SERVICE COMMISSION



JENNIFER JOHNSTON
Executive Officer

Cc: Parveen Bopara, Municipal Transportation Agency
Micki Callahan, Department of Human Resources
Jacquie Hale, Department of Public Health
Deedra Jackson, Children, Youth & Families
Shamica Jackson, Public Utilities Commission
Donna Marlon, San Francisco Public Library
Joseph Valdez, San Francisco Police Department
Fan-Wa Wong, Health Service System
Ben Rosenfield, Controller's Office
Jaci Fong, Office of Contract Administration
Commission File
Chron

December 16, 2013 Regular Meeting

MINUTES

Regular Meeting

December 16, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:02 p.m.

ROLL CALL

President Scott R. Heldfond	Present
Vice President E. Dennis Normandy	Present
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Gina Roccanova	Present

President Scott R. Heldfond presided.

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

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of December 2, 2013

Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4054-13/14	Children, Youth & Families	\$1,300,000	DCYF seeks a fiscal intermediary to provide fiscal and human resources support for the Youth Empowerment Fund. The Youth Empowerment Fund is a funding stream established by the Children's Amendment. The Children's Amendment states that a minimum of three percent of the Children's Fund must be spent on youth-initiated projects. These funds are referred to as the Youth Empowerment Fund. DCYF seeks to contract with a fiscal intermediary that can provide fiscal management for mini-grants to youth-initiated projects, hire and support youth interns to act in an advisory capacity to the Fund and to manage annual youth-led events.	Regular	6/30/2016
4055-13/14	Public Utilities Commission	\$8,000,000	A pool of qualified as-needed consultants will support the San Francisco Public Utilities Commission's (SFPUC) efforts to implement the Commission approved Community Benefits Policy across the agency and throughout the Sewer System Improvement Program (SSIP), a 20-year, multi-billion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system that promotes community benefits, economic inclusion, and environmental justice.	Regular	12/31/2021
4056-13/14	Public Library	\$1,100,000	BiblioCommons is a "Software as a Service" solution to deliver a "social discovery" experience and a much improved search to public library Catalog users. "Social discovery" allows users to comment on materials in the collection. BiblioCommons employees will review comments flagged by users and implement next steps, which may include notification and removal.	Regular	6/1/2020
4057-13/14	Health Service System	\$2,250,000	As recommended by the San Francisco Board of Supervisors Budget Analyst, the Health Service System needs to develop centrally coordinated health promotion programs for employees and retirees. Health insurance for nearly 110,000 employees, retirees and their families costs over \$750 million annually. During 2013 rates and benefits negotiations, The Board of Supervisors and City labor leaders expressed a strong commitment to employee and retiree health and wellness programs as an integral part of a cost containment strategy. This includes building online tools to advance decision support and patient education, expanding in person outreach at events across departments, and promoting high levels of participation in preventive and condition management programs.	Regular	6/30/2018
4058-13/14	Municipal Transportation Agency	\$200,000	The contractor will conduct executive searches to identify, assess and recruit candidates for five high-level specialized management positions at the San Francisco Municipal Transportation Agency (SFMTA). Services will include: developing search strategies; identifying and recruiting potential candidates; evaluating interested candidates; presenting final candidates; and performing follow-up duties as required.	Regular	12/31/2014

4038-10/11	Police	<p>Current Approved Amount</p> <p>\$700,000</p> <p>Increase Amount Requested</p> <p>\$618,000</p> <p>New Total Amount Requested</p> <p>\$1,318,000</p>	<p>Contractor will provide technical support via telephone and E-Mail. Contractor will also provide monitoring of the system with proactive remedies to any problems that arise along with software updates and upgrades. Refresher training, forensic reports and expert witness testimony will also be provided. Contractor will also provide repair and replacement for any components damaged by weather, problems with telephone line connections, problems with unforeseen growth of foliage and any other causes that are uncontrollable by the contractor.</p>	Modification	9/1/2016
4103-09/10	Police	<p>Current Approved Amount</p> <p>\$210,000</p> <p>Increase Amount Requested</p> <p>\$34,000</p> <p>New Total Amount Requested</p> <p>\$244,000</p>	<p>To provide Court Reporting Services and Transcription as needed for Disciplinary Hearings and Police Commission Meetings, along with the transcription of tapes from interviews done with the Police Departments Management Control Division and other investigative units within the Police Department.</p>	Modification	6/30/2016
4096-05/06	Public Health	<p>Current Approved Amount</p> <p>\$1,310,000</p> <p>Increase Amount Requested</p> <p>\$812,500</p> <p>New Total Amount Requested</p> <p>\$2,122,500</p>	<p>Therapeutic apheresis is a procedure in which the patient's blood is collected using automated US Food and Drug Administration (FDA) - approved devices, separated into its components (Red Blood Cells [RBC], White Blood Cells [WBC], Platelets and/or plasma) and filtered. The suspected pathologic component is discarded, and the remaining components are returned to the patient along with replacement fluids. Auto transfusion services are used in an effort to reduce allogeneic (blood from a donor) blood transfusion. It is indicated in a variety of surgical procedures whenever major blood loss is anticipated and it is the only acceptable method of transfusion for Jehovah's Witnesses patients because blood remains in continuity within the auto transfusion circuit.</p>	Modification	6/30/2016
4105-10/11	Public Health	<p>Current Approved Amount</p> <p>\$6,200,000</p> <p>Increase Amount Requested</p> <p>\$3,790,000</p> <p>New Total Amount Requested</p> <p>\$9,990,000</p>	<p>Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.</p>	Modification	12/31/2016

- Speakers:**
- Laura Moye, Department of Children, Youth & Their Families, spoke on PSC #4054-13/14.
 - Kofo Domingo and Kay Fernandez, Public Utilities Commission, spoke on PSC #4055-13/14.
 - Donna Marion and Laura Lent, San Francisco Public Library, spoke on PSC #4056-13/14.
 - Pamela Levin and Rosemary Passantino, Health Service System, spoke on PSC # 4057-13/14.
 - John Monroe, San Francisco Police Department, spoke on PSC #4103-09/10.



1) Approved PSC #4054-13/14, subject to the Department of Children, Youth & Their Families agreeing to confer with its legal counsel on whether there are any potential risks related to the employment status of the youth interns. (Vote of 5 to 0)

2) Approved PSC # 4055-13/14, on condition that there be an educational/training component for City employees included in the contract, and that the PUC report back to the Commission in three (3) years on the progress of the contract. (Vote of 5 to 0)

3) PSC # 4056-13/14 was postponed to the meeting of January 6, 2014 so that the San Francisco Public Library can reevaluate its submission and work with the Executive Officer to address the questions and concerns raised by the Commission regarding training for City employees. (Vote of 5 to 0)

Action:

4) PSC # 4057-13/14 postponed to the meeting of January 6, 2014 so that the Health Service System can obtain clarification as to the legal advice the department received from the Deputy City Attorney.

(Vote of 5 to 0)

5) PSC # 4103-09/10 postponed to January 6, 2014 so that the San Francisco Police Department can notify SEIU, Local 1021.

(Vote of 5 to 0)

6) Approved the request for all remaining PSCs. Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0334-13-1

Department of Human Resources' 2013 Workforce Utilization Analysis Report. (Item No. 8)

Speakers: None.

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

The Commission took a brief recess from 3:42 p.m. to 3:52 p.m.

0298-13-5

Proposed Amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Police Department, Volume II Rule 211 – Examinations.

(Item No. 9)

November 18, 2013: Adopted the Executive Officer's report. Directed the Executive Officer to post the proposed revisions to Civil Service Rule 211--Examinations in accordance with the Charter and Civil Service Rules. (Vote of 4 to 1; Commissioner Roccanova dissented.)

Speakers: Jennifer Johnston, Executive Officer

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4013 09/10)

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

Type of Service: Art for Elders program

Funding Source: General Fund

PSC Original Approved Amount: \$222,800

PSC Original Approved Duration: 07/01/09 - 06/30/14 (5 years)

PSC Mod#1 Amount: \$80,000

PSC Mod#1 Duration: 07/01/14-06/30/16 (2 years 1 day)

PSC Mod#2 Amount: \$197,200

PSC Mod#2 Duration: 07/01/16-06/30/21 (5 years 1 day)

PSC Cumulative Amount Proposed: \$500,000

PSC Cumulative Duration Proposed: 12 years 2 days

1. Description of Work

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

DPH's Laguna Honda Hospital (LHH) administers various programs under its Gift Fund to "add comfort, welfare, pleasure and happiness to the residents" who make their homes at LHH. One of these is the Art with Elders program, a fine arts program in painting which allows residents to develop their painting art and to display their works publicly in major venues such as the De Young Museum and Yerba Buena Center. The contractor provides 15-20 hours of instruction for a maximum of 100 residents, and develops and coordinates art exhibits. (Note: This program is not art, crafts, nor recreation therapy, but rather a fine arts program, often for residents with extant skills, allowing them to develop their existing skills further and to have significant opportunities to show their paintings.) (Note: Historically and for the purposes of this request, all funding for this program has been provided by the LHH Gift Fund and that is expected to continue. "General Fund" is listed under Funding Source above to allow for meeting an unanticipated future needs which may require supplemental funding from the General Fund.)

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

The service is necessary in order to continue a the vibrant and robust art program at LHH, which is important to residents' quality of life and recovery/rehabilitation. Denial of these services will result in a decrease in the quality of life for residents of LHH, and possible setbacks in some residents' rehabilitation and recovery.

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

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

These health and wellness services in art instruction for the elderly population of Laguna Honda Hospital are expected to be ongoing in order to meet a continued and recurring need.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Eldergivers provides a small fine arts program in painting to the residents of Laguna Honda Hospital who are artists in order to benefit their quality of life and recovery/rehabilitation. These are services that the City does not have the resources to provide (fine arts instruction).

B. Reason for the request for modification:

to extend contract term with corresponding increase to PSC dollar amount

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Must have a minimum of five (5) years of providing similar professional services to patients sixty (60) years of age and older, and in developing and implementing related art exhibits in major venues. A Bachelor's or Master's degree in Fine Arts or Arts Therapy is preferred.

B. Which, if any, civil service class(es) normally perform(s) this work? 2552, Dir of Act, Therapy & Vol Svcs;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil Service classes are not applicable because the LHH Gift Fund which supports this contract is not intended to be used for staff salaries, and the volume of the work does not support a full time position. (Please see attached excerpt from LHH's policies and procedures and SF Admin. Code Sec. 100.100-201 related to Public Health Gift Funds.)

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 low in volume and highly specialized. Adopting a new civil service class for only this program would not be practical.

6. **Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No, contractor will not train City employees. These services, art instruction for an elderly hospital population, require specialized knowledge and expertise.
- 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.
The current vendor, Eldergivers, will continue.

7. **Union Notification:** On 07/08/16, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4013 09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/03/2016

Receipt of Union Notification(s)

Reply all | Delete Junk | ...

X

Receipt of Modification Request to PSC # 4013 09/10 - MODIFICATIONS

DD DHR-PSCCoordinator, DHR (HRD) on behalf of Hale, Jacquie (DPH)

Reply all |

Today 3:26 PM

Hale, Jacquie (DPH); Lopez-Barrios, Ricardo (PDR); Basconcello, Katherine +14 more

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 \$197,200 for services for the period July 1, 2016 -- June 30, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrDrupal/node/3962>

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

Additional Attachment(s)

Attachment to Personal Services Contract Summary in re: Art with Elders Program at Laguna Honda Hospital

File: 45-01 Revised December 2, 2004

LAGUNA HONDA HOSPITAL GIFT FUND Laguna Honda Hospital wide Policies and Procedures

POLICY: The Laguna Honda Hospital (LHH) Gift Fund Management Committee shall have the responsibility to coordinate, plan, review and recommend the approval of projects and fund expenditures to the Executive Administrator.

LHH GIFT FUND MANAGEMENT COMMITTEE MEMBERSHIP: Financial Manager, Directors of Nursing, Associate Administrator for Operations (COO), and other persons as may be designated by the Executive Administrator.

AUTHORITY: The authority for the establishment of the Laguna Honda Hospital Gift Fund and acceptance of gifts is provided in S. F. Administrative Code (Section 10.100-201 Public Health Gift Funds) Authority to determine which expenditures fulfill the code's broad intent and purpose resides with the Laguna Honda Hospital Gift Fund Management Committee as designated by the Executive Administrator.

PURPOSE: To ensure that LHH Gift Fund expenditures "add comfort, welfare, pleasure and happiness to the residents." This "restricted" fund is available neither to support the minimum obligation of the City to operate the Hospital nor to fund routine City expenditures; rather, the fund shall benefit residents in general to enhance the quality of life of residents beyond the basic care provided by the City at the Hospital.

SAN FRANCISCO ADMINISTRATIVE CODE
SEC. 10.100-201. PUBLIC HEALTH GIFT FUNDS.

(a) Establishment of Funds. There are hereby established category eight funds for the Department of Public Health for the purpose of receiving all gifts, donations and contributions of money or personal property of less than \$25,000 in value or amount, which may from time to time be received by the City through the Health Commission to be used for the general benefit and comfort of patients of the Department of Public Health without expense other than what may be necessary for proper maintenance, are hereby accepted exclusively for such purposes. All cash received and accepted hereunder for the general benefit and comfort of patients of the San Francisco General Hospital shall be deposited in a special fund to be known as the "San Francisco General Hospital Gift Fund," a public trust; all cash received and accepted hereunder, for the general benefit and comfort of patients of the Laguna Honda Hospital shall be deposited in a special fund to be known as the "Laguna Honda Hospital Gift Fund," a public trust; all cash received and accepted hereunder for the general benefit and comfort of patients of any other division of the Department of Public Health shall be deposited in any appropriate special fund established for such purposes; and all cash received and accepted hereunder for purposes of methadone treatment shall be deposited in a special fund to be known as the "Public Health Methadone Treatment Fund." As to all other forms of gifts or contributions received and accepted hereunder, the Health Commission shall promptly inventory such gifts and contributions and provide the Controller with a copy of such inventory.

(b) Use of Funds. All expenditures from any of said funds shall be made for the purposes for which the gift or donation was originally made.

(c) Exceptions to Fund Category. All expenditures from the fund require the approval of the Public Health Commission.

(d) Administration of Fund. The Department of Public Health shall, on an annual basis, within the first two weeks of July, report in writing to the Board of Supervisors a listing of all gifts, donations and contributions of money or personal property of less than \$25,000 in value or amount. The report shall list the nature, amount and disposition of these gifts, donations and contributions.

(Added by Ord. 316-00, File No. 001911, App. 12/28/2000)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4013 09/10)

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

Type of Service: Art for Elders program

Funding Source: General Fund
PSC Original Approved Amount: \$222,800 PSC Original Approved Duration: 07/01/09 - 06/30/14 (5 years)
PSC Mod#1 Amount: \$80,000 PSC Mod#1 Duration: 07/01/14-06/30/16 (2 years 1 day)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$302,800 PSC Cumulative Duration Proposed: 7 years 1 day

1. Description of Work

A. Scope of Work:

DPH's Laguna Honda Hospital administers various programs under its Gift Fund to "add comfort, welfare, pleasure and happiness to the residents" who make their homes at LHH. One of these is the Art with Elders program, a fine arts program in painting which allows residents to develop their painting art and to display their works publicly in major venues such as the de Young Museum and Yerba Buena Center. The contractor provides 15-20 hours of instruction for a maximum of 100 residents, and develops and coordinates art exhibits. (Note: This program is not art, crafts, nor recreation therapy, but rather a fine arts program, often for residents with extant skills, allowing them to develop their existing skills further and to have significant opportunities to show their paintings.) (Note: Historically and for the purposes of this request, all funding for this program has been provided by the LHH Gift Fund and that is expected to continue. "General Fund" is listed under Funding Source above to allow for meeting an unanticipated future needs which may require supplemental funding from the General Fund.)

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

The service is necessary in order to continue a the vibrant and robust art program at LHH, which is important to residents' quality of life and recovery/rehabilitation. Denial of these services will result in a decrease in the quality of life for residents of LHH, and possible setbacks in some residents' rehabilitation and recovery.

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

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

2. Union Notification: On 09/19/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4013 09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 01/15/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Must have a minimum of five (5) years of providing similar professional services to patients sixty (60) years of age and older, and in developing and implementing related art exhibits in major venues. A Bachelor's or Master's degree in Fine Arts or Arts Therapy is preferred.

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

2552,

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

no

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable because the LHH Gift Fund which supports this contract is not intended to be used for staff salaries, and the volume of the work does not support a full time position. (Please see attached excerpt from LHH's policies and procedures and SF Admin. Code Sec. 100.100-201 related to Public Health Gift Funds.)

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

No. The services are low in volume and highly specialized. Adopting a new civil service class for only this program would not be practical.

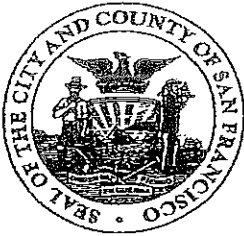
5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? The current vendor, Eldergivers, will continue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 09/19/14 BY:

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

Address: 101 Grove Street Room 307 San Francisco, CA



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

July 22, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4012-09/10 THROUGH 4019-09/10; 4110-06/07; 4002-07/08; 4046-04/05; 4062-04/05; 4020-06/07 AND 4031-08/09.

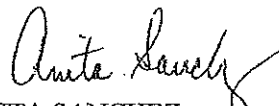
At its meeting of July 20, 2009 the Civil Service Commission had for its consideration the above matter.

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 adopt the Human Resources Director's report. Notify the offices of the Controller and the Department of Contract Administration.

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
Parveen Boparai, Municipal Transportation Agency
Rachel Buerkle, Department of Environment
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Jacquie Hale, Department of Public Health
Jessica Huey, Department of Human Resources
Shamica Jackson, Public Utilities Commission
Florence Kyaun, Public Utilities Commission
William Lee, Department of Emergency Management
Artina Lim, Department of Children, Youth and Their Families
Joan Lubamersky, GSA/Office of Labor Standards Enforcement
Brigitte Rockett, Department of Human Resources
Commission File
Chron

Amended POSTING FOR
July 20, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
4012-09/10	22	Environment	Regular	\$25,000,000.00	Will provide implementation support for major elements of a three-year energy efficiency partnership program with PG&E and for projects funded through AARA Energy Block Grants (Federal stimulus funds to San Francisco.	01-Jul-14
4013-09/10	81	Public Health	Regular	\$200,000.00	Will provide 15-20 hours of art instruction for a maximum of 100 residents at Laguna Honda Hospital. As part of the Art with Elders program, services also include developing and coordinating art exhibits.	30-Jun-14
4014-09/10	81	Public Health	Regular	\$80,000.00	Will provide approximately 80 hours per month of neurology services for residents of Laguna Honda Hospital.	30-Jun-10
4015-09/10	81	Public Health	Regular	\$80,000.00	Will provide a medical doctor (MD) with a specialization in the field of radiology for approximately (70) hours per month of professional and clinical radiologist services for LHH.	30-Jun-10
4016-09/10	35	San Francisco Municipal Transportation Agency	Regular	\$100,000.00	Will provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Transportation Agency (SFMTA).	31-Oct-12
4017-09/10	40	San Francisco Public Utilities Commission	Regular	\$9,000,000.00	Will provide specialized and technical as-needed services in the area of wastewater and storm water services; asset management services; security, asset control and emergency response services; environmental, hazardous material and waste.	31-Oct-14
4018-09/10	90	Department of Public Works	Regular	\$4,500,000.00	Will provide highly specialized Architectural and Structural, Mechanical, Electrical and Plumbing Engineering services related to Cruise Terminal design, programming, planning and operations, maritime engineering, and geotechnical engineering.	31-Mar-14
4019-09/10	77	Department of Emergency Management	Regular	\$145,000.00	Will develop a list of the Bay Area UASI region's most important and critical infrastructure assets, identify potential vulnerabilities, perform a customized Risk Analysis on the identified data, and draft a risk assessment report.	30-Jun-12

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 3, 2009 (rev. June 10, 2009)

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81 & 82

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

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

TYPE OF SERVICE: Art with Elders Program at Laguna Honda Hospital

FUNDING SOURCE: Laguna Honda Hospital Gift Fund, General Fund

PSC AMOUNT: \$40,000/yr; \$200,000/5 yrs. PSC DURATION: 7/1/2009 - 6/30/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

DPH's Laguna Honda Hospital administers various programs under its Gift Fund to "add comfort, welfare, pleasure and happiness to the residents" who make their homes at LHH. One of these is the Art with Elders program, a fine arts program in painting which allows residents to develop their painting art and to display their works publicly in major venues such as the de Young Museum and Yerba Buena Center. The contractor provides 15-20 hours of instruction for a maximum of 100 residents, and develops and coordinates art exhibits. (Note: This program is not art, crafts, nor recreation therapy, but rather a fine arts program, often for residents with extant skills, allowing them to develop their existing skills further and to have significant opportunities to show their paintings.) (Note: Historically and for the purposes of this request, all funding for this program has been provided by the LHH Gift Fund and that is expected to continue. "General Fund" is listed under Funding Source above to allow for meeting an unanticipated future needs which may require supplemental funding from the General Fund.)

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

This service is necessary in order to continue a the vibrant and robust art program at LHH, which is important to residents' quality of life and recovery/rehabilitation. Denial of these services will result in a decrease in the quality of life for residents of LHH, and possible setbacks in some residents' rehabilitation and recovery.

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

Under PSC 2012-04/05.

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

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

SEIU 1021 Miscellaneous

Union Name: SEIU 1021 Miscellaneous Signature of person mailing/faxing form: Jacquie Hale Date: APR 03 2009

Union Name: Signature of person mailing/faxing form: Date:

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4013-09/10

AFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: July 20, 2009

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Must have a minimum of five (5) years of providing similar professional services to patients sixty (60) years of age and older, and in developing and implementing related art exhibits in major venues. A Bachelor's or Master's degree in Fine Arts or Arts Therapy is preferred.

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

No class normally performs this work.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable because the LHH Gift Fund which supports this contract is not intended to be used for staff salaries, and the volume of the work does not support a full time position. (Please see attached excerpt from LHH's policies and procedures and SF Admin. Code Sec. 100.100-201 related to Public Health Gift Funds.)

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

No. The services are low in volume and highly specialized. Adopting a new civil service class for only this program would not be practical.

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"/>
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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?

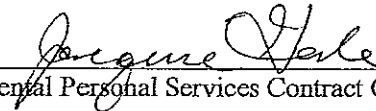
<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

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


Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

Print or Type Name

Telephone Number

101 Grove St. Rm. 307

San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4034 07/08)

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

Type of Service: Training sessions to certify City's Hazardous Materials Team and other First Responders

Funding Source: General Fund and Grants

PSC Original Approved Amount: \$200,000

PSC Original Approved Duration: 01/01/08 - 12/31/12 (5 years 1 day)

PSC Mod#1 Amount: \$525,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$55,000

PSC Mod#2 Duration: 01/01/08-12/31/13 (1 year)

PSC Mod#3 Amount: \$307,500

PSC Mod#3 Duration: 01/01/14-06/30/15 (1 year 25 weeks)

PSC Mod#4 Amount: no amount added

PSC Mod#4 Duration: 07/01/15-12/31/16 (1 year 26 weeks)

PSC Mod#5 Amount: \$350,000

PSC Mod#5 Duration: 01/01/17-12/31/26 (10 years 2 days)

PSC Cumulative Amount Proposed: \$1,437,500

PSC Cumulative Duration Proposed: 19 years 4 days

1. Description of Work

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

Specialized hazardous materials handling and emergency response training for the City's Hazardous Materials Team (HazMat Team). Approximately 40 Fire Department and Public Health Personnel will receive 160 hours of training to qualify them as Hazardous Materials Technicians and 80 hours of training to upgrade Technician classifications to Specialists. All HazMat Team members are required to receive this training through the State Fire Marshall, California Specialized Training Institute, or their certified training organizations. Current Hazardous Materials Specialists are required to receive annual refresher training. In addition, the Department of Public Health is seeking to perform all-hazards disaster medical services planning, which may include response to CBRN mass casualty incidents. This contract may be used to provide for the annual refresher training. Specialized hazardous materials handling including Chemical, Biological, Radiological and Nuclear (CBRN) training for Hospital-based clinical providers in San Francisco. The training will be conducted through a State Fire Marshal and Califor-PLEASE SEE ATTACHED DOCUMENT (original approval of 4034-0708.pdf)

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

Federal and State laws require HazMat Team members and other First Responders to receive specialized training to respond to hazardous materials and incidents including terrorist attacks that may include Chemical, Biological, Radiological and Nuclear (CBRN) incidents. The training will enable the HazMat Team to handle more effectively hazardous material incidents and to ensure the public safety. In addition, emergency medical services planning to respond to mass casualty incidents that

may result from CBRN attacks or other natural or man-made disasters is necessary to ensure the integrity of our city wide medical services system and continued operations at the time of a disasters. Denial will al-PLEASE SEE ATTACHED DOCUMENT (original approval of 4034-0708.pdf)

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. Under contract. PSC 4034-0708

D. Will the contract(s) be renewed?

Yes

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

These are on going training services that are required to establish or maintain certifications for City employees. There will always be a need for these services in order for City staff to fulfill the duties of their jobs. In addition, the training is specialized and requires that the training facility have the proper equipment, certified trainers and properly licensed facilities to provide such training's space

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

These are specialized Hazardous Materials training services that are not provided by traditional City (DHR) training staff. In addition the training course take place off site in specialized training facilitates that are not possessed by the City

B. Reason for the request for modification:

Modification to extend the term and to add additional funds in order to continue mandated training courses for members of the City's Hazardous response teams.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor: 3 years of "hands-on" experience in the 3 areas of emergency response and in designing, developing, and conducting emergency response training; knowledge of Federal and State regulations (Title 19 of the California Public Safety Code) and familiarity and ability to demonstrate state-of-the-art equipment, instrumentation, and gear. Trainers: degree in chemistry, toxicology, or fire science; experience with hazardous materials in 5 out of the last 7 years, and State certificat-PLEASE SEE ATTACHED DOCUMENT (original approval of 4034-0708.pdf)

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 1237, Training Coordinator;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide a fully equipped and state certified training facility that meets the requirements of § 2560 of Title 19 of the California Public Safety Code and will demonstrate state-of-the-art equipment.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil Service classes do not exist for hazardous materials emergency response training personnel, nor do any City personnel currently have State certification to conduct this training. Contractor will subcontract with State certified trainers from a pool of approximately 15 available instructors. These certified instructors are qualified to provide training to the HazMat Team.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. These are intermittent, specialized services, and the City does not possess all of the required equipment to conduct comprehensive trainings, nor does the City currently own a state certified training facility. In addition for the services that may be funded through a Grant th-PLEASE SEE ATTACHED DOCUMENT (original approval of 4034-0708.pdf)

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.
Approximately 40 Fire Department, Police Bomb Squad, and Department of Public Health employees will receive 160 hours of training to qualify them as Hazardous Materials Technicians; 80 hours of training to qualify Fire Police, and DPH employees as Hazardous Materials Specialists; As needed refresher training courses to fore Fire, Police and DPH employees who have been previously certified as Technicians or Specialists.
- 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. Industrial Emergency Council is the vendor.

7. **Union Notification:** On 08/30/16, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4034 07/08

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/03/2016

Receipt of Union Notification(s)

Longhitano, Robert (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Tuesday, August 30, 2016 9:03 AM
To: Hale, Jacquie (DPH); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4034 07/08 - 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 \$350,000 for services for the period January 1,

2017

– December 31, 2026. 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/871>

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

Additional Attachment(s)

Re: annual hazmat training

Kotake, Donna (HRD)

Wed 8/24/2016 6:24 AM

To: Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>;

Cc: jin, pam (DPH) <pam.jin@sfdph.org>; Fosdahl, Patrick (DPH) <Patrick.Fosdahl@sfdph.org>;

Rob,

No DHR does not do this type of training.

Thanks for checking.

Donna

Sent via my iPhone

On Aug 23, 2016, at 9:20 PM, Longhitano, Robert (DPH) <robert.longhitano@sfdph.org> wrote:

Hello Donna following up on this. Does DHR training have in house capacity to do this work?

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From: Longhitano, Robert (DPH)
Sent: Monday, August 22, 2016 11:48 AM
To: Kotake, Donna (HRD)
Cc: jin, pam (DPH); Fosdahl, Patrick (DPH)
Subject: annual hazmat training

Hello Donna—

We are in need of renewing the contract that DPH administers for the annual training of safety personnel of the City for the Hazardous Materials training and specifically:

Approximately 40 Fire Department, Police Bomb Squad, and Department of Public Health employees will receive 160 hours of training to qualify them as Hazardous Materials Technicians; 80 hours of training to qualify Fire Police, and DPH employees as Hazardous Materials Specialists; As needed refresher training courses to fore Fire, Police and DPH employees who have been previously certified as Technicians or Specialists.

I have also attached a copy of the RFP for more detail. Can DHR training unit (training officers / coordinators) perform this training (state certified), and does the City have a specialized training facility to conduct the trainings?

If you can respond to this email that would be great so we can continue the PSC on the approval

path.

I have cc'ed Pam Jin and Patrick Fosdahl to this email if you have specific questions about the services. Pam and Patrick are with the Environmental Health Section and oversee this training.

Thanks
rob

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19 CA ADC § 2530

§ 2530. Instructor Certification Requirements.

Term

19 CCR § 2530

Cal. Admin. Code tit. 19, § 2530

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Title 19. Public Safety

Division 2. California Emergency Management Agency

Chapter 2. Emergencies and Major Disasters

Subchapter 2. Hazardous Substances Emergency Response Training

§ 2530. Instructor Certification Requirements.

(a) To become a California State Certified Hazardous Materials Instructor for Haz Mat First Responder Awareness/Operations, Haz Mat Incident Commander, Haz Mat Executive Management, Haz Mat Investigations, Haz Mat Environmental Monitoring, or Haz Mat Incidents at Ports, or Haz Mat Emergency Response Incident Commander -Nuclear, Biological and Chemical Agents and Haz Mat Emergency Response First Responder Operations -Nuclear, Biological and Chemical Agents courses, the applicant shall complete all of the following requirements:

(1) Submission of CSTI Application Form, as referenced in Section 2550(a)(11), to the California Emergency Management Agency, California Specialized Training Institute; and

(2) Agreement to adhere to the policies, procedures and administrative requirements for delivering, documenting, and certifying the California Hazardous Substances Incident Response Training and Education Program as contained in title 2 of the California Government Code, division 1, chapter 7, sections 8574.19-8574.21 and title 19 of the California Code of Regulations, chapter 1, subchapter 2, sections 2510-2560; and

(3) Successful completion of the certified course(s), as referenced in section 2520(a)-(g) or (y)-(aa) in which the applicant is seeking instructor certification or take a 8 hour CSTI "specialized" train the trainer condensed course on courses listed under section 2520; and

(4) Submission of a resume and supporting documentation describing a minimum of 2 years work experience in hazardous materials response, training, production, investigations, monitoring, or research, or a combination of any six, at the level in which the applicant is seeking instructor certification, as referenced in section 2520(a)-(g) or (y)-(z); and

(5) Successful completion of either (A) or (B):

(A) Hazardous Materials Instructor Certification Course as referenced in section 2520(h); or

(B) Hazardous Materials Instructor Certification For Trainers Course as referenced in section 2520(i); and

(i) California State Fire Marshal Instructor IA and IB Course; or

(ii) University of California or California State University Techniques of Teaching Course; or

(iii) Four semester units of upper division credit in educational materials, methods, or curriculum development from an accredited college, university, community college, or institute; or

(iv) Instructor Certification Course or Teaching Credential from an accredited college, university, community college, or training institute; or

(v) Instructor Certification Course from a nonprofit organization or public agency.

(vi) A letter from the applicant's immediate supervisor or training officer verifying the applicant's competence as a hazardous materials trainer as per 29 CFR 1910.120 Appendix E (revised September 21, 1994).

(b) To become a California State Certified Hazardous Materials Technician/Specialist 1B, 1C, 1D, 1F, 1G, Hazardous Waste General Site Worker or Hazardous Materials Emergency Response Technician -Private Industry Instructor, the applicant shall complete all of the following requirements:

(1) Submission of CSTI Application Form, as referenced in Section 2550(a)(11), to the California Emergency Management Agency, California Specialized Training Institute; and

(2) Agreement to adhere to the policies, procedures and administrative requirements for delivering, documenting, and certifying the California Hazardous Substances Incident Response Training and Education Program as contained in Title 2 of the California Government Code, Division 1, Chapter 7, Sections 8574.19-8574.21 and Title 19 of the California Code of Regulations, Chapter 1, Subchapter 2, Sections 2510-2560; and

(3) Successful completion of the certified course(s), as referenced in Section 2520(k)-(q), (s) and (t) in which the applicant is seeking instructor certification; and

(4) Submission of a resume and supporting documentation, including written verification from applicant's department head or designee, describing a minimum of 80 hours of teaching experience and a minimum of 3 years work experience in hazardous materials response, training, production, research, investigations or monitoring, or a combination of any six, relating to the subject area in which the applicant is seeking instructor certification, as referenced in Section 2520(k)-(q), (s) and (t). (To become certified to instruct the Hazardous Waste General Site Worker Course, an applicant's 3 years of work experience must be in the field of hazardous waste operations.); and

(5) Successful completion of either one of the following:

(A) Hazardous Materials Instructor Certification Course as referenced in Section 2520(h); or

(B) Hazardous Materials Instructor Certification For Trainers Course as referenced in Section 2520(i); and,

(c) To become a California State Certified Hazardous Materials Technician/Specialist 1A Instructor, the applicant shall complete all of the following requirements:

(1) All of the requirements specified in Section 2530(b); and

(2) Submission of a photocopy, employer verification or valid supporting documentation for the following:

(A) Bachelor of Science, or Masters of Science or doctoral degree in a physical or life science that included at least two upper division semester (or equivalent quarters) courses in chemistry; or

(B) Two upper division semester (or equivalent quarters) courses in college chemistry with a passing grade of "C" or better; and,

(C) Submission of a resume and supporting documentation, including written verification from applicant's department head or designee, describing a minimum of 80 hours of teaching experience and a minimum of three years of work experience in chemistry training, chemical production or chemical research, or a combination thereof.

(d) To become a California State Certified Hazardous Materials First Responder Operations - Decontamination Instructor, the applicant shall complete all of the following requirements:

(1) All of the requirements specified in Section 2530 (a); and

(2) Complete the Hazardous Materials Emergency Response First Responder Operations Level course, as specified in Section 2520(b); and

(3) Complete the Hazardous Materials Emergency Response First Responder Operations - Decontamination Course, as specified in Section 2520 (x).

(e) To become certified to teach a Hazardous Materials Refresher Course, the applicant shall complete all of the following requirements:

(1) To instruct refresher classes based on the courses specified in Section 2530 (a), the applicant shall complete;

(A) All of the requirements specified in Section 2530 (a);

(2) To instruct refresher classes based on the courses specified in Section 2530 (b), the applicant shall complete;

(A) All of the requirements specified in Section 2530 (b);

(3) To instruct refresher classes based on the courses specified in Section 2530 (c), the applicant shall complete;

(A) All of the requirements specified in Section 2530 (c).

(f) To become a California State Certified Hazardous Materials Emergency Medical Response to Hazardous Materials Incidents: A Guide for First Responders Instructor, the applicant shall complete the following requirements:

(1) All of the requirements specified in Section 2530 (a); and

(2) Complete the Hazardous Materials Emergency Medical Response to Hazardous Materials Incidents: A Guide for First Responders course, as specified in Section 2520 (v).

(3) If applicant will be the sole instructor: Submission of a photocopy, employer verification or valid supporting documentation for the following:

(A) Current certification as an EMT-P, at least two years of response experience as an EMT-P, or previously certified EMT-P with at least five (5) years field experience as an EMT-P, completion of First Responder Operations Level training and completion of the First Responder Operations - Decontamination Course as specified in Section 2520 (b) and (x); or

(B) Current certification as an EMT-II, at least two years of response experience as an EMT-II and certification as a Hazardous Materials Technician as specified in Section 2540 (o); or

(C) Current certification as an EMT-I, at least two years of response experience as an EMT-I, at least a Bachelor of Science degree in health sciences and certification as a Hazardous Materials Technician or Specialist as specified in Section 2540 (o);

(5) If applicant will not be the sole instructor: Submission of a photocopy, employer verification or valid supporting documentation for the following: (Applicants certified under this paragraph shall not instruct the sections of the class involving paragraphs (1)(H)-(J) of Section 2520 (v)).

(A) Completion of First Responder Operational Level training as specified in Section 2520 (b) and at least two years of experience in emergency response.

(g) To become a California State Certified Hazardous Materials/Weapons of Mass Destruction Emergency Response, First Receiver Operations and Decontamination for Health Care Instructor, the applicant shall complete the following requirements:

(1) All of the requirements specified in Section 2530 (a); and

(2) Complete the Hazardous Materials/Weapons of Mass Destruction Emergency Response, First Receiver Operations and Decontamination for Health Care course, as specified in Section 2520 (w); and be certified as a Hazardous Materials Technician or have three years experience in a Health and Safety position in a Healthcare environment, or equivalent, or be currently licensed as a Registered Nurse, Physician Assistant, or Medical Doctor certified to the First Responder Operations/Decontamination level as specified in Section 2520(b) and 2520 (x).

(h) To become a California State Certified Hazardous Materials Investigations Instructor, the applicant shall complete the following requirements:

- (1) All of the requirements specified in Section 2530 (a); and
- (2) Complete the Hazardous Materials Investigations course, as specified in Section 2520 (e); and
- (3) Provide evidence of current membership (or membership within the last five years) in an Environmental Crimes Investigations Task Force or Unit, and two years of work experience in environmental crimes investigations; and
- (4) Provide evidence of specialized expertise in law enforcement and/or fire operations, environmental health and/or crimes investigations, or criminal justice system procedures and protocols.

(i) To become a California State Certified Hazardous Materials Emergency Response Advanced Environmental Crimes Instructor, the applicant shall complete the following requirements:

- (1) All of the requirements specified in Section 2530 (a) and (g); and
- (2) Complete the Hazardous Materials Emergency Response - Principles of Environmental Crimes Investigations course, as specified in Section 2520 (e); and
- (3) Complete the Hazardous Materials Emergency Response - Advanced Environmental Crimes Investigations course, as specified in Section 2520(u); and
- (4) Provide evidence of current membership (or membership within the last five years) in an Environmental Crimes Investigations Task Force or Unit, and;
- (5) Provide evidence of four years of work experience in environmental crimes investigations.

(j) To become a California State Certified Hazardous Materials Clandestine Methamphetamine Laboratory First Responder Awareness Course Instructor, the applicant shall complete the following requirements:

- (1) All of the requirements specified in Section 2530(a); and
- (2) Complete the First Responder Awareness Course, as specified in Section 2520 (a); and
- (3) Complete the Clandestine Methamphetamine Laboratory First Responder Awareness Course, as specified in Section 2520(aa); and
- (4) Provide evidence of specialized expertise in the chemical and physical hazards associated with the clandestine production of methamphetamine.

(k) To become a California State Certified Hazardous Materials Clandestine Methamphetamine Laboratory First Responder Operations Course Instructor, the applicant shall complete the following requirements:

- (1) All of the requirements specified in Section 2530 (a); and
- (2) Complete the First Responder Operations Course, as specified in Section 2520 (b); and
- (3) Complete the Clandestine Methamphetamine Laboratory First Responder Operations Course, as specified in Section 2520 (bb); and
- (4) Provide evidence of specialized expertise in the chemical and physical hazards associated with the clandestine production of methamphetamine.

(l) To become a California State Certified Hazardous Materials/Weapons of Mass Destruction, First Responder Operations, Law Enforcement Field Support Course Instructor, the applicant shall complete the following requirements:

- (1) All of the requirements specified in Sections 2530 (a) and,
- (2) Complete the Hazardous Materials/Weapons of Mass Destruction, First Responder Operations, Law Enforcement Field Support course, as specified in Section 2520 (ee) and,

(3) Hold credentials as a sworn law enforcement officer and/or hold current certification in one of the following:

- (A) Hazardous Materials Technician (as defined in Title 19 CCR 2540 (o), or
- (B) Hazardous Materials First Responder Operations (as defined in Title 19 CCR 2520 (b)).

(4) Certified Instructors who teach the following course curriculum must be a sworn law enforcement officer:

- (A) Title 19 section 2520 (ee)(M): and/or
- (B) Title 19 section 2520 (ee)(3)(B) and (F)

(m) To become a California State Certified "Hazardous Materials - Mass Casualty Decontamination Instructor", the applicant shall complete the following requirements:

- (1) All of the requirements specified in section 2530 (a); and
- (2) Hold current certification as a Hazardous Materials Technician or Specialist, as defined by section 2540 (o).

(n) To become a California State Certified Hazardous Materials Weapons of Mass Destruction Assistant Safety Officer Instructor, the applicant shall complete all of the following requirements:

- (1) Complete all the requirements of Title 19 CCR 2530(a)(1) and (2); and,
- (2) Complete the certified course, as referenced in Section 2520(r); and,
- (3) Hold certification to the Hazardous Materials Specialist level (as defined by Title 19 CCR 2540(o) and as a Certified CSTI Outreach Instructor in Hazardous Materials Specialist as defined in Section 2530 (b); and,
- (4) Provide a resume and supporting documentation, including written verification from applicant's department head or designee, describing a minimum of 80 hours of teaching experience and a minimum of 3 years work experience on a hazardous materials response team.

(o) To become a California State Certified Hazardous Materials Weapons of Mass Destruction Terrorism for the Technician/ Specialist Course, the applicant shall complete all of the following requirements:

- (1) Complete all the requirements of 19 CCR 2530(a)(1) and (2); and,
- (2) Successful completion of the certified course, as referenced in Section 2520 (ff); and,
- (3) Hold certification to the Hazardous Materials Technician or Specialist level (as defined by Title 19 CCR 2540(o) and as a Certified CSTI Outreach Instructor in Hazardous Materials Technician or Specialist as defined in Section 2530(b); and,
- (4) Submission of a resume and supporting documentation, including written verification from applicant's department head or designee, describing a minimum of 80 hours of teaching experience and a minimum of 3 years work experience on a hazardous materials response team.

(p) To become a California State Certified Hazardous Materials Emergency Response, First Receiver Awareness and Decontamination for Health Care Instructor, the applicant shall complete the following requirements:

- (1) All of the requirements specified in Section 2530(a); and
- (2) Complete the Hazardous Materials Emergency Response, First Receiver Awareness and Decontamination for Health Care course, as specified in Section 2520(gg); and be certified as a Hazardous Materials Technician/Specialist or have a minimum of 3 years experience in a Health and Safety position in a Health Care environment, or equivalent, or be currently licensed as a Registered Nurse, Physician Assistant, or Medical Doctor certified to the level of First Receiver Operations and Decontamination for Health Care level as specified in Section 2520(w).

(q) Reserved for future use.

Note: Authority cited: Sections 8574.20(a) and 8585, Government Code. Reference: Sections 8574.20(b) and 8585, Government Code.


HISTORY

1. New section filed 7-8-91; operative 8-7-91 (Register 91, No. 46).
2. Amendment of subsections (a)-(a)(2), (4) and (5)(B)(iv) and new subsections (a)(5)(B)(v)-(c)(2)(B) filed 5-12-94; operative 6-13-94 (Register 94, No. 19).
3. Amendment of section and Note filed 12-23-96; operative 1-22-97 (Register 96, No. 52).
4. Amendment filed 10-15-98; operative 11-14-98 (Register 98, No. 42).
5. Amendment of subsections (a) and (a)(3)-(4) filed 2-8-2000; operative 3-9-2000 (Register 2000, No. 6).
6. Amendment of section and Note filed 4-25-2003; operative 5-25-2003 (Register 2003, No. 17).
7. Amendment of subsections (g) and (g)(2) and new subsections (l)-(l)(4)(B) and (n)-(q) filed 12-18-2007; operative 1-17-2008 (Register 2007, No. 51).
8. Change without regulatory effect amending subsections (a)(1), (b)(1) and (d)(3) and Note filed 5-12-2010 pursuant to section 100, title 1, California Code of Regulations (Register 2010, No. 20).

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Chapter 2. Emergencies and Major Disasters
Subchapter 2. Hazardous Substances Emergency Response Training
§ 2560. Field Training Facility.

(a) Minimum Requirements

(1) A State Certified Hazardous Materials Field Training Facility (FTF) shall have all of the following training aids:

(A) Drums that have been designed with leaks of the following types:

- (i) One Side Void (eg. fork lift or nail puncture);
- (ii) One Bung Leak (damaged threads); and
- (iii) One Chine Leak (1/16 holes or saw cut).

(B) Drums for sampling:

- (i) One 1A1 with threaded bung, 55 gal.;
- (ii) One 1A2 with removable top, 55 gal.; and
- (iii) One non-operable (weld or braze bungs closed).

(C) Overpack:

- (i) One DOT 49 CFR 173.3 Salvage Drum, 85 gal.;
- (ii) One DOT 49 CFR 173.3 Salvage Drum, 8 gal.; and
- (iii) One Dot 49 CFR 173.3 Salvage Drum, polyethylene.

(D) One 100-150 lb. Chlorine Container designed for vapor leak from the valve area.

(E) One 1-Ton Chlorine Container designed for liquid and vapor leaks from valve and fusible plug. Container shall be designed to allow instructor to change leak from a liquid to a vapor when students roll the container.

(F) One Chlorine Tank Dome designed for liquid line, vapor line and safety relief valve leak. One leak should be from vibration opening of valve, one leak from a valve loose in its mount, and one leak from a failed safety relief valve. The tank dome shall be designed to allow the student to read the vapor pressure via one of the vapor lines.

(G) One Fixed Bulk Storage Tank (minimum of 200 gallon capacity) with leaks of a type to facilitate the application of a tank bandage.

(H) One DOT class MC 306/MC 406 type Tank Truck designed to simulate leak from dome cover on overturned tanker. Tanker must be of sufficient size to allow drilling for stinger operations.

(1) One Railroad Tankcar with domes listed below or domes listed below on a simulated Railroad Tankcar. All work shall be done on a platform that is no larger than 64 square feet and at least 10 feet above ground level:

(i) One Chlorine Dome meeting requirements specified in Section 2560(a)(1)(F);

(ii) One Pressure Dome designed to leak from liquid valve, vapor valve, and failed safety-relief valve. The dome shall be designed to allow students to gauge the liquid level in the tank; and,

(iii) One General Service Dome designed to leak from liquid valve.

(J) One Storm Drain designed to allow water flow from an outfall line for students to construct an underflow dam to contain hazardous materials.

(K) One Piping System designed to leak liquid or vapor on 2-12-inch or larger pipes including the following:

(i) Valve, Flange, Weld, and Thread Failures;

(ii) Cracked Pipe; and,

(iii) Sheared Pipe.

(L) Pressure Vessels designed to leak from a valve or valve area including the following:

(i) One 100-150 lb Container.

(ii) One 1-Ton Container meeting the requirements specified in 2560(a)(1)(E); and,

(iii) Two Pressurized Gas Cylinders (e.g., fumigants, acetylene, oxygen).

(M) One Cargo Box Trailer or Intermodal Container to be used to simulate a traffic accident with mixed cargo involved.

(2) A State Certified Hazardous Materials Field Training Facility (FTF) shall have adequate supplies of all of the following equipment:

(A) Drum-related:

(i) Plug and Dike.

(ii) Bung Wrench.

(iii) Foam Wedges.

(iv) Dye.

(v) Epoxy Putty.

(vi) Grounding and Bonding.

(vii) New Bungs.

(viii) Speed Wrench and Socket.

(ix) Drum Repair Kit.

(x) Drum Hand Truck.

(xi) Transfer Pump.

(xii) Redwood Plugs.

(xiii) Drum Lifter.

(B) Chlorine-related:

(i) A Kit.

(ii) B Kit.

(iii) C Kit.

(iv) Ammonia Atomizer Bottle.

(C) Powdered Materials-related:

(i) Shovels.

(ii) Brooms.

(iii) Plastic Bags.

(iv) Tarps.

(D) Pressurized Gas Cylinders-related:

(i) Hand Tools.

(ii) Valve Thread Cap.

(E) Fixed Storage Tank-related:

(i) Patching Kits.

(ii) Pneumatic Patching Equipment.

(iii) 5-Minute Marine Epoxy.

(F) Piping Leaks-related:

(i) Pneumatic Patching Equipment.

(ii) Patching Kits.

(iii) Flange Gaskets.

(iv) Bolts and Nuts.

(v) Hand Tools.

(G) Cargo Tank-related:

(i) Dome Clamp (MC 306/406).

(ii) Step Ladder.

(iii) Pneumatic Drill.

(iv) Grounding and Bonding Cables.

(v) Grounding Rod.

(vi) Stinger.

(vii) 4" Hole Saw Drill Bit.

(viii) Air Pressure Regulator.

(H) Railroad Tankcar-related:

(i) Hand Tools.

(ii) Pneumatic Tank Patching Equipment.

(iii) Ladders (Fire Service Type), minimum 14 ft.

(iv) Tool Elevator (rope, bag or bucket, and pulleys).

(I) Storm Drain-related:

(i) Shovels.

(ii) Sheet Plastic.

(iii) Wheelbarrows.

(iv) Sand.

(v) Over/Underflow Pipes (3-8 inches diameter).

(vi) Pneumatic Plugs.

(J) Absorbents (polar and non-polar type):

(i) Pads.

(ii) Booms.

(iii) Pillows.

(iv) Granular.

(K) Sampling-related:

(i) Colawasa Tube.

(ii) Scoops.

(iii) Pipettes.

(iv) Soil Sample Auger.

(v) Plastic ZipLoc-type Bags.

(vi) Drum Thief's

(vii) Spoons.

(viii) Bottles with Seals and Labels.

(ix) 1-gallon Paint Cans for Overpack.

(L) Monitoring-related:

(i) CGI.

(ii) Oxygen Meter.

(iii) Photoionization Detector.

- (iv) Dosimeters.
- (v) Radiation Meters. Mr/hr and R/hr.
- (vi) Colorimetric Tubes.
- (vii) Field Chemical ID Kit.
- (viii) Test Papers.
- (ix) Belt Weather Kit or Mini-Weather Station

(M) Decontamination-related:

- (i) Four Containment Pools.
- (ii) Four Water Wands.
- (iii) Two Hudson Type Garden Sprayers.
- (iv) Wash Tubs.
- (v) Trash Bags (55-gallon type).
- (vi) Four Garden Hoses or Equivalent.
- (vii) Tarps.
- (viii) Brush Assortment.
- (ix) Sponges.
- (x) Towels.
- (xi) Four Astro-Terf (type) Doormats (Pool boot scrub)

(N) Other:

- (i) Windsock.
- (ii) Computer loaded with the following:
 - (a) Cameo
 - (b) Chem Knowledge
 - (c) Chemical Reactivity worksheet
 - (iii) ICS Vests Including:
 - (a) Hazmat Group Supervisor
 - (b) Assistant Safety Officer
 - (c) Entry Team Leader
 - (d) Decon Team Leader
 - (e) Technical Reference Leader
 - (f) Site Access Leader
 - (iv) 20 Traffic Cones

(v) Barrier Tape

(vi) Bull Horn

(3) A State Certified Hazardous Materials Field Training Facility (FTF) shall have all of the following reference materials:

- (A) Chemical Dictionary (Hawley's).
- (B) Quick Selection Guide to Chemical Protective Clothing (Forsberg/Mansdorf)
- (C) Handbook Of Reactive Chemical Hazardous (L. Bretherick) or Rapid Guide to Chemical Incompatibilities (Pohanish/Green).
- (D) CHRIS Manual (U.S. Coast Guard - Printed or Electronic).
- (E) American Association of Railroads, Emergency Action Guides
- (F) Emergency Care for Hazardous Materials Exposure (Currence)
- (G) Farm Chemical Handbook (Meister).
- (H) Pocket Guide to Chemical Hazards (NIOSH).
- (I) Emergency Response Guide Book (DOT)

(4) A State Certified Hazardous Materials Field Training Facility (FTF) shall have all of the following protective clothing:

- (A) Level A Suits (adequate supply to assure that no suit is worn twice without first being cleaned and disinfected. Suit must provide total encapsulation.).
- (B) Level B Suits (one per student).
- (C) Chemical Resistant Boots (one pair per student).
- (D) Chemical Resistant Gloves (one pair per student).
- (E) Eye Protection (goggles or safety glasses, one pair per student).
- (F) Hearing Protection (one set per student).
- (G) Air Purifying Respirators (one per student).
- (H) Self-Contained Breathing Apparatus Mask (one per student).
- (I) Self-Contained Breathing Apparatus (one per every two students).

(5) A State Certified Hazardous Materials Field Training Facility (FTF) shall have an adequate supply of all of the following forms:

- (A) ICS Form 201 - Incident Briefing.
- (B) ICS Form 202 - Incident Objectives.
- (C) ICS Form 206 - Medical Plan
- (D) ICS Form 208 - Site Safety Plan
- (E) ICS Form 214 -- Unit Log.

(6) A State Certified Hazardous Materials Field Training Facility (FTF) shall have all of the following safety items:

- (A) First Aid Kit (EMT-1 type).

(B) Emergency Telephone or Radio (to summon paramedic).

(C) Covered Observation Area with sufficient capacity to seat entire class and able to provide protection from the rain and sun.

(D) Flashlights (one per two students).

(E) Emergency Night Lighting sufficient to illuminate entire exercise area.

(7) All leaks generated at a State Certified Hazardous Materials Field Training Facility shall be designed to leak at the approximate gallons-per-minute (and pressure) that would be found in an actual incident.

(8) Student to Instructor/Equipment/etc. Ratios are used in the preceding sections, above, to assure students receive an adequate level of experiential learning. See Section 2540 (d) (5) (B) for information on break-outs and sectional training.

(b) Inspection and Certification Procedures.

(1) Any FTF Coordinator seeking state certification for a FTF shall notify the California Specialized Training Institute Hazardous Materials Section Chief in writing, requesting an inspection.

(2) Upon written request for FTF inspection from any FTF Coordinator, the California Specialized Training Institute Hazardous Materials Section Chief shall notify the Office of the State Fire Marshal Training Division to arrange for a joint inspection within 45 calendar days of receiving the FTF Coordinator's written request.

(3) The FTF Coordinator requesting the inspection shall be notified, in writing, by the California Specialized Training Institute Hazardous Materials Section as to the date and time for the FTF inspection. The FTF Coordinator shall arrange for the proper personnel to be at the FTF to operate equipment and demonstrate that the training aids function as required during the inspection.

(4) FTF inspections shall be conducted jointly by representatives from the California Specialized Training Institute Hazardous Materials Section and the Office of the State Fire Marshal Training Division.

(5) Inspectors shall ensure that all the minimum required equipment and training aids, as defined in Section 2560(a), are present and fully operational. Inspectors shall complete a Field Training Facility Inspection Report (HM form 190), as referenced in Section 2550 and forward it to the California Specialized Training Institute Hazardous Materials Section Chief within 10 working days. Within 10 working days of receiving the inspection report, the California Specialized Training Institute Hazardous Materials Section Chief shall notify the FTF Coordinator, in writing, that the inspected FTF has been approved or denied certification. If the FTF is disapproved, the Section Chief shall forward a written report to the FTF Coordinator specifying the inspected FTF's deficiencies. Once the FTF Coordinator has corrected all of the identified deficiencies, the FTF Coordinator may request another inspection pursuant to this section.

(6) A state certified FTF is required for Hazardous Materials Specialist (1F) and (1G) Courses as referenced in Section 2520(p) and (q).

(7) Any State Certified FTF is subject to unannounced inspection/audits conducted by a faculty member of the California Specialized Training Institute Hazardous Materials Section and/or a designee of the Office of the State Fire Marshal. Unannounced FTF inspection/audits will be conducted in accordance with the procedures established in Section 2540(f).

(8) If any changes occur in the FTF minimum requirements, as referenced in Section 2560(a), then the Chief of the California Specialized Training Institute Hazardous Materials Section is required to notify all FTF Coordinators in writing of said changes within 30 working days. FTF Coordinators shall have 90 working days to make all said changes. Upon completing changes, the FTF Coordinator will notify the Chief of the California Specialized Training Institute Hazardous Materials Section in writing within 30 working days. The Chief of the California Specialized Training Institute Hazardous Materials Section may, at his or her discretion, initiate an FTF inspection to verify compliance with said changes. All changes shall be completed prior to any state certified courses being conducted at the FTF.

(9) Mobile FTFs are subject to all of the same procedures and requirements of a fixed site FTF. Mobile FTFs are required to have all items, as specified in Section 2560(a), at all locations where the Mobile FTF is being used.

(10) The Course Manager shall ensure that the FTF have all training aids and equipment, as required in Section

2560(a), present and operational during the entire course in which the Course Manager is responsible.

(c) Field Training Facility Coordinator

(1) A Field Training Facility Coordinator is a State Certified Hazardous Materials Instructor, as referenced in Section 2530, that is responsible for managing and maintaining a Field Training Facility.

(2) A Field Training Facility Coordinator is responsible for abiding by all procedures specified in Section 2560 and for completing and signing all administrative forms and correspondences pertaining to the FTF.

(3) All Course Managers conducting training at a FTF shall have received prior permission from the Field Training Facility Coordinator. The FTF Coordinator can deny use of the FTF to a Course Manager, if in the FTF Coordinator's opinion, the FTF is inadequately supplied, maintained, or presents any unsafe training conditions.

(4) The Course Managers conducting training at a FTF shall ensure that minimum required equipment, as referenced in Section 2560(a), is present at the FTF.

Note: Authority cited: Section 8574.20(a), Government Code. Reference: Section 8574.20(b), Government Code.

HISTORY

1. New section filed 5-12-94; operative 6-13-94 (Register 94, No. 19).
2. Amendment of section and Notefiled 4-25-2003; operative 5-25-2003 (Register 2003, No. 17).

19 CCR § 2560, ~~19 CA ADC § 2560~~

This database is current through 2/28/14 Register 2014, No. 9

END OF DOCUMENT

 Term

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THOMSON REUTERS

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4034 07/08)

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

Type of Service: Training sessions to certify City's Hazardous Materials Team and other First Responders

Funding Source: General Fund and Grants

PSC Original Approved Amount: \$200,000

PSC Original Approved Duration: 01/01/08 - 12/31/12 (5 years 1 day)

PSC Mod#1 Amount: \$525,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$55,000

PSC Mod#2 Duration: 01/01/08-12/31/13 (1 year)

PSC Mod#3 Amount: \$307,500

PSC Mod#3 Duration: 01/01/14-06/30/15 (1 year 25 weeks)

PSC Mod#4 Amount: no amount added

PSC Mod#4 Duration: 07/01/15-12/31/16 (1 year 26 weeks)

PSC Cumulative Amount Proposed: \$1,087,500

PSC Cumulative Duration Proposed: 9 years 2 days

1. Description of Work

A. Scope of Work:

PLEASE SEE ORIGINAL PSC

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

PLEASE SEE ORIGINAL PSC

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.

Under contract

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

2. Union Notification: On 03/21/14, the Department notified the following employee organizations of this PSC/RFP

request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4034 07/08

Civil Service Commission Action:

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/02/2014

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractor: 3 years of "hands-on" experience in the 3 areas of emergency response and in designing, developing, and conducting emergency response training; knowledge of Federal and State regulations (Title 19 of the California Public Safety Code) and familiarity and ability to demonstrate state-of-the-art equipment, instrumentation, and gear. Trainers: degree in chemistry, toxicology, or fire science; experience with hazardous materials in 5 out of the last 7 years, and State certification-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 yes, explain:

Yes. Contractor will provide a fully equipped and state certified training facility that meets the requirements of A§ 2560 of Title 19 of the California Public Safety Code and will demonstrate state-of-the-art equipment.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil Service classes do not exist for hazardous materials emergency response training personnel, nor do any City personnel currently have State certification to conduct this training. Contractor will subcontract with State certified trainers from a pool of approximately 15 available instructors. These certified instructors are qualified to provide training to the HazMat Team.

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

No. These are intermittent, specialized services, and the City does not possess all of the required equipment to conduct comprehensive trainings, nor does the City currently own a state certified training facility. In addition for the services that may be funded through a Grant th-PLEASE SEE ATTACHED DOCUMENT

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? ~40 Fire Dept. & Public Health Personnel (please see initial PSC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Yes. Industrial Emergency Council is the vendor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

ON 03/21/14 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4034-07/08)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Training sessions to certify City's Hazardous Materials Team and other First Responders

Funding Source: General Fund and Grants

PSC Original Approved Amount: \$200,000

PSC Original Approved Duration: 01/01/08 - 12/31/12 (5 years 1 day)

PSC Mod#1 Amount: \$525,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$55,000

PSC Mod#2 Duration: 01/01/08-12/31/13 (1 year)

PSC Mod#3 Amount: \$307,500

PSC Mod#3 Duration: 01/01/14-06/30/15 (1 year 25 weeks)

PSC Mod#4 Amount: _____

PSC Mod#4 Duration: _____

PSC Cumulative Amount Proposed: \$1,087,500

PSC Cumulative Duration Proposed: 7 years 25 weeks

1. Description of Work

A. Scope of Work:

This modification extend the PSC and increases the amount in order to exercise a contract option for the upcoming contract term for annual certification and training for hazardous material training for City employees. Copies of original and prior modifications were attached : originalapproval_4034-0708.pdf, mod1_4034-0708.pdf, mod2_admnapproval_4034-0708.pdf
See attached document(s).

B. Explain why this service is necessary and the consequence of denial:
PLEASE SEE ORIGINAL PSC

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 4034-07/08

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

2. Union Notification: On 12/04/13, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4034-07/08

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 01/28/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractor: 3 years of "hands-on" experience in the 3 areas of emergency response and in designing, developing, and conducting emergency response training; knowledge of Federal and State regulations (Title 19 of the California Public Safety Code) and familiarity and ability to demonstrate state-of-the-art equipment, instrumentation, and gear. Trainers: degree in chemistry, toxicology, or fire science; experience with hazardous materials in 5 out of the last 7 years, and State certificat-PLEASE SEE ATTACHED DOCUMENT

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

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

Yes. Contractor will provide a fully equipped and state certified training facility that meets the requirements of AS 2560 of Tile 19 of the California Public Safety Code and will demonstrate state-of-the-art equipment.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil Service classes do not exist for hazardous materials emergency response training personnel, nor do any City personnel currently have State certification to conduct this training. Contractor will subcontract with State certified trainers from a pool of approximately 15 available instructors. These certified instructors are qualified to provide training to the HazMat Team.

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

No. These are intermittent, specialized services, and the City does not possess all of the required equipment to conduct comprehensive trainings, nor does the City currently own a state certified training facility. In addition for the services that may be funded through a Grant th-PLEASE SEE ATTACHED DOCUMENT

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? See attached pdf: originalapproval_4034-0708.pdf	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? See attached pdf: originalapproval_4034-07	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 12/04/13 BY: .

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

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



Edwin M. Lee
Mayor

Barbara A. Garcia, MPA
Director of Health

MEMORANDUM

DATE: 8/16/2012
TO: DHR PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Jacquie Hale, PSC Coordinator
Department of Public Health (Dept. #81/82) *JH*
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4034-07/08 Approval Date: 1/7/2008

Description of Service(s): Hazardous Material training for City Employees
Original Approved Amount: \$200,000 Original Approved Duration: 1/1/2008 – 12/31/2012
Modification Amount: \$525,000 1st Modification of Duration: 1/1/2008 – 12/31/2012
Modification Amount: \$55,000 2nd Modification of Duration: 1/1/2008 – 12/31/2013
Total Amount as Modified: \$780,000 Total Duration as Modified: 1/1/2008 – 12/31/2013

Reason for the modification:

Extension of the PSC approval to exercise the first option of the contract in order to continue the annual certification and training for hazardous material training for City employees.

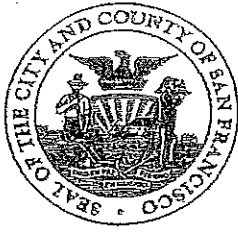
Attachment: Copy of Approved PSC Summary
(DPH Reference: CMS #6282)

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 8/28/2012

By: *JH*
Micki Callahan, Human Resources Director



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

January 9, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

GAVIN NEWSOM
MAYOR

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 2000-07/08;
4068-07/08 THROUGH 4078-07/08; 4083-04/05 AND 4034-07/08.

ALICIA D. BECERRIL
PRESIDENT

At its meeting of January 7, 2008 the Civil Service Commission had for its consideration the above matter.

DONALD A. CASPER
VICE PRESIDENT

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.

MORGAN R. GORRANO
COMMISSIONER

It was the decision of the Commission to:

THOMAS T. NG
COMMISSIONER

- (1) Adopt the Human Resources Director's report on PSC #4073-07/08. Notify the offices of the Controller and the Purchaser.
- (2) **The Commission voted to rescind the vote on PSC 4073-07/08 and directed the Executive Officer to calendar the item for reconsideration at the meeting of January 22, 2008.**
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

YU-YEE WU
COMMISSIONER

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.

ANITA SANCHEZ
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Shawn Allison, Department of Telecommunications & Information Services
Connie Chang, Public Utilities Commission
Gordon Choy, Department of Public Works
Kahala Drain, Children & Families Commission
Rion Dugan, Department of Telecommunications & Information Services
Jacquie Hale, Department of Public Health
Jennifer Johnston, Department of Human Resources
Julian Low, Mayor's Office of Business & Economic Development
Sean McFadden, Recreation & Parks Department
Jonathan Nelly, Department of Human Resources
Shawn Wallace, San Francisco Police Department
Commission File
Chron

POSTING FOR
January 7, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT

PSC No.	Dept No	Dept Name	Approval Type	Increase Amount	New Amount	Description of Work	Duration
4083-04/05	75	Telecommunications & Information Services	Regular	\$475,000.00	\$1,074,000.00	Will modernize the criminal case management systems throughout the City is known as the JUSTIS project.	31-Jul-08
4034-07/08	82	Department of Public Health	Regular	\$525,000.00	\$725,000.00	Will specialized hazardous materials handling and emergency response training for the City's Hazardous Materials Team. Approx. 40 Fire Dept. and Public Health Personnel will receive 160 hours of training to qualify them as Hazardous Materials Tech.	31-Dec-12

[Handwritten signature]

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 6, 2007

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER: 82

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC #4034-07/08)

TYPE OF SERVICE: Training sessions to certify City's Hazardous Materials Team (HazMat Team), other First Responders, and to perform all-hazards emergency medical services planning.

FUNDING SOURCE: General Funds and Grant Funds (HRSA/State Homeland Security/Federal Office of the Assistant Secretary for Preparedness and Response ASPR)

PSC AMOUNT: \$200,000 PSC DURATION: 1/1/2008 - 12/31/2012
MODIFICATION AMOUNT: \$525,000 DURATION MODIFICATION: 12/6/2007 - 12/31/2012
NEW PSC AMOUNT: \$725,000 TOTAL DURATION: 1/1/2008 - 12/31/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Specialized hazardous materials handling and emergency response training for the City's Hazardous Materials Team (HazMat Team). Approximately 40 Fire Department and Public Health Personnel will receive 160 hours of training to qualify them as Hazardous Materials Technicians and 80 hours of training to upgrade Technician classifications to Specialists. All HazMat Team members are required to receive this training through the State Fire Marshal, California Specialized Training Institute, or their certified training organizations. Current Hazardous Materials Specialists are required to receive annual refresher training. In addition, the Department of Public Health is seeking to perform all-hazards disaster medical services planning, which may include response to CBRN mass casualty incidents. This contract may be used to provide for the annual refresher training. Specialized hazardous materials handling including Chemical, Biological, Radiological and Nuclear (CBRN) training for Hospital-based clinical providers in San Francisco. The training will be conducted through a State Fire Marshal and California Specialized Training Institute (CSTI) certified training organization.

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

Federal and State laws require HazMat Team members and other First Responders to receive specialized training to respond to hazardous materials and incidents including terrorist attacks that may include Chemical, Biological, Radiological and Nuclear (CBRN) incidents. The training will enable the HazMat Team to handle more effectively hazardous material incidents and to ensure the public safety. In addition, emergency medical services planning to respond to mass casualty incidents that may result from CBRN attacks or other natural or man-made disasters is necessary to ensure the integrity of our city wide medical services system and continued operations at the time of a disasters. Denial will result in non-compliance with Federal, State, and local laws and regulations and will place the public safety at risk by not maintaining a HazMat Team that is ready to respond to hazardous materials incidents. In addition, denial will also result in the inability of the City and County of San Francisco to properly respond to expanded need for acute emergency medical care at the time of a large scale mass casualty incident.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service

Commission, indicate most recent personal services contract approval number):

PSC 4034-07/08. This modification reflects the inclusion of additional one time funds from the Federal Government for emergency medical services planning, specifically alternate care site planning. The Department was notified of the new funds on 9/20/2007 and must expend the grant by the end of the 2008 federal fiscal year.

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

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

[X] Locals 21 Jacquie Hale DEC 07 2007
Union Name Signature of person mailing/faxing form Date

[] Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4034-07/08

STAFF ANALYSIS/RECOMMENDATION:

APPROVED JANUARY 7, 2008

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor: 3 years of "hands-on" experience in the 3 areas of emergency response and in designing, developing, and conducting emergency response training; knowledge of Federal and State regulations (Title 19 of the California Public Safety Code) and familiarity and ability to demonstrate state-of-the-art equipment, instrumentation, and gear. Trainers: degree in chemistry, toxicology, or fire science; experience with hazardous materials in 5 out of the last 7 years, and State certification per § 2530 of Title 19 of the California Public Safety Code. Field Training Facilities must also be certified per § 2560 of Title 19 of the California Public Safety Code.

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

There are no Civil Service classifications that perform this work.

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

Yes. Contractor will provide a fully equipped and state certified training facility that meets the requirements of § 2560 of Title 19 of the California Public Safety Code and will demonstrate state-of-the-art equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes do not exist for hazardous materials emergency response training personnel, nor do any City personnel currently have State certification to conduct this training. Contractor will subcontract with State certified trainers from a pool of approximately 15 available instructors. These certified instructors are qualified to provide training to the HazMat Team.

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

No. These are intermittent, specialized services, and the City does not possess all of the required equipment to conduct comprehensive trainings, nor does the City currently own a state certified training facility. In addition for the services that may be funded through a Grant the availability of continued funding is unknown at this time.

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

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

Yes No

B. Will the contractor train City and County employees?

• Describe the training and indicate approximate number of hours.

Approximately 40 Fire Department and Public Health Personnel will receive 160 hours of training to qualify them as Hazardous Materials Technicians and 80 hours of training to upgrade Technician classifications to Specialists. Unspecified number of hazardous materials specialists may receive annual refresher training. In addition First responders (exact numbers to be identified) may also receive CBRN training.

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

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 personal services contract with your department? Work may be completed by current vendors, or depending on the project scope, through future solicitations.

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

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

(415) 554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address