



London Breed  
Mayor

Micki Callahan  
Human Resources Director

Date: February 14, 2020

To: The Honorable Civil Service Commission

Through: Micki Callahan *(Signature)*  
Human Resources Director

From: Joan Lubamersky, ADM  
Joyce Kimotsuki, CON  
Elaine Walters, FIR  
Bill Irwin / Daniel Kwon, PUC  
William Lee, DEM  
Rachel Buerkle, ENV  
Karen Henderson, MYR  
Genie Wong, POL  
Jolie Gines, TIS  
Jacquie Hale, DPH  
Henry Gong, SHF  
John Tsutakawa, HSA

Subject: **Personal Services Contracts Approval Request**

This report contains sixteen (16) 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 Fiscal Year 19/20 to date:

Total of this Report	YTD Expedited Approvals FY2019-2020	Total for FY2019-2020
\$90,448,378	\$261,328,442	\$2,133,089,597

Joan Lubamersky  
City Admin  
1 Dr. Carlton B. Goodlett Pl, Rm. 362  
San Francisco, CA 94102  
(415) 554-4859

Joyce Kimotsuki  
Controller  
1 Dr. Carlton B. Goodlett Pl, Rm. 306  
San Francisco, CA 94102  
(415) 554-6562

Elaine Walters  
Fire  
698 Second St.  
San Francisco, CA 94107  
(415) 558-3418

Bill Irwin / Daniel Kwon  
Public Utilities Commission  
525 Golden Gate Ave., 8th Floor  
San Francisco, CA 94102  
BI: (415) 934-3975  
DK: (415) 934-5722

William Lee  
Emergency Management  
1011 Turk Street  
San Francisco, CA 94102  
(415) 558-3866

Rachel Buerkle  
Environment  
1455 Market St., #1200  
San Francisco, CA 94103  
(415) 355-3704

Karen Henderson  
Mayor  
1 South Van Ness Ave., 5<sup>th</sup> Floor  
San Francisco, CA 94103  
(415) 701-5557

Genie Wong  
Police  
1245 3<sup>rd</sup> St., 6<sup>th</sup> Floor  
San Francisco, CA 94158  
(415) 837-7208

Jolie Gines  
Technology  
1 South Van Ness Ave., 2<sup>nd</sup> Floor,  
San Francisco, CA 94103  
(628) 652-5074

Jacquie Hale  
Public Health  
101 Grove St., Rm. 307  
San Francisco, CA 94102  
(415) 554-2609

Henry Gong  
Sheriff  
1 Dr. Carlton B. Goodlett Pl, Rm. 456  
San Francisco, CA 94102  
(415) 554-7241

John Tsutakawa  
Human Services  
1650 Mission St., Suite 300  
San Francisco CA 94103

Table of Contents  
PSC Submissions

<b>Regular PSCs</b>	<b>Department</b>	<b>Page</b>
41761-19/20	City Admin	1
45328-19/20	Controller	10
43972-19/20	Fir Department	17
45085-19/20	Public Utilities Commission	22
<b>Modification PSCs</b>		
4095-12/13	Emergency Management	32
47199-14/15	Environment	48
40634-15/16	Mayor	57
47850-17/18	Police	66
4111-12/13	Public Utilities Commission	75
47498-14/15	Public Utilities Commission	86
4070-09/10	Technology	98
4096-05/06	Public Health	110
42832-14/15	Public Health	125
47083-13/14	Public Health	136
46615-15/16	Sheriff	149
42881-17/18	Human Services	166

**POSTING FOR**

March 02, 2020

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

2020-03-02

**APPLY**

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
41761 - 19/20	GENERAL SERVICES AGENCY - CITY ADMIN	\$65,000,000.00	The contractor will provide refuse collection services (recyclables, compostables, and trash) for City and County of San Francisco departments.	January 1, 2020	December 30, 2027	REGULAR
45328 - 19/20	CONTROLLER	\$2,800,000.00	The City seeks consultants to develop an approach for assessing required Chart Field, Set ID and Business Units from our status quo approach that includes 9 Business Units and at least 2 Set IDs in the City's Oracle PeopleSoft 9.2 Human Capital Management (HCM) system, 1 Business Unit in the City's Oracle PeopleSoft 9.2 Financials and Supply Chain Management System (FSCM) General Ledger Module and up to 3 Business Units in some of the other 16 FSCM Modules, perform the assessment to determine the changes needed, benefits to workflows and reporting, create, manage and implement a detailed implementation plan to execute all changes in PeopleSoft.	March 2, 2020	March 1, 2026	REGULAR
43972 - 19/20	FIRE DEPARTMENT	\$5,000,000.00	Contractor will provide specialized Employee Assistance Program (EAP) to members of several of the City's First Responder agencies and their dependents. This will be a multi-agency program, and the Fire Department will take the lead on the contract. The two agencies starting the program will be the San Francisco Police Department and the San Francisco Fire Department, with the possibility of the Sheriff, Medical Examiner, and Dispatch (DEM) participating at a later date. The services will include, but not be limited to, specialized outpatient behavioral health services, and critical incidence stress response services.	February 1, 2020	June 30, 2023	REGULAR
45085 - 19/20	PUBLIC UTILITIES COMMISSION	\$5,700,000.00	The contractor works with ranchers and farmers to use biosolids as a fertilizer. The contractor secures all necessary permitting required for the use of biosolids as a fertilizer. Annual fees for permitting are paid by the contractor. The contractor manages the agronomic application of biosolids so that nitrogen added to fields does not exceed crop uptake needs. When sufficient biosolids have been added to a field to meet its nitrogen needs, the contractor moves the application operation to a new field. When moving to a new field, the contractor is responsible for coordinating with the trucking contractor for the transportation of biosolids to the new location. The contractor is responsible for ensuring the all county ordinances are followed during the course of operations at each field. This includes the posting of signs, flagging of buffer areas where biosolids are not to be applied, setting up a mobile weather station, a portable toilet and a washdown station for trucks. The contractor is responsible for the spreading and discing (incorporation) of the biosolids on each field. Coordination with the ranchers, farmers, and county is the responsibility of the contractor.	April 15, 2020	April 14, 2025	REGULAR

**TOTAL AMOUNT \$78,500,000**

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

Home &gt;

## Posting For March 02, 2020

### Proposed Modifications to Personal Services Contracts

## Commission Hearing Date

2020-03-02

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4095 12/13 - MODIFICATIONS	March 2, 2020	DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD	\$0	\$1,638,972	The CORES Responder Management System integrates the verification of responder credentials and the deployment of responders during an emergency. The CORES Alert Notification System facilitates mass notification and two-way communication to provide immediate delivery of customized alerts to any number of relevant recipients. The contract will include hours for training and support hours.	07/01/2020	06/30/2022	REGULAR
47199 - 14/15 - MODIFICATIONS	March 2, 2020	ENVIRONMENT -- ENV	\$0	\$5,000,000	Conduct technical assistance and consulting for City Departments engaged in developing building codes, financing programs, and the design, construction and operation of new buildings, major renovations, tenant improvements and existing buildings where subcontractors for specific areas of expertise are required: research, economic, technical and environmental analyses, energy modeling, green building, LEED (Leadership in Energy and Environmental Design)and GreenPoint Rated consulting, post-occupancy evaluation, policy and program design and implementation support.	06/01/2020	05/31/2023	REGULAR
40634 - 15/16 - MODIFICATIONS	March 2, 2020	MAYOR -- MYR	\$750,000	\$2,250,000	The Mayor's Office of Housing and Community Development (MOHCD) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will; provide advisory services to competitive sales, negotiated sales, private placements, and management of housing assets and/or bond types (tax bond, revenue bonds, etc.), provide financial advisory services to structuring the City's affordable housing programs; and provide advisory services for	05/25/2020	11/25/2022	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					structuring of particularly complex development proposals.			
47850 - 17/18 - MODIFICATIONS	March 2, 2020	POLICE -- POL	\$75,000	\$1,075,000	<p>The contractor will provide on-call phlebotomy service 24 hours a day/7 days a week/365 days a year to law enforcement agencies in the City and County of San Francisco. Contractor staff will perform immediate blood draws (within 45 minutes of call) at various locations on suspects Driving Under the Influence (DUI) who refuse to voluntarily submit to a chemical test. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on DUI suspects are different from blood draws for health reasons. Contractor staff will also participate in evidence handling training by the Office of the Chief Medical Examiner and scheduled court testimony by the District Attorney.</p> <p><b>Scope Change:</b> We are updating scope of work to include phlebotomy service for other criminal investigations. Current scope of work is only for DUI suspects.</p>	10/17/2019	06/30/2022	REGULAR
4111-12/13 - MODIFICATIONS	March 2, 2020	PUBLIC UTILITIES COMMISSION -- PUC	\$900,000	\$1,900,000	<p>The Scope of Work consists of four (4) categories of banking and payment services: (1) Enrollment Services to help San Francisco Public Utilities Commission (SFPUC) increase customer enrollment in Electronic Bill Presentment and Payment (EBPP); (2) EBPP Services to help SFPUC increase its customer use of EBPP through a bank or non-bank EBPP service; (3) EBPP Services to help SFPUC increase its customer use of EBPP through its own SFPUC centered/branded EBPP service; and (4) Other options to deliver EBPP such as ATMs, Kiosks, Mobile Device, In person cash, check and/or card payments, and others.</p>	07/01/2020	08/31/2024	REGULAR
47498 - 14/15 - MODIFICATIONS	March 2, 2020	PUBLIC UTILITIES COMMISSION -- PUC	\$1,000,000	\$4,300,000	<p>Project Pull is a summer internship program established to provide professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields. Students selected from the program demonstrate an ability and interest in professional careers such as architecture, business,</p>	05/02/2020	04/30/2021	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					engineering and science. Consultant will manage the program and advance funds for all students interns' and team leaders' salaries and program enrichment activities.			
4070 09/10 - MODIFICATIONS	March 2, 2020	GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS	\$0	\$41,000,000	As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will include system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment.	07/01/2022	12/31/2026	REGULAR
4096 05-06 - MODIFICATIONS	March 2, 2020	PUBLIC HEALTH -- DPH	\$745,000	\$2,867,500	Therapeutic apheresis is a procedure in which the patient's blood is collected using automated FDA approved devices, separated into its components (RBCs, WBCs, 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 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 Witness patients because blood remains in continuity within the auto-transfusion circuit.	07/01/2023	06/30/2028	ADMINISTRATIVE APPROVAL
					<b>Scope Change:</b> Therapeutic apheresis is a procedure in which the patient's blood is collected using automated FDA approved devices, separated into its components (RBCs, WBCs, 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			

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					remains in continuity within the autotransfusion circuit.			
42832 - 14/15 - MODIFICATIONS	March 2, 2020	PUBLIC HEALTH -- DPH	\$2,240,000	\$4,200,000	As needed, temporary, supplemental and credential verification registry personnel services for the Medical Staff Services Departments of San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), as well as for Community Behavioral Health Services (CBHS). This service assists current staff to meet unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings. Contractor's staff will also support in-house staff to verify providers licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on as-needed basis. This will include assistance with credentialing and privileging of Medical Staff (e.g., physicians, dentists, psychologists & podiatrists) and Affiliate Professionals (e.g., nurse practitioners, certified midwives, certified nurse anesthetists, physician assistants), support for Clinical Services related to Bylaws, Rules and Regulations.	07/01/2020	06/30/2025	REGULAR
47083 - 13/14 - MODIFICATIONS	March 2, 2020	PUBLIC HEALTH -- DPH	\$6,160,000	\$13,640,000	For San Francisco General Hospital and Medical Center (SFGHMC) and Laguna Honda Hospital (LHH), provide off-site storage and retrieval services through a combination of scheduled and stat deliveries, year-round, twenty-four hours a day, seven days-a-week including holidays. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to maintaining appropriately secure and accurate medical records and maintaining the documentation needed for treatment, evaluation, billing, and legal purposes.	07/01/2024	06/30/2029	REGULAR

1 2 next > last »

**TOTAL AMOUNT \$11,870,000**



Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**Posting For March 02, 2020****Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2020-03-02

**APPLY**

<b>PSC Number</b>	<b>Commission Hearing Date</b>	<b>Department</b>	<b>Additional Amount</b>	<b>Cumulative Total</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Approval Type</b>
46615 - 15/16 - MODIFICATIONS	March 2, 2020	SHERIFF -- SHF	\$66,740	\$332,130	Operate a shuttle service from Civic Center BART station, Balboa Park BART station, and possibly San Bruno BART station to the San Bruno Jail Facility. The shuttle service will operate on weekends and pre-selected Holidays from 7:00 am to 2:30 pm. The shuttle service will provide a large bus with the passenger capacity of 29; 1 driver and 28 riders.	05/01/2020	04/30/2021	REGULAR
42881 - 17/18 - MODIFICATIONS	March 2, 2020	HUMAN SERVICES -- DSS	\$11,638	\$128,016	This project will convert a large volume of paper case folders to indexed electronic document images ready for upload, using the Kofax Capture XML import connector. All scanned documents will be indexed and released into the Enterprise Content Management System (ECMS), Open Text Content Servicer for the San Francisco Human Services Agency (HSA), Investigations Department. This project achieves the following goals: multi-user access to case documentation, reduction of individual knowledge dependency (i.e., any worker can work on a case), support for the ability to have satellite office locations, progress toward a paperless environment, reduction in physical storage requirements, and the ability to back-up case files for disaster recovery.	07/01/2019	03/31/2020	REGULAR

« first &lt; previous 1 2

**TOTAL AMOUNT \$78,378**

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Refuse collection services

Funding Source: General fund

PSC Duration: 8 years

PSC Amount: \$65,000,000

**1. Description of Work**

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

The contractor will provide refuse collection services (recyclables, compostables, and trash) for City and County of San Francisco departments.

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

These are critical services that City departments require. Denial of these services would prevent the recovery and disposal of refuse which would cause negative health and environmental impacts to the City, employees, and public.

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.

A contractor has been providing these services through the Refuse Collection and Disposal Ordinance and MOU Agreements since 2003. We have been advised that we should request approval of a Personal Services Contract (PSC).

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.

Please see memorandum attached.

**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:

Contractor has infrastructure, equipment, vehicles and facilities to perform these duties.

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

A. Specify required skills and/or expertise: "Refuse Collector" permit licensed by the Director of Public Health (SF Health Code Article 6: Garbage and Refuse, sec. 313), as well as infrastructure, vehicles, facilities, other equipment, skills, and refuse service expertise are required for City collection

- B. Which, if any, civil service class(es) normally perform(s) this work? 2708, Custodian; 2719, Janitorial Svcs Asst Sprv; 2720, Janitorial Services Supervisor; 7355, Truck Driver;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor will provide infrastructure, vehicles facilities and equipment to collect and properly process refuse. The Contractor will also provide all appropriate refuse collection bins to City departments.

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

These services are not available within the City.

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

- A. Explain why civil service classes are not applicable.  
No civil service classes are licensed to do the work and do not have access to the equipment and facilities required to do the work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil service classes are not licensed to do the work and do not have access to the equipment and facilities required to do the work.

**6. Additional Information**

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

**7. Union Notification:** On 10/11/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Bldg Mtl & Constr Teamsters, L 853; 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41761 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

# **Receipt of Union Notification(s)**

## Kyaun, Florence (ADM)

---

**From:** Lubamersky, Joan (ADM)  
**Sent:** Friday, October 11, 2019 3:34 PM  
**To:** Kyaun, Florence (ADM)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41761 - 19/20

Please scan and email this to me.

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of joan.lubamersky@sfgov.org  
Sent: Friday, October 11, 2019 3:25 PM  
To: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC) <kbasconcillo@sfgwater.org>; pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>; david.canham@seiu1021.org; jtanner940@aol.com; Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 41761 - 19/20

RECEIPT for Union Notification for PSC 41761 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 41761 - 19/20 for \$65,000,000 for Initial Request services for the period 01/01/2020 – 12/30/2027. 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/14082> 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

**Lubamersky, Joan (ADM)**

---

**From:** Lubamersky, Joan (ADM)  
**Sent:** Friday, October 11, 2019 3:43 PM  
**To:** connections@teamsters853.org; lpinedo@teamsters853.org  
**Cc:** 'DHR-PSCCoordinator, DHR (dhr-psccordinator@sfgov.org)'  
**Subject:** Personal Services Contract 41761 19.20  
**Attachments:** Receipt of Notice for new PCS over \$100K PSC # 41761 - 1920.pdf; PSC 41761 19.20 Refuse Collection.pdf

To: Teamsters Local 853

The Office of Contract Administration of the City and County of San Francisco proposes to do a Personal Services Contract (PSC) to contract for refuse collection for City departments. Information on this PSC is attached.

City departments are required by the Department of Human Resources and the Civil Service Commission to notify employee organizations when requesting to contract for services that City employees could possibly perform. In this case, Class 7355 Teamster could possibly perform some of the duties of the PSC. Your union is listed as one that would be notified through the City's on line system, however it appears that you were not. Typically, unions have seven or 30 days to raise questions about a PSC.

If you should have any questions, please let me know at [Joan.Lubamersky@sfgov.org](mailto:Joan.Lubamersky@sfgov.org) or contact the Department of Human Resources, DHR-PSC coordinator at [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)

Thank you.

Attachments: Proposed PSC 41761 19.20

*Joan Lubamersky*

General Services Agency-Office of the City Administrator  
City Hall  
One Carlton B. Goodlett Place, Room 362  
San Francisco, CA 94102  
Direct: 1-415-554-4859  
Direct: Main 1-415-554-4148 or 1-415-554-4851  
Fax: 1-415-554-4849



## **Additional Attachment(s)**



OFFICE OF THE  
**CITY ADMINISTRATOR**



London N. Breed, Mayor  
Naomi M. Kelly, City Administrator

October 12, 2019

MEMORADUM

TO: Honorable Civil Service Commission  
FROM: Joan Lubamersky *Joan Lubamersky*  
City Administrator Contracts Coordinator

SUBJ: Request for Seven Year Duration  
Office of Contract Administration PSC 41761 19.20  
Refuse Collection

The department is requesting an eight year duration for this Personal Services Contract because the procurement process for these services is long and complex. The current procurement was for six years, and the department found that it was too short. Having a longer term arrangement will be more efficient to administer and to deliver services.

Please let me know if you should have any questions.

Thank you for your consideration.

Copy to: Daniel J. Sanchez, Office of Contract Administration

[Print](#)

## San Francisco Health Code

---

**SEC. 313. ROUTES OF GARBAGE COLLECTORS – COLLECTION PERMITS.**

It shall be unlawful for any person, firm or corporation (whether such person, firm or corporation is licensed to collect refuse or not, as provided in Sections 4 and 8 of that certain ordinance "No. 17:083, approved by the electors at the general election held on November 8, 1932, providing for the collection and disposition of refuse in the City and County of San Francisco; providing for the licensing of refuse collectors by the Director of Public Health; fixing the maximum rates or charges for the collection of refuse by licensed refuse collectors, from homes, apartment houses, stores, etc.; dividing the City and County of San Francisco into collection routes; providing for penalties for the violation of the provisions of said ordinance") to collect any refuse from any dwelling place, household, apartment house, store, office building, restaurant, hotel, institution or commercial establishment in the City and County of San Francisco or on any of the garbage routes into which said City and County, is divided (under and by virtue of the provisions of Section 4 of the aforesaid ordinance, approved by the electors at the general election held on November 8, 1932) without first having obtained from the Director of Public Health a permit so to do in the manner and on the terms and conditions specified in Section 4 of the aforesaid ordinance approved by the electors at the general election held on November 8, 1932.

Any permit applied for by any person, firm or corporation and issued by the Director of Public Health under the provisions of the aforesaid ordinance approved by the electors at the general election held on November 8, 1932, shall be for a certain route or certain routes as said route or routes are defined, designated and delineated by Section 4 of said ordinance approved by the electors at the general election held on November 8, 1932, and shall constitute permission to collect refuse only on the route or routes designated in said permit.

It shall be unlawful for any person, firm or corporation holding a permit from the Director of Public Health (under the provisions of Section 4 of the aforesaid ordinance adopted by the electors at the general election on November 8, 1932) to collect garbage or to attempt to collect refuse from any dwelling place, household, apartment house, store, office building, restaurant, hotel, institution or commercial establishment, situated on any other route or routes than the route or routes for which such permit is issued.

The term "refuse" as used in this Section shall be taken to mean all waste and discarded materials as defined by Section 1 of the aforesaid ordinance adopted by the electors at the general election held November 8, 1932.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

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

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

Type of Service: Assessment of PeopleSoft Financial System Chart Fields & Business Units

Funding Source: General & Non-General Fund

PSC Duration: 6 years

PSC Amount: \$2,800,000

**1. Description of Work**

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

The City seeks consultants to develop an approach for assessing required Chart Field, Set ID and Business Units from our status quo approach that includes 9 Business Units and at least 2 Set IDs in the City's Oracle PeopleSoft 9.2 Human Capital Management (HCM) system, 1 Business Unit in the City's Oracle PeopleSoft 9.2 Financials and Supply Chain Management System (FSCM) General Ledger Module and up to 3 Business Units in some of the other 16 FSCM Modules, perform the assessment to determine the changes needed, benefits to workflows and reporting, create, manage and implement a detailed implementation plan to execute all changes in PeopleSoft.

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

These services are critical to ensuring that Citywide systems and the associated modules (SF Financials, SF Procurement, SF People & Pay, SF Learning, SF Reports and Analytics and SF Budget) are available for over 6,000 city users and the entire City supplier community to control end user access, reports and queries, workflows and batch processes. The services will also help provide critical upgrades, enhancements and new functionality, on PeopleSoft that will support the effective operation of City departments. Denial could result in critical functionality not being available to support City departments, and inability to generate department specific financial statements from the Citywide systems.

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

This service has not been provided in the past and has not been previously approved by the Civil Service Commission.

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

If needed, contracts resulting from this solicitation may be extended.

**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 justification for the PSC to be 6 years is due to the need for the Controller's Office and other City Departments to continue to assess and implement future system enhancements, modifications and additional post go-live support for the City's Oracle PeopleSoft, Human Capital Management, Enterprise Learning Management, Oracle Business Intelligence Applications, Oracle Business Intelligence Enterprise Edition and City related systems as it pertains to Chart Fields, Set IDs, and Business Unit Set Ups.

**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:

Services are highly specialized and short-term in nature. Knowledge transfer, training and documentation at the end of services provided will occur so that City staff can gain skills and expertise to provide these services going forward. The City seeks consultants to develop an approach for assessing required Chart Field, Set ID and Business Units from our status quo approach that includes 9 Business Units and at least 2 Set IDs in the City's Oracle PeopleSoft 9.2 Human Capital Management (HCM) system, 1 Business Unit in the City's Oracle PeopleSoft 9.2 Financials and Supply Chain Management System (FSCM) General Ledger Module and up to 3 Business Units in some of the other 16 FSCM Modules, perform the assessment to determine the changes needed, benefits to workflows and reporting, create, manage and implement a detailed implementation plan to execute all changes in PeopleSoft.

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

A. Specify required skills and/or expertise: Requires expert level functional and technical knowledge of Oracle PeopleSoft systems, Oracle Business Intelligence. Experience to include training and knowledge transfer services related to systems. Expertise required in working with public sector clients with a minimum budget of \$1B that uses Oracle PeopleSoft Financials and Supply Chain Management system and had a complex Business Unit Setup (e.g., multiple Business Units that may be module-specific, department-specific, etc). Expertise includes Active Certified Public Accountant License, published Comprehensive Annual Financial Reports, 5 years of experience in Oracle PeopleSoft 9.2 Financials and Supply Chain Management System and Oracle PeopleSoft 9.2 Human Capital Management, Change Management and User Training experience.

B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1064, IS Prg Analyst-Principal; 1070, IS Project Director; 1657, Accountant IV; 1825, Prnpl Admin Analyst II; 0931, Manager III; 0932, Manager IV; 0933, Manager V;

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

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

This work is highly specialized, and requires expertise with various PeopleSoft modules and related systems, accounting with specialized expertise with Chart Fields, Set IDs and Business Unit Set Ups. Contractors will work alongside existing Controller staff who will provide information as needed. No other resources across the City have the expertise needed to provide these services.

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

A. Explain why civil service classes are not applicable.

Services require expert level knowledge of PeopleSoft and related systems as it pertains to accounting requirements. They are highly specialized and short term in nature. Knowledge transfer, training and documentation at the end of services will occur to help City staff gain skills and expertise to provide these services going forward.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the work is short-term and highly specialized in nature.

**6. Additional Information**

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

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

Yes. Knowledge transfer, training and documentation at the end of services will occur to help City staff gain the skills and expertise to provide these services going forward. Estimated number of training hours is 40 hours to accountants, PeopleSoft technical and functional analysts, managers and executives, generally be in the 1070, 0933, 0932, 0931, 1064, 1054, 1053, 1052, 1825, 1657 classes.

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

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

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

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes. The winner bidder is TBD and may (or may not) be a contractor with a current personal services contract with our department.

**7. Union Notification:** On 01/03/2020, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45328 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

# **Receipt of Union Notification(s)**

**From:** [dhrr-psccordinator@sfgov.org](mailto:dhrr-psccordinator@sfgov.org) on behalf of [joyce.kimotsuki@sfgov.org](mailto:joyce.kimotsuki@sfgov.org)  
**To:** [\(mailto:Kimotsuki, Joyce \(CON\); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakavan@ifpte21.org; L21PSCReview@ifpte21.org; camaquey@sfmea.com \(contact\); Christina@sfmea.com; staff@sfmea.com; Kimotsuki, Joyce \(CON\); DHR-PSCCoordinator, DHR \(HRD\)\)](mailto:Kimotsuki, Joyce (CON); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakavan@ifpte21.org; L21PSCReview@ifpte21.org; camaquey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; Kimotsuki, Joyce (CON); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45328 - 19/20  
**Date:** Friday, January 3, 2020 6:47:45 PM

---

RECEIPT for Union Notification for PSC 45328 - 19/20 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 45328 - 19/20 for \$2,800,000 for Initial Request services for the period 03/02/2020 – 03/01/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/14427> 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 45328-19/20 Training**

Knowledge transfer, training and documentation at the end of services will occur so that City staff are able to provide these services going forward. Estimated number of training hours is 40 hours to accountants, PeopleSoft technical and functional analysts, managers and executives.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT -- FIR

Dept. Code: FIR

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

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

Type of Service: Behavioral Health Services for First Responder Employees and Dependents

Funding Source: General Fund

PSC Amount: \$5,000,000

PSC Est. Start Date: 02/01/2020 PSC Est. End Date 06/30/2023

**1. Description of Work**

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

Contractor will provide specialized Employee Assistance Program (EAP) to members of several of the City's First Responder agencies and their dependents. This will be a multi-agency program, and the Fire Department will take the lead on the contract. The two agencies starting the program will be the San Francisco Police Department and the San Francisco Fire Department, with the possibility of the Sheriff, Medical Examiner, and Dispatch (DEM) participating at a later date. The services will include, but not be limited to, specialized outpatient behavioral health services, and critical incidence stress response services.

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

This specialized services is necessary to help members of the First Responder community (firefighters, EMS personnel, police officers, etc.) and their families manage stress from their duties as first responders. While the majority of services are expected to be provided locally, a network of national providers needs to be available for dependents residing outside the San Francisco Bay Area and any personnel temporarily away from the San Francisco Bay Area. Denial of service will lead to higher incidences of stress related issues possibly adversely affecting the performance of fire department personnel in their interactions with the public.

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 SFPD currently has a program in place with an outside provider, but are in need of finding a new provider. Further, while the SFFD had previous CSC approval, the department was unsuccessful in finding an appropriate vendor through the RFP process. This would be a new service for the Fire Department. The departments are hoping with mutual collaboration to find a provider who can address the needs of each agency.

D. Will the contract(s) be renewed?

We anticipate renewing the contract.

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):

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

B. Explain the qualifying circumstances:

Agreed to provide these EAP services as part of recent Local 798 MOU negotiations, with qualified licensed clinicians who specialize in First Responder issues.

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

A. Specify required skills and/or expertise: Clinicians contracting with selected provider must have a minimum qualification of a master's degree in Psychology or Social Work and be licensed by the state board as a Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), Licensed Professional Clinical Counselor (LPCC) or Doctor of Psychology (PsyD or PhD). Clinicians must also be culturally competent to work within a first responder culture.

B. Which, if any, civil service class(es) normally perform(s) this work? 2574, Clinical Psychologist; 2576, Sprv Clinical Psychologist; 2910, Social Worker; 2912, Senior Social Worker; 2931, Marriage, Family & Child Cnslr; 2935, Sr Marriage, Fam & Cld Cnslr;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No. We expect individual clinicians to operate out of their own office space when counseling members.

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

Both the Fire Department and Police Department have internal stress unit teams, but the demand for their services is greater than their capacity and scope of practice. The contract will allow the department to expand stress related coverage to dependents as well as more members. The FD and PD have also been working very closely with the City's HSS EAP team to identify this particular gap in service in the City's current programs. The HSS team has been supportive and offered valuable guidance in shaping this proposed external program.

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

A. Explain why civil service classes are not applicable.

The service needs to be available statewide and nationwide in order to be offered services to dependents of Department employees, many of whom reside outside San Francisco city limits.

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

**6. Additional Information**

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

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

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

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

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

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

7. **Union Notification:** On 12/02/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; 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: Elaine Walters Phone: (415)558-3418 Email: elaine.walters@sfgov.org

Address: 698 Second Street San Francisco, CA 94107

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43972 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [elaine.walters@sfgov.org](mailto:elaine.walters@sfgov.org)  
**To:** [RECEIPT for Union Notification for PSC 43972 - 19/20 more than \\$100k](mailto:Walters, Elaine (FIR); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigilliana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; itanner940@aol.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakavan@ifpte21.org; L21PSCReview@ifpte21.org; Chenard, Stephanie (FIR); DHR-PSCCoordinator, DHR (HRD)</a><br/><b>Subject:</b> Receipt of Notice for new PCS over $100K PSC # 43972 - 19/20<br/><b>Date:</b> Monday, December 2, 2019 12:29:35 PM</p><hr/></div><div data-bbox=)

The FIRE DEPARTMENT -- FIR has submitted a request for a Personal Services Contract (PSC) 43972 - 19/20 for \$5,000,000 for Initial Request services for the period 02/01/2020 – 06/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14259> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Biosolids Beneficial Use – Land Application (68413)Funding Source: Wastewater Enterprise Operating Budget PSC Duration: 5 yearsPSC Amount: \$5,700,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor works with ranchers and farmers to use biosolids as a fertilizer. The contractor secures all necessary permitting required for the use of biosolids as a fertilizer. Annual fees for permitting are paid by the contractor. The contractor manages the agronomic application of biosolids so that nitrogen added to fields does not exceed crop uptake needs. When sufficient biosolids have been added to a field to meet its nitrogen needs, the contractor moves the application operation to a new field. When moving to a new field, the contractor is responsible for coordinating with the trucking contractor for the transportation of biosolids to the new location. The contractor is responsible for ensuring the all county ordinances are followed during the course of operations at each field. This includes the posting of signs, flagging of buffer areas where biosolids are not to be applied, setting up a mobile weather station, a portable toilet and a washdown station for trucks. The contractor is responsible for the spreading and discing (incorporation) of the biosolids on each field. Co-ordination with the ranchers, farmers, and county is the responsibility of the contractor.

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

The City's wastewater treatment plants separate solids out from influent and send them to anaerobic digesters where they are biologically treated. The resulting material is called biosolids, a nutrient rich material which is used as a fertilizer. On average the city produces 175 wet tons of biosolids a day. This material is a resource but there must be a system in place for its reuse. There is only storage for approximately 24 hours worth of biosolids production at the City's wastewater treatment plants.

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

This service has always been provided through a contract. The previous contract number was 68412 with PSC number 44486-1819.

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

Yes.

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



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

B. Explain the qualifying circumstances:

This service requires permits that can take multiple years to secure, agreements with farmers and ranchers, heavy equipment and facilities in Solano County to store this equipment. The Wastewater Enterprise does not have these resources necessary for the execution of the services this contract provides.

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

A. Specify required skills and/or expertise: This contract requires an agronomist with experience in biosolids application, biosolids permitting and biosolids regulations. Agronomic rates must be calculated for each field. Operations must abide by all regulatory requirements. This contract also requires heavy equipment associated with the application of biosolids including front loaders, tractors, biosolids spreaders, and discs.

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 provides permitted land for biosolids reuse, and heavy equipment associated with the application of biosolids including front loaders, tractors, biosolids spreaders, and discs.

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

Wastewater Enterprise has not made an effort to obtain these services through available resources within the city.

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

A. Explain why civil service classes are not applicable.

The city does not hold any permits for the application of biosolids for agricultural use. These permits are held by the contractor through an agreement with the farms and ranches where biosolids are applied. The city also does not own the equipment necessary for the application and incorporation of biosolids, nor does the city have a facility to store this equipment in Solano County where the work for this contract occurs. There is also no civil service classification for agronomist.

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. Agronomist could be adopted as a new civil service class. However the city would still not have the requisite permitting nor have the equipment or agreements with farms and ranches necessary to achieve this scope of work.

**6. Additional Information**

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

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

No. The contractor will not train City employees as there are currently no plans for City employees to perform this work.

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

7. **Union Notification:** On 01/24/2020, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45085 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

## **Receipt of Union Notification(s)**

**Irwin, William**

**From:** dhr-psccoordinator@sfgov.org on behalf of wirwin@sfwater.org  
**Sent:** Friday, January 24, 2020 10:16 AM  
**To:** Irwin, William; Meyers, Julie (HSA); seichenberger@local39.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; mathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; Leah.Berlanga@seiu1021.org; gail@sfflocal798.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmtchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45085 - 19/20

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

RECEIPT for Union Notification for PSC 45085 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45085 - 19/20 for \$5,700,000 for Initial Request services for the period 04/15/2020 -- 04/14/2025. 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/dhrrdupal/node/14506> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- 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: Biosolids Beneficial Use – Land Application

Funding Source: WWE Biosolids Mgt. Operating Budget

PSC Amount: \$2,100,000

PSC Est. Start Date: 04/01/2019

PSC Est. End Date: 03/31/2023

**1. Description of Work**

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

The contractor works with ranchers and farmers to use biosolids as a fertilizer. The contractor secures all necessary permitting required for the use of biosolids as a fertilizer. Annual fees for permitting are paid by the contractor. The contractor manages the agronomic application of biosolids so that nitrogen added to fields does not exceed crop uptake needs. When sufficient biosolids have been added to a field to meet its nitrogen needs, the contractor moves the application operation to a new field. When moving to a new field, the contractor is responsible for coordinating with the trucking contractor for the transportation of biosolids to the new location. The contractor is responsible for ensuring the all county ordinances are followed during the course of operations at each field. This includes the posting of signs, flagging of buffer areas where biosolids are not to be applied, setting up a mobile weather station, a portable toilet and a washdown station for trucks. The contractor is responsible for the spreading and discing (incorporation) of the biosolids on each field. Co-ordination with the ranchers, farmers, and county is the responsibility of the contractor.

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

The City's wastewater treatment plants separate solids out from influent and sends them to anaerobic digesters where they are biologically treated. This service is necessary because the resulting material called biosolids, a nutrient rich material is used as a fertilizer. On average the city produces 175 wet tons of biosolids a day. There is only storage for approximately 24 hours' worth of biosolids production at the City's wastewater treatment plants. If this contract is denied, this biosolids material, which is a resource won't be able to be used, unless there is a system in place for its reuse.

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

This service has always been provided through a contract with the Office of Contract Administration.

D. Will the contract(s) be renewed?

Yes.

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

**2. Reason(s) for the Request**

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

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

B. Explain the qualifying circumstances:

This service requires permits that can take multiple years to secure, agreements with farmers and ranchers, heavy equipment and facilities in Solano County to store this equipment. The Wastewater Enterprise does not have these resources necessary for the execution of the services this contract provides.

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

A. Specify required skills and/or expertise: This contract requires an agronomist with experience in biosolids application, biosolids permitting and biosolids regulations. Agronomic rates must be calculated for each field. Operations must abide by all regulatory requirements. This contract also requires heavy equipment associated with the application of biosolids including front loaders, tractors, biosolids spreaders, and discs.

B. Which, if any, civil service class(es) normally perform(s) this work? none

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor provides permitted land for biosolids reuse, and heavy equipment associated with the application of biosolids including front loaders, tractors, biosolids spreaders, and discs.

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

Wastewater Enterprise has not made an effort to obtain these services through available resources within the city.

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

A. Explain why civil service classes are not applicable.

The city does not hold any permits for the application of biosolids for agricultural use. These permits are held by the contractor through an agreement with the farms and ranches where biosolids are applied. The city also does not own the equipment necessary for the application and incorporation of biosolids, nor does the city have a facility to store this equipment in Solano County where the work for this contract occurs. There is also no civil service classification for agronomist.

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. Agronomist could be adopted as a new civil service class. However the city would still not have the requisite permitting nor have the equipment or agreements with farms and ranches necessary to achieve this scope of work.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. The contractor will not train City employees as there are currently no plans for City employees to perform this work.

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

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

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

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

No.

7. **Union Notification:** On 01/17/2019, 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@sfwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44486 - 18/19

DHR Analysis/Recommendation:

action date: 03/04/2019

Commission Approval Required

Approved by Civil Service Commission

03/04/2019 DHR Approved for 03/04/2019



**Modification**  
**Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT

Dept. Code: ECD

Type of Request:  Initial  Modification of an existing PSC (PSC # 4095 12/13)

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

Type of Service: Alert Notification

Funding Source: Homeland Security Grant Funds

PSC Original Approved Amount: \$1,092,648

PSC Original Approved Duration: 04/01/13 - 03/31/18 (5 years)

PSC Mod#1 Amount: \$546,324

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 04/01/18-06/30/20 (2 years 13 weeks)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 07/01/20-06/30/22 (2 years)

PSC Cumulative Amount Proposed: \$1,638,972

PSC Cumulative Duration Proposed: 9 years 13 weeks

**1. Description of Work**

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

The CORES Responder Management System integrates the verification of responder credentials and the deployment of responders during an emergency. The CORES Alert Notification System facilitates mass notification and two-way communication to provide immediate delivery of customized alerts to any number of relevant recipients. The contract will include hours for training and support hours.

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

During an emergency, officials need to be able to provide the public with information quickly. The CORES platform supports communication delivery to, phone, email, text message, pagers, facsimile, radio and CAP XML compliant devices. A denial of this request would severely limit our department's ability to provide notification to the public during an emergency that may be potentially life saving.

**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:**

To match the contract term and performance period.

**2. Reason(s) for the Request**

A. Display all that apply

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

Explain the qualifying circumstances:

The Homeland Security Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit, which has already been reached. No additional grant funds can be used forward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete the project.

B. Reason for the request for modification:

To extend the PSC end date to cover options years available under the Alert Notification & Warning contract.

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

A. Specify required skills and/or expertise: Provide technical training on the use of the CORES system. Provide technical support for CORES Responder Management System (RMS) and Alert Notification System (ANS).

B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1044, IS Engineer-Principal;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor provides the hosting equipment and maintenance of Internet communications interfaces required for the use of the product.

**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 Homeland Security Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit, which has already been reached. No additional grant funds can be used forward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete the project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Existing civil service classes exist, and would be used if not for the condition of the funding source limiting the use of personnel dollars.

**6. Additional Information**

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

No.

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

Training will be on the use of the CORES Alert Notification System. Employees of various classifications city-wide will have access to send alert notices through the CORES platform will have access to the training.

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

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

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

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

7. **Union Notification:** On 01/22/20, 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: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street, San Francisco, CA, 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4095 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

## **Receipt of Union Notification(s)**

## Wang, Emily (DEM)

---

**From:** dhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org  
**Sent:** Wednesday, January 22, 2020 4:12 PM  
**To:** Lee, William (DEM); ecassidy@ifpte21.com; WendyWong26@yahoo.com;  
wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org;  
kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org;  
L21PSCReview@ifpte21.org; Wang, Emily (DEM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 4095 12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 1, 2020 – June 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<https://gcc01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F4693&mp;data=02%7C01%7Cemily.wang%40sfgov.org%7C15d632dc844c43790cc908d79f9a16d6%7C22d5c2cfce3e443d9a7fdfcc0231f73f%7C0%7C1%7C637153356464935309&mp;sdata=AFqFvPma%2BvswJX9SxSm5cXnQt9Ila0s4%2FBG4iX0dH3Y%3D&mp;reserved=0>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT

Dept. Code: ECD

Type of Request:  Initial  Modification of an existing PSC (PSC # 4095 12/13)

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

Type of Service: Alert Notification

Funding Source: Homeland Security Grant Funds

PSC Original Approved Amount: \$1,092,648

PSC Original Approved Duration: 04/01/13 - 03/31/18 (5 years)

PSC Mod#1 Amount: \$546,324

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 04/01/18-06/30/20 (2 years 13 weeks)

PSC Cumulative Amount Proposed: \$1,638,972

PSC Cumulative Duration Proposed: 7 years 13 weeks

**1. Description of Work**

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

The CORES Responder Management System integrates the verification of responder credentials and the deployment of responders during an emergency. The CORES Alert Notification System facilitates mass notification and two-way communication to provide immediate delivery of customized alerts to any number of relevant recipients. The contract will include hours for training and support hours.

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

During an emergency, officials need to be able to provide the public with information quickly. The CORES platform supports communication delivery to, phone, email, text message, pagers, facsimile, radio and CAP XML compliant devices. A denial of this request would severely limit our department's ability to provide notification to the public during an emergency that may be potentially life saving.

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

Services have been provided in the past through earlier PSC request. See 4095 12/13

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:

**2. Reason(s) for the Request**

A. Display all that apply



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

Explain the qualifying circumstances:

The Homeland Security Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit, which has already been reached. No additional grant funds can be used forward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete the project.

B. Reason for the request for modification:

Extend the PSC end date to cover option years available under the new Alert Notification & Warning contract

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

- A. Specify required skills and/or expertise: Provide technical training on the use of the CORES system. Provide technical support for CORES Responder Management System (RMS) and Alert Notification System (ANS).
- B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1044, IS Engineer-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor provides the hosting equipment and maintenance of Internet communications interfaces required for the use of the product.

**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 Homeland Security Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit, which has already been reached. No additional grant funds can be used forward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete the project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Existing civil service classes exist, and would be used if not for the condition of the funding source limiting the use of personnel dollars.

**6. Additional Information**

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

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

Training will be on the use of the CORES Alert Notification System. Employees of various classifications city-wide will have access to send alert notices through the CORES platform will have access to the training.

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 01/05/16, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Architect & Engineers, Local 21;

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

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street, San Francisco, CA, 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4095 12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/21/2016

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 2/11/2013

DEPARTMENT NAME: Department of Emergency Management

DEPARTMENT NUMBER: 77

TYPE OF APPROVAL:  EXPEDITED

REGULAR (OMI POSTING)

CONTINUING

ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST

MODIFICATION (PSC # \_\_\_\_\_)

TYPE OF SERVICE: Alert Notification

FUNDING SOURCE: Urban Areas Security Initiative

PSC AMOUNT: \$1,092,648

PSC DURATION: 2/1/2013 - 3/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work. The CORES Responder Management System integrates the verification of responder credentials and the deployment of responders during an emergency. The CORES Alert Notification System facilitates mass notification and two-way communication to provide immediate delivery of customized alerts to any number of relevant recipients. The contract will include hours for training and support hours.

B. Explain why this service is necessary and the consequences of denial. During an emergency, officials need to be able to provide the public with information quickly. The CORES platform supports communication delivery to phone, email, text message, pagers, facsimile, radio, and GAP XML compliant devices. A denial of this request would severely limit our department's ability to provide notification to the public during an emergency that may be potentially life-saving.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number). The contract is relatively new. The original contract only included the software license and installation. This contract request is for renewal of the license and for training and support hours.

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

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

Local 21  
Union Name

Patrick Leung  
Signature of person mailing/faxing form

2/27/12  
Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to  
Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#: 4095-12/13

STAFF ANALYSIS/RECOMMENDATION: Approved 2/28/13 [Signature]

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise.

Provide technical training on use of the CORES system. Provide technical support for CORES RMS and ANS.

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

1033 IS Trainer-Senior  
1043 IS Engineer-Senior

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

Yes: Contractor provides the hosting equipment and the maintenance of Internet communications interfaces required for the use of the product.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable;

The Homeland Security Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit which has already been reached. No additional grant funds can be used toward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete the project.

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

No

5. ADDITIONAL INFORMATION (If "Yes," attach explanation)

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

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

B. Will the contractor train City and County employees?

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

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

Training will be on the use of the CORES Alert Notification System. Employees of various classifications city-wide that have access to send alert notices through the CORES platform will have access to the training.

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Work will be done by contractor, but current contract is not a PSC contract.

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

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

Signature of Departmental Personal Services Contract Coordinator

WILL LAR

558-3266

Print or Type Name

Telephone Number

1011 TURK ST

SF, CA 94102

Address

# March 18, 2013 Regular Meeting

---

## MINUTES

### Regular Meeting March 18, 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 Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

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

None.

#### APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of March 4, 2013

**Action:** Adopted. (Vote of 4 to 0)

#### ANNOUNCEMENTS (Item No. 4)

None.

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

No report.

**EXECUTIVE OFFICER'S REPORT (Item No. 6)**

No report.

**0021-13-8      Review of request for approval of proposed personal services contracts.  
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-12/13	Treasurer/Tax Collector	\$350,000	Customization of the proprietary software program Columbia Ultimate Business Solutions (CUBS) will be required due to legislative changes, including the Gross Receipts Tax and Business Registration Fee Ordinance (Proposition E passed November 6, 2012) and the Moscone Expansion District fee.	Regular	02/28/15
4082-12/13	Treasurer/Tax Collector	\$1,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured a proprietary software solution for Cashiering under PSC# 4035-09/10, 9/21/2009. The software must be configured to meet the requirements of the Ordinance.	Regular	06/30/15
4083-12/13	Treasurer/Tax Collector	\$3,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.	Regular	06/30/18
4084-12/13	Treasurer/Tax Collector	\$6,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.	Regular	06/30/18
4085-12/13	Adult Probation	\$335,000	A fully automated, web-based telephone reporting system based on interactive voice response (IVR) technology. The system will have the capacity of automating the reception and dissemination of information by APD officers and their clients. It will allow APD and its partners to modify clients' information and generate reports regarding clients' enrollment and compliance on programs required by the conditions of their supervision. The system will be accessible to APD clients, APD staff and its partners 365 days a year, 24 hours a day. Officers will have the ability to pre-record individual and group messages for clients	Regular	06/30/16

4086-12/13	Airport Commission	\$4,500,000	Staff is proposing to implement an Asset Management program to create a new way of managing the Airport's facilities, which provides the Airport with the ability to cost-effectively manage its assets across their life cycles. The Airport seeks to hire a consultant that has expertise in asset management, facility condition assessments, and asset-related system integrations for medium or large hub U.S. airports, similar non-U.S. airports, and/or multi-functional facilities found on campuses of comparable size that are varied in building type, renewal life cycles, and occupancy.	Regular	09/08/18
4087-12/13	Airport Commission	\$35,000,000	The Airport plans to upgrade its industrial waste treatment plant (IWTP). A design-build team, with knowledge and experience in industrial waste water treatment processing, sanitary sewer and recycled water systems, will design and bid the trade packages for direct construction work when design is complete. The IWTP project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWTP process and shop buildings, refurbishment of the existing trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, and upgrading of the existing Wonderware software program for process control.	Regular	12/31/18
4088-12/13	Airport Commission	\$1,000,000	Provide programming and the overview schematic design of the entire recycled water system at SFO, including, but not limited to: system overview, source identification, construction needed and point of use treatment evaluation for the San Francisco International Airport campus from the terminals to the production of the recycled water.	Regular	12/31/16
4089-12/13	Fire Department	\$1,200,000	Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing, at least once, possibly twice for each uniformed member over the life of the contract.	Regular	06/30/15
4090-12/13	Mayor	\$150,000	Perform up to 24 detailed cost estimates in general conformance with CSI format at various stages of preconstruction for up to 8 multifamily affordable housing construction projects with an aggregate hard cost value of at least \$100,000,000. Scope also includes associated meetings, reports, bid analyses, and some limited change order analyses.	Regular	06/30/16
4091-12/13	Public Utilities Commission	\$400,000	Design of a "One Water, One City" demonstration garden and outdoor classroom which will educate students in grades K-5 about ways to take care of their environment and showcase innovative green infrastructure strategies on an accessible and site-appropriate micro-scale. In addition to the design, the proposed work will also include a community outreach plan, an educational management plan (lesson plans, educational framework, etc.) and on-site garden maintenance and upkeep.	Regular	05/31/15

4092-12/13	Public Utilities Commission	\$600,000	The proposed work includes preparation of geotechnical exploration program and report providing criteria for design of new cisterns to increase capacity of Auxiliary Water Supply System (AWSS) for firefighting. Cisterns will be located throughout the City.	Regular	04/30/16
4093-12/13	Municipal Transportation Agency	\$32,000,000	The contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and apparatus required to rehabilitate sixteen (16) Ex-SEPTA PCC historic streetcars. To provide a level of performance, safety, quality of materials, workmanship, and reliability sufficient to provide a 20-year minimum car service. Shall prepare all acquired detailed drawings, design calculations, stress analysis, and other technical documentation.	Regular	06/01/19
4094-12/13	Department of Technology	\$3,000,000	Installation of surveillance camera and related security equipment for signaling and monitoring.	Regular	06/30/16
4095-12/13	Emergency Management	\$1,092,648	The CORES Responder Management System integrates the verification of responder credentials and the deployment of responders during an emergency. The CORES Alert Notification System facilitates mass notification and two-way communication to provide immediate delivery of customized alerts to any number of relevant recipients. The contract will include hours for training and support hours.	Regular	03/31/18
4096-12/13	Emergency Management	\$650,000	WebEOC is a web-based crisis information management system currently used by San Francisco and San Mateo. WebEOC enables users from multiple locations and jurisdictions to collaborate and manage multiple incidents and events, provide situation reports, manage resources, and prepare Incident Command System (ICS) and Incident Action Plan (IAP) reports. The renewal contract includes license and support for both San Francisco and San Mateo Counties.	Regular	01/31/18
4034-11/12	Police	Current Approved Amount \$3,000,000 Increase Amount Requested \$5,000,000 New Total Amount Requested \$8,000,000	The proposed work is to enhance the SFPD Crime Data Warehouse to allow the implementation of full mobile computing capabilities which will allow full update access to the application by all secured mobile devices. In addition, the SFPD Crime Data Warehouse will be expanded and enhanced to allow for Property Evidence Tracking, managing of the Crime Lab workflow and to facilitate, and make accessible, local Criminal History data. All of these systems and future systems in the SFPD Crime Data Warehouse will be tied together by a full implementation of the Oracle Web Portal product that will for the first time allow SFPD Officers and other Law Enforcement agency personnel to access the full gamut of needed information from a single source.	Modification	12/31/17

**Speakers:**

Andy Zanoff, Fire Department spoke on PSC #4089-12/13.

Pauson Yun and Yolanda Manzone, Public Utilities Commission spoke on PSC #4091-12/13.

Rod Castillo, Police Department spoke on PSC #4034-11/12.



**Action:**

- 1) Approved PSC # 4089-12/13 on the condition that the PSC summary form reflects the correct duration date. (Vote of 4 to 0)
- 2) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0086-13-2

**Request to Grant Permanent Civil Service Status to Coco Rajerison, Temporary Provisional 2303 Patient Care Assistant at the Department of Public Health, upon Completion of the Applicable Probationary Period (Item No. 8)**

**Speakers:**

Elaine Lee, Department of Public Health  
Gus Feldman, SEIU Local 1021

**Action:**

Adopted the report. Approved the request to correct Mr. Rajerison's appointment history to reflect a TCS appointment for his reassignment effective April 16, 2011, and to include Mr. Rajerison in the Civil Service Commission action of April 2, 2012 to grant status to TCS employees in class 2303 Patient Care Assistant, upon successful completion of the forty (40) work hour probationary period.  
(Vote of 4 to 0)

0051-13-4  
0052-13-4  
0053-13-4  
0054-13-4  
0057-13-4

**Appeals by Attica D. Bowden (Item No. 9), John Darmanin (Item No. 10), Daniel E. De Cossio (Item No. 11), Theresa A. Fogarty (Item No. 12), Kathleen T. Harold (Item No. 13), Laura R. Kelly (Item No. 14), Sofia M. Mathews (Item No. 15), Tyrone Pruitt (Item No. 16), Mary M. Tse (Item No. 17) and Michie L. Wong (Item No. 18), of their Rejection of their Applications for H-32 Captain.**

0064-13-4  
0065-13-4  
0066-13-4  
0069-13-4  
0083-13-4

**Speakers:**

Dave Johnson, Department of Human Resources  
Tom Harvey, San Francisco Fire Department  
Jesusa Bushong, San Francisco Fire Department  
John Darmanin, Appellant  
Tyrone Pruitt, Appellant  
Brian Ballard  
Alec Balmy  
Ken Cofflin  
Richard Stacks

**Action:**

- 1) Denied the appeals of Theresa A. Fogarty (Item No. 12) and Laura R. Kelly (Item No. 14). Sustained the decision of the Human

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ENVIRONMENT

Dept. Code: ENV

Type of Request:  Initial  Modification of an existing PSC (PSC # 47199 - 14/15)

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

Type of Service: Green Building Consulting

Funding Source: Department Funds-various depts

PSC Original Approved Amount: \$5,000,000 PSC Original Approved Duration: 04/01/15 - 05/31/20 (5 years 8 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 06/01/20-05/31/23 (3 years)

PSC Cumulative Amount Proposed: \$5,000,000 PSC Cumulative Duration Proposed: 8 years 8 weeks

**1. Description of Work**

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

Conduct technical assistance and consulting for City Departments engaged in developing building codes, financing programs, and the design, construction and operation of new buildings, major renovations, tenant improvements and existing buildings where subcontractors for specific areas of expertise are required: research, economic, technical and environmental analyses, energy modeling, green building, LEED (Leadership in Energy and Environmental Design) and GreenPoint Rated consulting, post-occupancy evaluation, policy and program design and implementation support.

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

SF Environmental Code Chapter 7 requires all municipal construction projects over 5,000 sq.ft. to achieve LEED Gold Certification from the US Green Building Council. SF Green Building Code requires similar environmental standards to be met for construction city-wide. Not all City construction contracts include qualified consultants to perform energy modeling, building commissioning, post-occupancy evaluations, etc., and coordinate the multi-disciplinary effort required to achieve LEED certification. Without this City-wide contract, each department would have to be able to predict precisely which technical service would be needed and contract for the services separately. (See attachment for the full response.)

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

PSC 4130-06/07

D. Will the contract(s) be renewed?

Unknown.

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

The services will be continuing, as the type of service is required for both municipal and city-wide construction by the SF Environment Code. As long as the code requirements are in place, each

City department with a construction project over 5,000 sq.ft. will need these services. Having a city-wide contract removes the need for each City department to predict precisely which technical service will be needed and contract for the services separately. The services will be intermittent, depending on the needs of City departments.

**2. Reason(s) for the Request**

A. Display all that apply

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

Explain the qualifying circumstances:

The services are available for all City departments with construction projects of 5,000 sq.ft. or more. Such projects are with different departments at different times. The services include technical and environmental analyses, energy modeling and LEED and Green Point Rating consulting and are provided by architects, engineers and LEED and Green Point Rated practitioners.

B. Reason for the request for modification:

Extend term to allow for completion of current projects

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

A. Specify required skills and/or expertise: Applicants shall be licensed engineering or architectural firms. Applicants shall provide architects, engineers, analysts, experienced LEED and GreenPoint Rated practitioners, LEED Accredited Professionals and Certified Green Building Professionals designated for appropriate tasks within the described scope of work. Applicants shall have experience and expertise in multi-disciplinary project coordination and communication, and LEED and GreenPoint Rated documentation and certification. (See attachment for the full response.)

B. Which, if any, civil service class(es) normally perform(s) this work? 5640, Environmental Spec; 5642, Sr. Environmental Spec;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This work requires a multiple-member team, with a unique combination of experience, skills and expertise, to work at numerous locations simultaneously at all types of hours and days to meet the demands of program implementation.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical to adopt a new civil service class since the work needs to be accomplished at an intensive and

varying level, at multiple locations simultaneously, for multiple City Departments, up to hundreds of hours a month, for a limited period of 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 contact? If so, please explain what that will entail; if not, explain why not.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Mod will allow completion of current projects & add. service

**7. Union Notification:** On 01/09/20, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Architect & Engineers, Local 21;

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

Name: Rachel Buerkle Phone: 415-355-3704 Email: Rachel.Buerkle@sfgov.org

Address: 1455 Market St., #1200, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47199 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

# **Receipt of Union Notification(s)**

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

From: dhr-psccoordinator@sfgov.org <dhr-psccoordinator@sfgov.org> On Behalf Of Rachel.Buerkle@sfgov.org

**Sent: Thursday, January 09, 2020 10:14 AM**

To: Buerkle, Rachel (ENV) <rachel.buerkle@sfgov.org>; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>  
Subject: **Receipt of Modification Request to PSC # 47199 - 14/15 - MODIFICATIONS**

PSC RECEIPT of Modification notification sent to Unions and DHR

The ENVIRONMENT -- ENV has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period June 1, 2020 – May 31, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14440>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ENVIRONMENT -- ENV

Dept. Code: ENV

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

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

Type of Service: Green Building Consulting

Funding Source: Department Funds-various depts

PSC Duration: 5 years 8 weeks

PSC Amount: \$5,000,000

**1. Description of Work**

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

Conduct technical assistance and consulting for City Departments engaged in developing building codes, financing programs, and the design, construction and operation of new buildings, major renovations, tenant improvements and existing buildings where subcontractors for specific areas of expertise are required: research, economic, technical and environmental analyses, energy modeling, green building, LEED (Leadership in Energy and Environmental Design) and GreenPoint Rated consulting, post-occupancy evaluation, policy and program design and implementation support.

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

SF Environmental Code Chapter 7 requires all municipal construction projects over 5,000 sq.ft. to achieve LEED Gold Certification from the US Green Building Council. SF Green Building Code requires similar environmental standards to be met for construction city-wide. Not all City construction contracts include qualified consultants to perform energy modeling, building commissioning, post-occupancy evaluations, etc., and coordinate the multi-disciplinary effort required to achieve LEED certification. Without this City-wide contract, each department would have to be able to predict precisely which technical service would be needed and contract for the services separately. (See attachment for the full response.)

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 been provided from 2007 to the present through a similar contract under PSC approval #4009-07/08.

D. Will the contract(s) be renewed?

Unknown.

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

The services will be continuing, as the type of service is required for both municipal and city-wide construction by the SF Environment Code and SF Green Building code. As long as the code requirements are in place, each City department with a construction project over 5,000 sq.ft. will need these services. (See addendum #1 for complete response.)

**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 are available for all City departments with construction projects of 5,000 sq.ft. or more. Such projects are with different departments at different times. The services include technical and environmental analyses, energy modeling and LEED and Green Point Rating consulting and are provided by architects, engineers and LEED and Green Point Rated practitioners.

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

- A. Specify required skills and/or expertise: Applicants shall be licensed engineering or architectural firms. Applicants shall provide architects, engineers, analysts, experienced LEED and GreenPoint Rated practitioners, LEED Accredited Professionals and Certified Green Building Professionals designated for appropriate tasks within the described scope of work. Applicants shall have experience and expertise in multi-disciplinary project coordination and communication, and LEED and GreenPoint Rated documentation and certification. (See attachment for the full response.)
- B. Which, if any, civil service class(es) normally perform(s) this work? 5640, Environmental Spec; 5642, Sr. Environmental Spec;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
No

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

The Department has worked with Public Works and other City departments on many projects to promote self performing these services. In some cases, LEED administration can be performed in-house, but management decisions often dictate the use of a consultant. Energy modeling by in-house mechanical engineers has been attempted on some projects with limited success, (See attachment for the full response.)

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

- A. Explain why civil service classes are not applicable.  
This work requires a multiple-member team, with a unique combination of experience, skills and expertise, to work at numerous locations simultaneously at all types of hours and days to meet the demands of program implementation.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class since the work needs to be accomplished at an intensive and varying level, at multiple locations simultaneously, for multiple City Departments, up to hundreds of hours a month, for a limited period of 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 contact? If so, please explain what that will entail; if not, explain why not.  
No.
- C. Are there legal mandates requiring the use of contractual services?  
No.

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

7. **Union Notification:** On 10/01/2014, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, 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: Rachel Buerkle Phone: 415-355-3704 Email: Rachel.Buerkle@sfgov.org

Address: 1455 Market St., #1200 San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47199 - 14/15

DHR Analysis/Recommendation:

action date: 12/01/2014

Commission Approval Required

Approved by Civil Service Commission

12/01/2014 DHR Approved for 12/01/2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MAYOR

Dept. Code: MYR

Type of Request:  Initial  Modification of an existing PSC (PSC # 40634 - 15/16)

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

Type of Service: Financial Advising Services

Funding Source: General Fund, Grants, Bonds

PSC Original Approved Amount: \$1,500,000

PSC Original Approved Duration: 06/01/15 - 05/25/20 (4 years 51 weeks)

PSC Mod#1 Amount: \$750,000

PSC Mod#1 Duration: 05/25/20-11/25/22 (2 years 26 weeks)

PSC Cumulative Amount Proposed: \$2,250,000

PSC Cumulative Duration Proposed: 7 years 25 weeks

**1. Description of Work**

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

The Mayor's Office of Housing and Community Development (MOHCD) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will; provide advisory services to competitive sales, negotiated sales, private placements, and management of housing assets and/or bond types (tax bond, revenue bonds, etc.), provide financial advisory services to structuring the City's affordable housing programs; and provide advisory services for structuring of particularly complex development proposals.

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

These services are necessary in order to structure complex financial transactions and prepare the City to issue debt to finance acquisition, construction and/or rehabilitation of housing sites. Without proper guidance from an experienced consultant, the City would not be able to complete this task.

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

Services have been provided in the past through earlier PSC request. See 40634 - 15/16

D. Will the contract(s) be renewed?

Not yet determined

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:

None

**2. Reason(s) for the Request**

A. Display all that apply

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

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

Explain the qualifying circumstances:

These services are very specialized and transactional as such it will not be practical to build internal capacity. The tasks are intermittent and subject to funding fluctuations, because of the intermittent nature of the tasks and the likelihood that there will be time periods when services from financial advisor are not needed.

B. Reason for the request for modification:

Requesting modification to extend the existing end date and increase the PSC amount.

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

A. Specify required skills and/or expertise: A qualified consultant must have, complex housing financing and/or management experience including the ability to evaluate the economic feasibility of proposed debt issuances, refunding, or restructuring; experience with housing assistance programs including the ability to assist the City in utilizing available City programs; development of new programs and to provide analytical services to particular financings; and the ability to structure complex multiple funding transactions.

B. Which, if any, civil service class(es) normally perform(s) this work? none

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The tasks are intermittent and subject to funding fluctuations. Additionally, some of the financial advisors would be a project expense and as such would be paid through the budgets of individual projects.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, because of the intermittent nature of the task and the likelihood that there will be time periods when services from financial advisor are not needed.

**6. Additional Information**

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

No.

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

7. **Union Notification:** On 01/27/20, 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: Karen Henderson Phone: 701-5557 Email: karen.henderson@sfgov.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40634 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

# **Receipt of Union Notification(s)**

## Henderson, Karen (MYR)

---

**From:** dhr-psccordinator@sfgov.org on behalf of karen.henderson@sfgov.org  
**Sent:** Monday, January 27, 2020 3:35 PM  
**To:** Henderson, Karen (MYR); Meyers, Julie (HSA); seichenberger@local39.org; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconciello, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 40634 - 15/16 - MODIFICATIONS

### PSC RECEIPT of Modification notification sent to Unions and DHR

The MAYOR -- MYR has submitted a modification request for a Personal Services Contract (PSC) for \$750,000 for services for the period May 25, 2020 – November 25, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14161>

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

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

## **Additional Attachment(s)**



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MAYOR -- MYR

Dept. Code: MYR

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

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

Type of Service: Financial Advising Services

Funding Source: General Fund, Grants, Bonds

PSC Amount: \$1,500,000

PSC Est. Start Date: 06/01/2015

PSC Est. End Date: 05/25/2020

**1. Description of Work**

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

The Mayor's Office of Housing and Community Development (MOHCD) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will; provide advisory services to competitive sales, negotiated sales, private placements, and management of housing assets and/or bond types (tax bond, revenue bonds, etc.), provide financial advisory services to structuring the City's affordable housing programs; and provide advisory services for structuring of particularly complex development proposals.

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

These services are necessary in order to structure complex financial transactions and prepare the City to issue debt to finance acquisition, construction and/or rehabilitation of housing sites. Without proper guidance from an experienced consultant, the City would not be able to complete this task.

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.

Approved PSC - 4087/10/11

D. Will the contract(s) be renewed?

Not yet determined

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

not applicable

**2. Reason(s) for the Request**

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

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

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

B. Explain the qualifying circumstances:

These services are very specialized and transactional as such it will not be practical to build internal capacity. The tasks are intermittent and subject to funding fluctuations, because of the intermittent nature of the tasks and the likelihood that there will be time periods when services from financial advisor are not needed.

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

- A. Specify required skills and/or expertise: A qualified consultant must have, complex housing financing and/or management experience including the ability to evaluate the economic feasibility of proposed debt issuances, refunding, or restructuring; experience with housing assistance programs including the ability to assist the City in utilizing available City programs; development of new programs and to provide analytical services to particular financings; and the ability to structure complex multiple funding transactions.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

The department reached out to the Controller's Office to see if they could provide services, however, the Controller's Office also uses professional services firms for their financial advising needs.

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

- A. Explain why civil service classes are not applicable.  
The tasks are intermittent and subject to funding fluctuations. Additionally, some of the financial advisors would be a project expense and as such would be paid through the budgets of individual projects.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because of the intermittent nature of the task and the likelihood that there will be time periods when services from financial advisor are not needed.

**6. Additional Information**

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

**7. Union Notification:** On 07/07/2015, 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: Karen Henderson Phone: 701-5557 Email: karen.henderson@sfgov.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40634 - 15/16

DHR Analysis/Recommendation:

action date: 10/05/2015

Commission Approval Required

Approved by Civil Service Commission

10/05/2015 DHR Approved for 10/05/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request:  Initial  Modification of an existing PSC (PSC # 47850 - 17/18)

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

Type of Service: Phlebotomy Services for Law Enforcement Agencies

Funding Source: General Fund

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

PSC Original Approved Duration: 07/01/18 - 06/30/22 (4 years)

PSC Mod#1 Amount: \$75,000

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$1,075,000

PSC Cumulative Duration Proposed: 4 years

**1. Description of Work**

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

The contractor will provide on-call phlebotomy service 24 hours a day/7 days a week/365 days a year to law enforcement agencies in the City and County of San Francisco. Contractor staff will perform immediate blood draws (within 45 minutes of call) at various locations on suspects Driving Under the Influence (DUI) who refuse to voluntarily submit to a chemical test. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on DUI suspects are different from blood draws for health reasons.

Contractor staff will also participate in evidence handling training by the Office of the Chief Medical Examiner and scheduled court testimony by the District Attorney.

**Scope Change**

We are updating scope of work to include phlebotomy service for other criminal investigations. Current scope of work is only for DUI suspects.

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

This service is necessary to obtain evidence to successfully prosecute drunk drivers. California state laws and the laws of evidence mandate that blood draws are conducted according to specific standards and procedures. Denial of this request would prevent law enforcement agencies from obtaining necessary legal evidence and may jeopardize the prosecution of these cases.

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

Services have been provided in the past through earlier PSC request. See 47850 - 17/18

D. Will the contract(s) be renewed?

Unknown at this time.

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

**2. Reason(s) for the Request**

A. Display all that apply

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

Explain the qualifying circumstances:

This service is as-needed.

B. Reason for the request for modification:

Increase contract authority by \$75,000 due to cost increases and update scope of work to include phlebotomy service for other criminal investigations. Current scope of work is only for DUI suspects. PSC duration is not being changed and amount of work increase is minimal.

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

A. Specify required skills and/or expertise: Employees assigned to this contract must have valid phlebotomy certificate issued by the state of California Department of Health Services.

B. Which, if any, civil service class(es) normally perform(s) this work? 2303, Patient Care Assistant; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2830, Public Health Nurse;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This service is as-needed.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. A new civil service classification is not necessary.

**6. Additional Information**

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

No.

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

Training is not needed.

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

No.

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

No.

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

No.

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

Yes. Contract is being amended.

7. **Union Notification:** On 10/17/19, the Department notified the following employee organizations of this PSC/RFP request:

SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; 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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47850 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

# **Receipt of Union Notification(s)**

## Wong, Genie (POL)

---

**From:** dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org  
**Sent:** Thursday, October 17, 2019 1:38 PM  
**To:** Wong, Genie (POL); kcartermartinez@cirseiu.org; sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.Lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 47850 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$75,000 for services for the period October 17, 2019 – June 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14114>

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 ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org kcartermartinez@cirseiu.org



## **Additional Attachment(s)**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POLDept. Code: POLType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Phlebotomy Services for Law Enforcement AgenciesFunding Source: General FundPSC Duration: 4 yearsPSC Amount: \$1,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide on-call phlebotomy service 24 hours a day/7 days a week/365 days a year to law enforcement agencies in the City and County of San Francisco. Contractor staff will perform immediate blood draws (within 45 minutes of call) at various locations on suspects Driving Under the Influence (DUI) who refuse to voluntarily submit to a chemical test. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on DUI suspects are different from blood draws for health reasons.

Contractor staff will also participate in evidence handling training by the Office of the Chief Medical Examiner and scheduled court testimony by the District Attorney.

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

This service is necessary to obtain evidence to successfully prosecute drunk drivers. California state laws and the laws of evidence mandate that blood draws are conducted according to specific standards and procedures. Denial of this request would prevent law enforcement agencies from obtaining necessary legal evidence and may jeopardize the prosecution of these cases.

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

This service was previously approved by the Civil Service Commission through PSC 47916-14/15 and PSC 4138-07/08.

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

Unknown at this time.

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

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

- B. Explain the qualifying circumstances:  
This service is as-needed.

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

- A. Specify required skills and/or expertise: Employees assigned to this contract must have valid phlebotomy certificate issued by the state of California Department of Health Services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2303, Patient Care Assistant; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2830, Public Health Nurse;
- 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?**

In the past, Department of Public Health nurses performed the work, but are no longer interested in performing forced blood draws on DUI suspects who can be combative or uncooperative. In 2015, SFPD staff met with SEIU representatives, Terry Meadows and Joe Brenner and SEIU members, to discuss the possibility of DPH performing the work again, but DPH has not proposed a program to the SFPD.

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

- A. Explain why civil service classes are not applicable.  
This service is as-needed.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. A new civil service classification is not necessary.

**6. Additional Information**

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

7. **Union Notification:** On 11/09/2017, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU 1021 Miscellaneous; SEIU Local 1021; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse)

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47850 - 17/18

DHR Analysis/Recommendation:

action date: 02/05/2018

Commission Approval Required

Approved by Civil Service Commission

02/05/2018 DHR Approved for 02/05/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 4111-12/13)

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

Type of Service: Electronic Bill Presentment and Payment(CS-310)

Funding Source: SFPUC Operating Budget

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

PSC Original Approved Duration: 10/01/13 - 10/01/18 (5 years 1 day)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 10/02/18-06/30/20 (1 year 39 weeks)

PSC Mod#2 Amount: \$900,000

PSC Mod#2 Duration: 07/01/20-08/31/24 (4 years 9 weeks)

PSC Cumulative Amount Proposed: \$1,900,000

PSC Cumulative Duration Proposed: 10 years 48 weeks

**1. Description of Work**

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

The Scope of Work consists of four (4) categories of banking and payment services: (1) Enrollment Services to help San Francisco Public Utilities Commission (SFPUC) increase customer enrollment in Electronic Bill Presentment and Payment (EBPP); (2) EBPP Services to help SFPUC increase its customer use of EBPP through a bank or non-bank EBPP service; (3) EBPP Services to help SFPUC increase its customer use of EBPP through its own SFPUC centered/branded EBPP service; and (4) Other options to deliver EBPP such as ATMs, Kiosks, Mobile Device, In person cash, check and/or card payments, and others.

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

SFPUC currently offers various payment options to its customers including EBPP. Approximately 20% of SFPUC customers receive their water and sewer bills electronically and over 50% of SFPUC customers pay their water and sewer bills electronically or through other options such as direct debit, home banking, in person, etc. Further, SFPUC has plans to change its billing frequency from bi-monthly to monthly. For this reason, it is critical that increased EBPP service and expanded payment options are available to SFPUC customers.

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

Similar services have been provided in the past via PSC No. 3050-08/09 (CS-960I).

**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 initial term of the current contract is for five years with the option to extend it for up to four years. SFPUC continues to increase its adoption rate of the various payment options and continues to receive excellent service from its contractor. For this reason, we respectfully request to extend the term for another four years.

**2. Reason(s) for the Request**

A. Display all that apply

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

Explain the qualifying circumstances:

Expertise in designing, developing/engineering, implementing, operating and servicing a complete, internet-based EBPP solution, and associated support services. In addition, the service requires expertise in payment processing and private data management. Federal and state regulations/laws require extremely careful management of private customer data (including bank account and credit/debit card information) and outsourcing this responsibility to a qualified, audited third party is considered a "best practice" by industry experts.

B. Reason for the request for modification:

To extend the term for another four (4) years and increase the current not-to-exceed amount. SFPUC continues to increase its adoption rate of the various payment options and continues to receive excellent service from its contractor. For this reason, we respectfully request to extend the term for another four years.

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

- A. Specify required skills and/or expertise: Expertise in designing, developing/engineering, implementing, operating and servicing a complete, internet-based EBPP solution, and associated support services. In addition, the service requires expertise in payment processing and private data management.
- 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 host, manage and control its EBPP service at its own facility. Federal and state regulations/laws require extremely careful management of private customer data (including bank account and credit/debit card information) and outsourcing this responsibility to a qualified, audited third party is considered a "best practice" by industry experts.

**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 since presently no persons or CCSF agencies have designed, built and operated an EBPP service. EBPP product development, engineering, operation and customer support requires very unique skill sets with knowledge not available within CCSF.

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. EBPP requires very specialized engineering, operation and support skills. Developing the skills internally would simply not be practical; cost-effective or in the best interest of SFPUC or CCSF.

**6. Additional Information**

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

No.

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

Training will not be provided.

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

No.

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

No.

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

No.

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

No.

**7. Union Notification:** On 01/28/20, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4111-12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required  
DHR Approved for 03/02/2020



# **Receipt of Union Notification(s)**

**Irwin, William**

**From:** dhr-psccoordinator@sfgov.org on behalf of wirwin@sfgwater.org  
**Sent:** Tuesday, January 28, 2020 4:06 PM  
**To:** Irwin, William; Meyers, Julie (HSA); seichenberger@local39.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; erbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.Lopez@sfgov.org; Basconillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobe.net; MRainsford@local39.org; Wendy.Frigilliana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; Leah.Berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; ritchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Jackson, Shamica; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 4111-12/13 - MODIFICATIONS

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$900,000 for services for the period July 1, 2020 – August 31, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/5710>

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

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4111-12/13)

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

Type of Service: Electronic Bill Presentment and Payment(CS-310)

Funding Source: SFPUC Operating Budget

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

PSC Original Approved Duration: 10/01/13 - 10/01/18 (5 years 1 day)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 10/02/18-06/30/20 (1 year 39 weeks)

PSC Mod#2 Amount:

PSC Mod#2 Duration:

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

PSC Cumulative Duration Proposed: 6 years 39 weeks

1. Description of Work

A. Scope of Work:

The Scope of Work consists of four (4) categories of banking and payment services: (1) Enrollment Services to help San Francisco Public Utilities Commission (SFPUC) increase customer enrollment in Electronic Bill Presentment and Payment (EBPP); (2) EBPP Services to help SFPUC increase its customer use of EBPP through a bank or non-bank EBPP service; (3) EBPP Services to help SFPUC increase its customer use of EBPP through its own SFPUC centered/branded EBPP service; and (4) Other options to deliver EBPP such as ATMs, Kiosks, Mobile Device, In person cash, check and/or card payments, and others.

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

SFPUC currently offers various payment options to its customers including EBPP. Approximately 20% of SFPUC customers receive their water and sewer bills electronically and over 50% of SFPUC customers pay their water and sewer bills electronically or through other options such as direct debit, home banking, in person, etc. Further, SFPUC has plans to change its billing frequency from bi-monthly to monthly. For this reason, it is critical that increased EBPP service and expanded payment options are available to SFPUC customers.

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.

Similar services have been provided in the past via PSC No. 3050-08/09 (CS-960I).

D. Will the contract(s) be renewed? Maybe for an optional two year extension.

2. Union Notification: On 08/06/15, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4111-12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/19/2015

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

A. Specify required skills and/or expertise:

Expertise in designing, developing/engineering, implementing, operating and servicing a complete, internet-based EBPP solution, and associated support services. In addition, the service requires expertise in payment processing and private data management.

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 host, manage and control its EBPP service at its own facility. Federal and state regulations/laws require extremely careful management of private customer data (including bank account and credit/debit card information) and outsourcing this responsibility to a qualified, audited third party is considered a "best practice" by industry experts.

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

A. Explain why civil service classes are not applicable:

Civil Service Classes are not applicable since presently no persons or CCSF agencies have designed, built and operated an EBPP service. EBPP product development, engineering, operation and customer support requires very unique skill sets with knowledge not available within CCSF.

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

No. EBPP requires very specialized engineering, operation and support skills. Developing the skills internally would simply not be practical, cost-effective or in the best interest of SFPUC or CCSF.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 08/06/15 BY:

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

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



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

May 9, 2013

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

KATE FAVETTI  
PRESIDENT

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

SCOTT R. HELDFOND  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

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

E. DENNIS NORMANDY  
COMMISSIONER

- 1) Adopted the report; approved the request for PSC #4109-12/13 on the condition that the Airport Commission reports back to the Civil Service Commission in four (4) years from today's meeting date of May 6, 2013. Notified the Office of the Controller and the Office of Contract Administration.
- 2) Adopted the report; approved the request for PSC #4110-12/13 on the condition that the Public Utilities Commission report back to the Civil Service Commission in four (4) and eight (8) years from today's meeting date of May 6, 2013. Notified the Office of the Controller and the Office of Contract Administration. *CS-235 FOR DOMINGO*
- 3) Adopted the report; approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

JENNIFER C. JOHNSTON  
EXECUTIVE OFFICER

### PLEASE NOTE:

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

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

CIVIL SERVICE COMMISSION

*Sandra E. Johnston*  
JENNIFER JOHNSTON  
Executive Officer

### Attachment

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

POSTING FOR

05/06/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work
4109-12/13	27	Airport Commission	Regular	\$2,450,000	The Airport is seeking security consulting services to assist Airport Aviation Security staff aviation security industry 'best practices', methods, and procedures relating to a wide variety of systems, including, but not limited to; perimeter intrusion detection systems (PIDS), fence devices, gate access control systems, closed circuit television (CCTV), video analytics, and recognition (LPR) systems. The security consultant will also provide a level of knowledge that will ensure the proper selection of highly specialized technologies and their integration with those presently used within the Airport's Security Operations Center (SOC), as well as produce specifications, drawings and documents for future requests for proposals (RFPs).
4110-12/13	40	Public Utilities Commission	Regular	\$80,000,000	Provide planning and engineering support for the new digester and biosolids handling facility at the Southeast Water Pollution Control Plant (SEP). The new facility will include wastewater treatment related to solids thickening, anaerobic digestion, dewatering, gas handling, energy recovery operations, site improvements and odor control. SEP is SFPUC's largest wastewater facility with a capacity of 250 million gallons per day (MGD) with an average dry weather capacity of 85 MGD. SEP processes 54,000 wet tons per year (or 13,000 dry tons) of biosolids for treatment and disposal/reuse. The Plant is located in an urban residential/industrial neighborhood in the Bayview-Hunters Point area.
					CS-235 Koko Domingo
4111-12/13	40	Public Utilities Commission	Regular	\$1,000,000	The Scope of Work consists of four (4) categories of banking and payment services: (1) E to help SFPUC increase customer enrollment in EBPP; (2) EBPP Services to help SFPUC increase its customer use of EBPP through a bank or non-bank EBPP service; (3) EBPP Services to help SFPUC increase its customer use of EBPP through its own SFPUC centered/branded EBPP service options to deliver EBPP such as ATMs, Kiosks, Mobile Device, in person cash, check and others.
					CS-310 DAVID SCOTT
4112-12/13	42	Recreation & Park Commission	Regular	\$3,200,000	Conduct thorough peer constructability review, cost estimating and scheduling for design specifications of 2012 CSNPB projects. Reviews will be conducted to confirm complete coordination of trades. Includes thorough review of the design and/or contract documents that could impact the actual construction process, including established Project Design Standards, sub-grade information, existing utilities and interfaces with existing operations, egress, availability of proposed building materials, and labor sources. In addition to independent cost estimates and engage with architect to provide reconciliation estimates verified by RPD CM.
4113-12/13	68	Municipal Transportation Agency	Regular	\$8,200,000	Contractor shall provide San Francisco Municipal Transportation Agency (SFMTA) with software and Automatic Vehicle Location System (AVLS) including software updates, hardware upgrades that the contractor provides to other customers, equipment repair and maintenance surfaces necessary to maintain the operations of the AVLS in accordance with the operational specifications set out in the Maintenance Agreement. The contractor will provide training personnel in AVLS operation and maintenance so that SFMTA staff may perform the main AVLS equipment.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 47498 - 14/15)

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

Type of Service: Project Pull Citywide Internship (PRO.0029)

Funding Source: Departmental Funds

PSC Original Approved Amount: \$2,500,000

PSC Original Approved Duration: 05/01/15 - 05/01/20 (5 years 2 days)

PSC Mod#1 Amount: \$800,000

PSC Mod#1 Duration: no duration added

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

PSC Mod#2 Duration: 05/02/20-04/30/21 (52 weeks)

PSC Cumulative Amount Proposed: \$4,300,000

PSC Cumulative Duration Proposed: 6 years 1 day

**1. Description of Work**

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

Project Pull is a summer internship program established to provide professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields. Students selected from the program demonstrate an ability and interest in professional careers such as architecture, business, engineering and science. Consultant will manage the program and advance funds for all students interns' and team leaders' salaries and program enrichment activities.

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

This service is necessary to ensure that the program is administered efficiently with the essential goal of enriching the lives and providing opportunities to high school and college bound students. Denial of this service could result in the cancellation of the program which could affect the objective of this program which is to motivate students to strive for excellence, develop good working behaviors and complete their studies to enhance their future employment opportunities.

**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. The prior contract for this service was approved by PSC 4057-08/09.

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

Yes.

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

A six-year term is required to cover program costs and intern salaries for the summer 2020 program. This will allow sufficient time for bid and award of SFPUC Contract PRO.0169 Project Pull Citywide Internship approved by PSC 45106-19/20 for the Summer 2021 Program.



**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 specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.

B. Reason for the request for modification:

To cover program costs and intern salaries for the Summer 2020 program.

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

- A. Specify required skills and/or expertise: Knowledge and expertise in the management of youth programs, mentoring for student, and managing funds such as payroll administration, program expenses and monthly invoices for minors hired for seasonal internship.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Civil services classes are not applicable because this specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.
- 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 because the program is seasonal and the scope of work is limited.

**6. Additional Information**

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

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

7. **Union Notification:** On 01/27/20, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfgwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47498 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

# **Receipt of Union Notification(s)**

**Irwin, William**

**From:** dhr-psscocoordinator@sfgov.org on behalf of wirwin@swater.org  
**Sent:** Monday, January 27, 2020 3:26 PM  
**To:** Irwin, William; Meyers, Julie (HSA); seichenberger@local39.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.Lopez@sfgov.org; Basconciello, Kathy; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmtchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Kwon, Daniel; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 47498 - 14/15 - MODIFICATIONS

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$1,000,000 for services for the period May 2, 2020 -- April 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/13557>

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

## **Additional Attachment(s)**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # 47498 - 14/15)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Project Pull Citywide Internship (PRO.0029)Funding Source: Departmental FundsPSC Original Approved Amount: \$2,500,000PSC Original Approved Duration: 05/01/15 - 05/01/20 (5 years 2 days)PSC Mod#1 Amount: \$800,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$3,300,000PSC Cumulative Duration Proposed: 5 years 2 days**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Project Pull is a summer internship program established to provide professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields. Students selected from the program demonstrate an ability and interest in professional careers such as architecture, business, engineering and science. Consultant will manage the program and advance funds for all students interns' and team leaders' salaries and program enrichment activities.

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

This service is necessary to ensure that the program is administered efficiently with the essential goal of enriching the lives and providing opportunities to high school and college bound students. Denial of this service could result in the cancellation of the program which could affect the objective of this program which is to motivate students to strive for excellence, develop good working behaviors and complete their studies to enhance their future employment opportunities.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**  
This service is currently being under PSC No. 47498 - 14/15.**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:****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 specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.

B. Reason for the request for modification:

To align the PSC amount with the contract amount.

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

- A. Specify required skills and/or expertise: Knowledge and expertise in the management of youth programs, mentoring for student, and managing funds such as payroll administration, program expenses and monthly invoices for minors hired for seasonal internship.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Civil services classes are not applicable because this specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.
- 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 because the program is seasonal and the scope of work is limited.

**6. Additional Information**

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

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

No.

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

No.

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

Japanese Community Youth Council

7. **Union Notification:** On 07/18/19, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sflower.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47498 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/16/2019



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: Project Pull Citywide Internship (PRO.0029)

Funding Source: Departmental Funds

PSC Duration: 5 years 2 days

PSC Amount: \$2,500,000

**1. Description of Work**

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

Project Pull is a summer internship program established to provide professional guidance in a work experience setting within the City Agencies to motivate students to continue their education so they may seek employment opportunities in the public service sector or other highly disciplined career fields. Students selected from the program demonstrate an ability and interest in professional careers such as architecture, business, engineering and science. Consultant will manage the program and advance funds for all students interns' and team leaders' salaries and program enrichment activities.

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

This service is necessary to ensure that the program is administered efficiently with the essential goal of enriching the lives and providing opportunities to high school and college bound students. Denial of this service could result in the cancellation of the program which could affect the objective of this program which is to motivate students to strive for excellence, develop good working behaviors and complete their studies to enhance their future employment opportunities.

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

This service was provided in the past by the Department of Public Works.

D. Will the contract(s) be renewed?

Yes.

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

not applicable

**2. Reason(s) for the Request**

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

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

B. Explain the qualifying circumstances:

This specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.

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

A. Specify required skills and/or expertise: Knowledge and expertise in the management of youth programs, mentoring for student, and managing funds such as payroll administration, program expenses and monthly invoices for minors hired for seasonal internship.

B. Which, if any, civil service class(es) normally perform(s) this work? none

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

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

None. This specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.

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

A. Explain why civil service classes are not applicable.

Civil services classes are not applicable because this specialized service is an intermittent position for an eight (8) week summer program that requires a multi-disciplined organization to recruit students, evaluate their performance, provide mentoring match-ups, training workshops and enrichment activities and provide for advance funding for the program to pay student salaries and other program expenses.

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 because the program is seasonal and the scope of work is limited.

**6. Additional Information**

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

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

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

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

**7. Union Notification:** On 03/11/2015, 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@sfwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47498 - 14/15

DHR Analysis/Recommendation:

action date: 04/20/2015

Commission Approval Required

Approved by Civil Service Commission

04/20/2015 DHR Approved for 04/20/2015

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGYDept. Code: TISType of Request:  Initial  Modification of an existing PSC (PSC # 4070 09/10)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: As needed telecommunications, system, voice and data design, business analysis, programming,Funding Source: Public Bond, Grant, Lease, GeneralPSC Original Approved Amount: \$15,000,000PSC Original Approved Duration: 01/01/10 - 12/31/13 (4 years)PSC Mod#1 Amount: \$26,000,000PSC Mod#1 Duration: 01/01/14-12/21/15 (1 year 50 weeks)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 12/22/15-06/30/20 (4 years 27 weeks)PSC Mod#3 Amount: no amount addedPSC Mod#3 Duration: 07/01/20-06/30/22 (2 years)PSC Mod#4 Amount: no amount addedPSC Mod#4 Duration: 07/01/22-12/31/26 (4 years 26 weeks)PSC Cumulative Amount Proposed: \$41,000,000PSC Cumulative Duration Proposed: 17 years 3 days**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will include system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment.

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

The contracts include prequalified vendors to help expedite the procurement of telecommunications and IT solutions. Outside expertise is needed, especially for projects involving new technology to supplement the skills provided by City employees. Many projects are on restricted funding time frames with bond and grant funds. If denied, the process and timeframes required to procure new systems and implement solutions will be expanded significantly. Also, Public Safety voice and data networks often need a very quick response for service issues.

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

Services have been provided in the past through earlier PSC request. See 4070 09/10

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

Yes, the contract will be renewed.

- 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 agreement is being extended another five years because AT&T is the telephony provider that can provide the services that the City needs without disrupting the current equipment infrastructure already in place. In addition, City Services Auditor division of the Controller's Office evaluated the best possible rates for telecommunications services, under the State of California's Integrated Telecommunications Network rate agreement known as CALNET3 (C3), in response to a request from the Board of Supervisors request to determine if the City was receiving the best possible pricing under the CALNET 3 Agreement. The City Services Auditor division determined that the City could save more than \$37,000 per month in service charges after migrating from its CALNET 2 rates to its new CALNET 3 rates.

## 2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

The City does not have technical engineers with telephony expertise to complete the services as needed by the City.

- B. Reason for the request for modification:

This request is extend the term an additional four and a half years.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Many Highly specialized technical and professional skills are required on an as needed basis, depending on the project. • Knowledge of specific types of voice and data networks, hardware and software, business/Telecom and IT analytical skills and programming for new applications are needed to design, create, update and implement Telecom and IT solutions.

B. Which, if any, civil service class(es) normally perform(s) this work? 1005, IS Operator-Supervisor; 1014, IS Technician-Supervisor; 1024, IS Administrator-Supervisor; 1033, IS Trainer-Senior; 1070, IS Project Director;

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

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

Not Applicable

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

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

The work is intermittent and highly specialized for as needed projects.

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, technology changes too rapidly and the work is intermittent.

**6. Additional Information**

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

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

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.  
AT&T

**7. Union Notification:** On 01/27/20, 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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness Avenue, 2nd Floor, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4070 09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [jolie.gines@sfgov.org](mailto:jolie.gines@sfgov.org)  
**To:** [Gines, Jolie \(TIS\); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Gines,Jolie(TIS);ecassidy@ifpte21.com;WendyWong26@yahoo.com;wendywong26@yahoo.com;tmathews@ifpte21.org;kschumacher@ifpte21.org;kpage@ifpte21.org;eerbach@ifpte21.org;pkim@ifpte21.org;L21PSCReview@ifpte21.org;DHR-PSCCoordinator,DHR(HRD))  
**Subject:** Receipt of Modification Request to PSC # 4070 09/10 - MODIFICATIONS  
**Date:** Monday, January 27, 2020 1:50:50 PM

---

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 1, 2022 – 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/1494>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[pkim@ifpte21.org](mailto:pkim@ifpte21.org)  
[eerbach@ifpte21.org](mailto:eerbach@ifpte21.org) [kpage@ifpte21.org](mailto:kpage@ifpte21.org) [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)  
[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com) [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com)  
[ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com)



## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY

Dept. Code: TIS

Type of Request:  Initial  Modification of an existing PSC (PSC # 4070 09/10)

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

Type of Service: As needed telecommunications, system, voice and data design, business analysis, programming,

Funding Source: Public Bond, Grant, Lease, General

PSC Original Approved Amount: \$15,000,000

PSC Original Approved Duration: 01/01/10 - 12/31/13 (4 years)

PSC Mod#1 Amount: \$26,000,000

PSC Mod#1 Duration: 01/01/14-12/21/15 (1 year 50 weeks)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 12/22/15-06/30/20 (4 years 27 weeks)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 07/01/20-06/30/22 (2 years)

PSC Cumulative Amount Proposed: \$41,000,000

PSC Cumulative Duration Proposed: 12 years 26 weeks

**1. Description of Work**

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

As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will include system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment.

**Scope Change**

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

The contracts include prequalified vendors to help expedite the procurement of telecommunications and IT solutions. Outside expertise is needed, especially for projects involving new technology to supplement the skills provided by City employees. Many projects are on restricted funding time frames with bond and grant funds. If denied, the process and timeframes required to procure new systems and implement solutions will be expanded significantly. Also, Public Safety voice and data networks often need a very quick response for service issues.

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

Services have been provided in the past through earlier PSC request. See 4070 09/10

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

Yes, the contract will be renewed.

- 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 agreement is being extended another five years because AT&T is the telephony provider that can provide the services that the City needs without disrupting the current equipment infrastructure already in place. In addition, City Services Auditor division of the Controller's Office evaluated the best possible rates for telecommunications services, under the State of California's Integrated Telecommunications Network rate agreement known as CALNET3 (C3), in response to a request from the Board of Supervisors request to determine if the City was receiving the best possible pricing under the CALNET 3 Agreement. The City Services Auditor division determined that the City could save more than \$37,000 per month in service charges after migrating from its CALNET 2 rates to its new CALNET 3 rates.

**2. Reason(s) for the Request**

A. Display all that apply

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

Explain the qualifying circumstances:

The City does not have technical engineers with telephony expertise to complete the services as needed by the City.

B. Reason for the request for modification:

The term of the agreement is only being extended an additional two years.

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

- A. Specify required skills and/or expertise: Many Highly specialized technical and professional skills are required on an as needed basis, depending on the project. • Knowledge of specific types of voice and data networks, hardware and software, business/Telecom and IT analytical skills and programming for new applications are needed to design, create, update and implement Telecom and IT solutions.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1005, IS Operator-Supervisor; 1014, IS Technician-Supervisor; 1024, IS Administrator-Supervisor; 1033, IS Trainer-Senior; 1070, IS Project Director;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
The work is intermittent and highly specialized for as needed projects.

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, technology changes too rapidly and the work is intermittent.

**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 attached.

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

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

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

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

**7. Union Notification:** On 08/27/19, 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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness Avenue, 2nd Floor, San Francisco, CA 94103

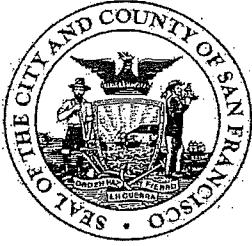
\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4070 09/10

DHR Analysis/Recommendation:  
Commission Approval Not Required  
Approved by DHR on 09/12/2019

Civil Service Commission Action:



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

*Sent Via Electronic Mail*

December 17, 2015

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 49414-15/16; 40571-15/16; 40135-15/16; 43147-15/16; 41074-15/16; 41559-15/16; 46372-15/16; 46926-14/15; 4024-12/13; 4070-09/10; 2003-08/09 AND 2004-08/09.**

At its meeting of December 7, 2015 the Civil Service Commission had for its consideration the above matter.

The Commission took the following actions:

1) Approved PSC #4024-12/13 with the condition to work with the Executive Officer to amend the form reflecting that the only reason for the modification is to increase duration and the amount of money only and not the scope of work.

2) Adopted the report. Approved the request for remaining proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

**PLEASE NOTE:**

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

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

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN  
Executive Officer

Attachment

Cc: Cynthia Avakian, Airport Commission  
Erica Finkle, Office of the Treasurer & Tax Collector  
Jolie Gines, Department of Technology  
Jacquie Hale, Department of Public Health  
Cynthia Hamada, Municipal Transportation Agency  
Simone Jacques, Office of the Assessor-Recorder  
Belle La, San Francisco Planning Department  
Joan Lubamersky, General Services Agency  
John Tsutakawa, Human Services Agency  
Genie Wong, San Francisco Police Department  
Commission File  
Chron

DOUGLAS S. CHAN  
PRESIDENT  
GINA M. ROCCANOVA  
VICE PRESIDENT  
KATE FAVETTI  
COMMISSIONER  
SCOTT R. HELDFOND  
COMMISSIONER  
MICHAEL L. BROWN  
EXECUTIVE OFFICER

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY Dept. Code: TIS

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4070 09/10)

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

Type of Service: As needed telecommunications, system, voice and data design, business analysis, programming,

Funding Source: Public Bond, Grant, Lease, General

PSC Original Approved Amount: \$15,000,000 PSC Original Approved Duration: 01/01/10 - 12/31/13 (4 years)
PSC Mod#1 Amount: \$26,000,000 PSC Mod#1 Duration: 01/01/14-12/21/15 (1 year 50 weeks)
PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 12/22/15-06/30/20 (4 years 27 weeks)
PSC Cumulative Amount Proposed: \$41,000,000 PSC Cumulative Duration Proposed: 10 years 26 weeks

1. Description of Work

A. Scope of Work:

As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will including system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment.

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

The contracts include prequalified vendors to help expedite the procurement of telecommunications and IT solutions. Outside expertise is needed, especially for projects involving new technology to supplement the skills provided by City employees. Many projects are on restricted funding time frames with bond and grant funds. If denied, the process and timeframes required to procure new systems and implement solutions will be expanded significantly. Also, Public Safety voice and data networks often need a very quick response for service issues.

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.

PSC 4070-09/10

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

2. Union Notification: On 10/26/15, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4070 09/10

DHR Analysis/Recommendation:

12/07/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 12/07/2015

-108 12/07/2015

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

A. Specify required skills and/or expertise:

Many Highly specialized technical and professional skills are required on an as needed basis, depending on the project.

\* Knowledge of specific types of voice and data networks, hardware and software, business/Telecom and IT analytical skills and programming for new applications are needed to design, create, update and implement Telecom and IT solutions.

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

1005,1014,1024,1033,1070,

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

No.

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

A. Explain why civil service classes are not applicable:

The work is intermittent and highly specialized for as needed projects.

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

No, technology changes too rapidly and the work is intermittent.

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

**YES NO**

- A. Will the contractor directly supervise City and County employee?  YES  NO
- B. Will the contractor train City and County employee?  
There are no training with this PSC  YES  NO
- C. Are there legal mandates requiring the use of contractual services?  YES  NO
- D. Are there federal or state grant requirements regarding the use of contractual services?  YES  NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service?  YES  NO
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? AT&T  YES  NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 10/26/15 BY:

Name: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness Avenue, 2nd Floor San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 4096 05-06)

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

Type of Service: Provide intermittent, as-needed, on-call, mobile blood filtration (therapeutic

Funding Source: General Funds

PSC Original Approved Amount: \$560,000

PSC Original Approved Duration: 07/01/06 - 06/30/10 (4 years)

PSC Mod#1 Amount: \$750,000

PSC Mod#1 Duration: 07/01/10-06/30/14 (4 years 1 day)

PSC Mod#2 Amount: \$812,500

PSC Mod#2 Duration: 07/01/14-06/30/19 (5 years 1 day)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 07/01/20-06/30/23 (4 years 1 day)

PSC Mod#4 Amount: \$745,000

PSC Mod#4 Duration: 07/01/23-06/30/28 (5 years 2 days)

PSC Cumulative Amount Proposed: \$2,867,500

PSC Cumulative Duration Proposed: 22 years 5 days

**1. Description of Work**

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

Therapeutic apheresis is a procedure in which the patient's blood is collected using automated FDA approved devices, separated into its components (RBCs, WBCs, 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 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 Witness patients because blood remains in continuity within the auto-transfusion circuit.

**Scope Change**

Therapeutic apheresis is a procedure in which the patient's blood is collected using automated FDA approved devices, separated into its components (RBCs, WBCs, 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 autotransfusion circuit.



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

Over the years an increasing number of patients now seen at San Francisco General Hospital Medical Center (SFGH) require this service. In the past, requests for these services were extremely rare, since this type of service was provided by dialysis centers. This is no longer the practice, because the centers do not have enough slots to accommodate this less restrictive form of dialysis. Delaying therapeutic apheresis services for a patient worsens the condition and eventually full dialysis is required. SFGH has never provided therapeutic apheresis nor dialysis services. The apheresis equipment is costly and the training extensive. With the unpredictable demand for these services and the need for timely treatment critical, the current practice of providing the services through an as-needed mobile vendor is the optimal way to deliver the services, and forestall the need for full dialysis treatment for patients.

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

Services have been provided in the past through earlier PSC request. See 4096 05-06

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:

The current contract is ending and the Department is conducting an RFP for these services. The RFP is currently planned to include an anticipated contract term to a maximum of 8 years, 07/01/20-06/30/2028.

## 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 specialized blood filtration services are needed only intermittently for individual patients, and requires specially trained personnel and equipment not available at Zuckerberg San Francisco General Hospital.

B. Reason for the request for modification:

The Department is conducting an RFP for these services and wishes to continue using this PSC by extending the duration and increase the amount correspondingly.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Operation of special blood filtration equipment is required, and specific training in using the equipment is required.

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 special blood filtration equipment and transfusion equipment, which is not currently possessed by San Francisco General Hospital.

**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, since service provision is intermittent and on an as-needed basis.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. See 4.A above.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No training of civil service staff; purpose is blood filtration services.
- 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.  
Apheresis Care Group will provide services through 6/30/20.

**7. Union Notification: On 12/06/19, 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: Jacque Hale, 1380 Howard Street, Room 421b

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4096 05-06

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 03/02/2020

# **Receipt of Union Notification(s)**

## Hale, Jacquie (DPH)

---

**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Friday, December 06, 2019 5:05 PM  
**To:** Hale, Jacquie (DPH); seichenberger@local39.org; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmittchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 4096 05-06 - 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 \$745,000 for services for the period July 1, 2023 – June 30, 2028. 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/720>

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

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

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 4096 05-06)

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

Type of Service: Provide intermittent, as-needed, on-call, mobile blood filtration (therapeutic)

Funding Source: General Funds

PSC Original Approved Amount: \$560,000

PSC Original Approved Duration: 07/01/06 - 06/30/10 (4 years)

PSC Mod#1 Amount: \$750,000

PSC Mod#1 Duration: 07/01/10-06/30/14 (4 years 1 day)

PSC Mod#2 Amount: \$812,500

PSC Mod#2 Duration: 07/01/14-06/30/19 (5 years 1 day)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 07/01/20-06/30/23 (4 years 1 day)

PSC Cumulative Amount Proposed: \$2,122,500

PSC Cumulative Duration Proposed: 17 years 3 days

**1. Description of Work**

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

Therapeutic apheresis is a procedure in which the patient's blood is collected using automated FDA approved devices, separated into its components (RBCs, WBCs, 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 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 Witness patients because blood remains in continuity within the auto-transfusion circuit.

**Scope Change**

Therapeutic apheresis is a procedure in which the patient's blood is collected using automated FDA approved devices, separated into its components (RBCs, WBCs, 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 autotransfusion circuit.

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

Over the years an increasing number of patients now seen at San Francisco General Hospital Medical Center (SFGH) require this service. In the past, requests for these services were extremely rare, since

this type of service was provided by dialysis centers. This is no longer the practice, because the centers do not have enough slots to accommodate this less restrictive form of dialysis. Delaying therapeutic apheresis services for a patient worsens the condition and eventually full dialysis is required. SFGH has never provided therapeutic apheresis nor dialysis services. The apheresis equipment is costly and the training extensive. With the unpredictable demand for these services and the need for timely treatment critical, the current practice of providing the services through an as-needed mobile vendor is the optimal way to deliver the services, and forestall the need for full dialysis treatment for patients.

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

Services have been provided in the past through earlier PSC request. See 4096 05-06

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:

The Department expects an intermittent need for these services to continue.

## 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 specialized blood filtration services are needed only intermittently for individual patients, and requires specially trained personnel and equipment not available at Zuckerberg San Francisco General Hospital.

B. Reason for the request for modification:

to extend contract term

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Operation of special blood filtration equipment is required, and specific training in using the equipment is required.

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 special blood filtration equipment and transfusion equipment, which is not currently possessed by San Francisco General Hospital.

## 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, since service provision is intermittent and on an as-needed basis.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. See 4.A above.

**6. Additional Information**

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

No.

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

No training of civil service staff; purpose is blood filtration services.

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.

Apheresis Care Group

**7. Union Notification:** On 08/10/18, 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: Jacquie Hale, 1380 Howard Street, Room 421b

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4096 05-06

DHR Analysis/Recommendation:

Commission Approval Not Required  
Approved by DHR on 11/05/2018

# 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

Action: Adopted the minutes. (Vote of 5 of 0)

ANNOUNCEMENTS (Item No. 4)

President Heldfond took a moment to wish everyone a Happy Holiday season and a Happy New Year. He noted that 2013 was an eventful year, and highlighted those events of particular note. President Heldfond concluded his comments by thanking all City employees and union representatives, and indicated that he looks forward to working with them next year.

HUMAN RESOURCES DIRECTOR'S REPORT

0331-13-1 Conviction History Program Overview. (Item No. 5)

Speakers: Ted Yamasaki, Department of Human Resources  
Derek Kim, Municipal Transportation Agency

Action: Accepted the presentation. (Vote 5 to 0)

EXECUTIVE OFFICER'S REPORT

0335-13-1 Department's Fiscal Years 2014-15 and 2015-16 Budget Preparation Schedule. (Item No. 6)


Speakers: Sandra Eng, Civil Service Commission

Action: Adopted the Report. Directed Commission staff to prepare the Department's Fiscal Years 2014-15 and 2015-16 Budget Request at anticipated (rather than at current) service and staff levels. (Vote of 5 to 0)

0333-13-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
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 manager 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	Current Approved Amount \$700,000 Increase Amount Requested \$618,000 New Total Amount Requested \$1,318,000	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.	Modification	9/1/2016
4103-09/10	Police	Current Approved Amount \$210,000 Increase Amount Requested \$34,000 New Total Amount Requested \$244,000	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.	Modification	6/30/2016

<p>4096-05/06</p> 	<p>Public Health</p>	<p>Current Approved Amount \$1,310,000</p> <p>Increase Amount Requested \$812,500</p> <p>New Total Amount Requested \$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>	<p>Modi- fication</p>	<p>6/30/2019</p>
<p>4105-10/11</p>	<p>Public Health</p>	<p>Current Approved Amount \$6,200,00</p> <p>Increase Amount Requested \$3,790,000</p> <p>New Total Amount Requested \$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>	<p>Modi- fication</p>	<p>12/31/2016</p>

**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.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 42832 - 14/15)

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

Type of Service: As Needed Credential Verification and Related Transcription Personnel Services

Funding Source: General Fund

PSC Original Approved Amount: \$940,800

PSC Original Approved Duration: 10/01/14 - 06/30/19 (4 years 39 weeks)

PSC Mod#1 Amount: \$672,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$347,200

PSC Mod#2 Duration: 07/01/19-06/30/20 (1 year 1 day)

PSC Mod#3 Amount: \$2,240,000

PSC Mod#3 Duration: 07/01/20-06/30/25 (5 years 1 day)

PSC Cumulative Amount Proposed: \$4,200,000

PSC Cumulative Duration Proposed: 10 years 39 weeks

**1. Description of Work**

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

As needed, temporary, supplemental and credential verification registry personnel services for the Medical Staff Services Departments of San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), as well as for Community Behavioral Health Services (CBHS). This service assists current staff to meet unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings. Contractor's staff will also support in-house staff to verify providers licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on as-needed basis. This will include assistance with credentialing and privileging of Medical Staff (e.g., physicians, dentists, psychologists & podiatrists) and Affiliate Professionals (e.g., nurse practitioners, certified midwives, certified nurse anesthetists, physician assistants), support for Clinical Services related to Bylaws, Rules and Regulations.

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

This service is necessary in order to meet hospital accreditation and licensing requirements for medical staff committees to maintain a record of the minutes of meetings, the identity of the attendees and to monitor the number of meetings attended by individual staff members. Denial of registry personnel assistance will jeopardize the accreditation and licensing of SFGH, LHH and CBHS and their medical staffs.

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

Services have been provided in the past through earlier PSC request. See 42832 - 14/15

D. Will the contract(s) be renewed?

Only if funding is available.

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

The Department is conducting an RFP for these services. The RFP is currently planned to include an anticipated contract term to a maximum of 5 years, 07/01/20-06/30/2025.

**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 is for personnel registry services to assist existing Civil Service staff in meeting unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings as required in order for DPH hospitals and operations to maintain licensure and accreditation.

B. Reason for the request for modification:

The Department is conducting an RFP for these services and wishes to continue using this PSC by extending the duration and increasing the amount correspondingly.

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

A. Specify required skills and/or expertise: Ability to provide transcription services on a short notice, work with on-line databases and licensing bureaus across the United States and verify professional credentials. Certification as a Certified Medical Staff Coordinator (CMSC), Certified Professional in Healthcare Quality (CPHQ) or equivalent experience and training.

B. Which, if any, civil service class(es) normally perform(s) this work? 2106, Med Staff Svcs Dept Spc; 2107, Med Staff Svcs Dept Anl;

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.

Services are required only on an as needed basis to supplement existing Civil Service staff during unanticipated peak workloads.

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 City has Civil Service classifications which are used to provide these services on an ongoing basis.

**6. Additional Information**



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

7. **Union Notification:** On 12/06/19, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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# 42832 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

# **Receipt of Union Notification(s)**

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Friday, December 06, 2019 4:32 PM  
**To:** Hale, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Girma, Mahlet (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 42832 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$2,240,000 for services for the period July 1, 2020

– June 30, 2025. 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/6727>

Email sent to the following addresses: L21PSCReview@ifpte21.org amakayan@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 42832 - 14/15)

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

Type of Service: As Needed Credential Verification and Related Transcription Personnel Services

Funding Source: General Fund

PSC Original Approved Amount: \$940,800

PSC Original Approved Duration: 10/01/14 - 06/30/19 (4 years 39 weeks)

PSC Mod#1 Amount: \$672,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$347,200

PSC Mod#2 Duration: 07/01/19-06/30/20 (1 year 1 day)

PSC Cumulative Amount Proposed: \$1,960,000

PSC Cumulative Duration Proposed: 5 years 39 weeks

**1. Description of Work**

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

As needed, temporary, supplemental and credential verification registry personnel services for the Medical Staff Services Departments of San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), as well as for Community Behavioral Health Services (CBHS). This service assists current staff to meet unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings. Contractor's staff will also support in-house staff to verify providers licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on as-needed basis. This will include assistance with credentialing and privileging of Medical Staff (e.g., physicians, dentists, psychologists & podiatrists) and Affiliate Professionals (e.g., nurse practitioners, certified midwives, certified nurse anesthetists, physician assistants), support for Clinical Services related to Bylaws, Rules and Regulations.

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

This service is necessary in order to meet hospital accreditation and licensing requirements for medical staff committees to maintain a record of the minutes of meetings, the identity of the attendees and to monitor the number of meetings attended by individual staff members. Denial of registry personnel assistance will jeopardize the accreditation and licensing of SFGH, LHH and CBHS and their medical staffs.

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

Services have been provided in the past through earlier PSC request. See PSC 42832-14/15

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

Only if funding is available.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:  
The cumulative duration of this PSC will extend a little beyond 5 years as the Department anticipates an ongoing need to provide medical credentialing verification and related transcription personnel services.

**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 is for personnel registry services to assist existing Civil Service staff in meeting unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings as required in order for DPH hospitals and operations to maintain licensure and accreditation.

B. Reason for the request for modification:

To extend term and increase amount.

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

- A. Specify required skills and/or expertise: Ability to provide transcription services on a short notice, work with on-line databases and licensing bureaus across the United States and verify professional credentials. Certification as a Certified Medical Staff Coordinator (CMSC), Certified Professional in Healthcare Quality (CPHQ) or equivalent experience and training.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2106, Med Staff Svcs Dept Spc; 2107, Med Staff Svcs Dept Anl;
- 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.  
Services are required only on an as needed basis to supplement existing Civil Service staff during unanticipated peak workloads.
- 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 City has Civil Service classifications which are used to provide these services on an ongoing basis.

**6. Additional Information**

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

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

7. **Union Notification:** On 12/06/18, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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# 42832 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/06/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 42832 - 14/15)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: As Needed Credential Verification and Related Transcription Personnel Services

Funding Source: General Fund

PSC Original Approved Amount: \$940,800 PSC Original Approved Duration: 10/01/14 - 06/30/19 (4 years 39 w

PSC Mod#1 Amount: \$672,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \_\_\_\_\_ PSC Mod#2 Duration: \_\_\_\_\_

PSC Cumulative Amount Proposed: \$1,612,800 PSC Cumulative Duration Proposed: 4 years 39 weeks

**1. Description of Work**

**A. Scope of Work:**

As needed, temporary, supplemental and credential verification registry personnel services for the Medical Staff Services Departments of San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), as well as for Community Behavioral Health Services (CBHS). This service assists current staff to meet unanticipated workload peaks in demand and whenever staff is unavailable to attend standing meetings. Contractor's staff will also support in-house staff to verify providers licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on as-needed basis. This will include assistance with credentialing and privileging of Medical Staff (e.g., physicians, dentists, psychologists & podiatrists) and Affiliate Professionals (e.g., nurse practitioners, certified midwives, certified nurse anesthetists, physician assistants), support for Clinical Services related to Bylaws, Rules and Regulations.

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

This service is necessary in order to meet hospital accreditation and licensing requirements for medical staff committees to maintain a record of the minutes of meetings, the identity of the attendees and to monitor the number of meetings attended by individual staff members. Denial of registry personnel assistance will jeopardize the accreditation and licensing of SFGH, LHH and CBHS and their medical staffs.

**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 PSC 42832-14/15

**D. Will the contract(s) be renewed? Only if funding is available.**

**2. Union Notification:** On 05/11/16, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42832 - 14/15

DHR Analysis/Recommendation:

08/15/2016

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 08/15/2016

-134- 08/15/2016



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

A. Specify required skills and/or expertise:

Ability to provide transcription services on a short notice, work with on-line databases and licensing bureaus across the United States and verify professional credentials. Certification as a Certified Medical Staff Coordinator (CMSC), Certified Professional in Healthcare Quality (CPHQ) or equivalent experience and training.

B. Which, if any, civil service class(es) normally perform(s) this work?  
2106,2107,

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:

Services are required only on an as needed basis to supplement existing Civil Service staff during unanticipated peak workloads.

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

No, The City has Civil Service classifications which are used to provide these services on an ongoing basis.

**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? Training is not applicable for this contract.	<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? No	<input checked="" type="checkbox"/>	<input 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 05/11/16 BY:

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

Address: 101 Grove Street, Room 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 # 47083 - 13/14)

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

Type of Service: Medical Records Storage and Retrieval

Funding Source: General Fund

PSC Original Approved Amount: \$3,780,000

PSC Original Approved Duration: 07/01/14 - 10/31/19 (5 years 17 weeks)

PSC Mod#1 Amount: \$3,700,000

PSC Mod#1 Duration: 11/01/19-06/30/24 (4 years 34 weeks)

PSC Mod#2 Amount: \$6,160,000

PSC Mod#2 Duration: 07/01/24-06/30/29 (5 years 1 day)

PSC Cumulative Amount Proposed: \$13,640,000

PSC Cumulative Duration Proposed: 15 years 3 days

**1. Description of Work**

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

For San Francisco General Hospital and Medical Center (SFGHMC) and Laguna Honda Hospital (LHH), provide off-site storage and retrieval services through a combination of scheduled and stat deliveries, year-round, twenty-four hours a day, seven days-a-week including holidays. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to maintaining appropriately secure and accurate medical records and maintaining the documentation needed for treatment, evaluation, billing, and legal purposes.

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

SFGHMC and LHH do not have the on-site storage capacity needed for their large volume of medical records. They also do not have access to reliable records storage facilities that are strategically located within the immediate area to assure emergency provision of records in the event of catastrophic or public emergency, such as an earthquake. Denial would put SFGHMC and LHH in noncompliance with the State of Joint Commission on the Accreditation of Health Organizations (JCAHO), jeopardizing accreditation and operations of the Department's medical care facilities.

**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.**  
4152-09/10

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

**E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**  
The current contract is ending and the Department is conducting an RFP for these services. The

RFP is currently planned to include an anticipated contract term to a maximum of 10 years, 07/01/19-06/30/2029.

**2. Reason(s) for the Request**

A. Display all that apply

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

Explain the qualifying circumstances:

High volume of records and not enough space to store onsite

B. Reason for the request for modification:

The Department is conducting an RFP for these services and wishes to continue using this PSC by extending the duration and increasing the amount correspondingly.

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

A. Specify required skills and/or expertise: Understanding of the needs of SFGHMC and LHH for continual records storage and retrieval management services, methodologies and protocols pertaining to storage tracking, retrieval, and current status of records. Must also have the ability to deliver required records in less than an hour, and in the event of public emergency and/or disaster. 24-hour, 365-day year access to services is a requirement.

B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2736, Porter;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, vendor must possess a facility for physical storage of medical records that is safe from natural catastrophes and man-made disasters. The Department does not have such facilities.

**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 nature of the services requires both facilities and operations for the storage services as described above, so utilization of civil service classes alone would not be sufficient.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the classifications that might be used to perform such services already exist.

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

7. **Union Notification:** On 12/06/19, 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# 47083 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

# **Receipt of Union Notification(s)**

## Hale, Jacquie (DPH)

---

**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Friday, December 06, 2019 3:57 PM  
**To:** Hale, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; 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); david.canham@seiu1021.org; jtanner940@aol.com; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 47083 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$6,160,000 for services for the period July 1, 2024

-- June 30, 2029. 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/11042>

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 Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org

## **Additional Attachment(s)**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request:  Initial  Modification of an existing PSC (PSC # 47083 - 13/14)

Request:

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Medical Records Storage and RetrievalFunding Source: General FundPSC Original Approved Amount: \$3,780,000PSC Original Approved Duration: 07/01/14 - 10/31/19 (5 years 17 weeks)PSC Mod#1 Amount: \$3,700,000PSC Mod#1 Duration: 11/01/19-06/30/24 (4 years 34 weeks)PSC Cumulative Amount Proposed: \$7,480,000PSC Cumulative Duration Proposed: 10 years 2 days**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

For San Francisco General Hospital and Medical Center (SFGHMC) and Laguna Honda Hospital (LHH), provide off-site storage and retrieval services through a combination of scheduled and stat deliveries, year-round, twenty-four hours a day, seven days-a-week including holidays. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to maintaining appropriately secure and accurate medical records and maintaining the documentation needed for treatment, evaluation, billing, and legal purposes.

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

SFGHMC and LHH do not have the on-site storage capacity needed for their large volume of medical records. They also do not have access to reliable records storage facilities that are strategically located within the immediate area to assure emergency provision of records in the event of catastrophic or public emergency, such as an earthquake. Denial would put SFGHMC and LHH in noncompliance with the State of Joint Commission on the Accreditation of Health Organizations (JCAHO), jeopardizing accreditation and operations of the Department's medical care facilities.

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

Services have been provided in the past through earlier PSC request. See 47083 - 13/14

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

Yes, if funding is available.

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

The department expects the need for these services to continue.



**2. Reason(s) for the Request**

A. Display all that apply

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

Explain the qualifying circumstances:

High volume of records and not enough space to store onsite

B. Reason for the request for modification:

That contract is expiring. The Department is conducting a new Request For Proposals (RFP) for these services, and is establishing a new contract under the RFP, based on current estimates.

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

A. Specify required skills and/or expertise: Understanding of the needs of SFGHMC and LHH for continual records storage and retrieval management services, methodologies and protocols pertaining to storage tracking, retrieval, and current status of records. Must also have the ability to deliver required records in less than an hour, and in the event of public emergency and/or disaster. 24-hour, 365-day year access to services is a requirement.

B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2736, Porter;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, vendor must possess a facility for physical storage of medical records that is safe from natural catastrophes and man-made disasters. The Department does not have such facilities.

**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 nature of the services requires both facilities and operations for the storage services as described above, so utilization of civil service classes alone would not be sufficient.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the classifications that might be used to perform such services already exist.

**6. Additional Information**

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

No.

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

No training under this PSC

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 05/11/18, 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# 47083 - 13/14

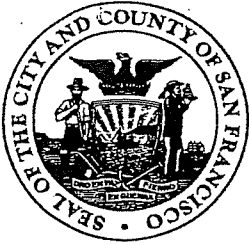
DHR Analysis/Recommendation:

09/17/2018

Commission Approval Required

Approved by Civil Service Commission

09/17/2018 DHR Approved for 09/17/2018



# CIVIL SERVICE COMMISSION

## CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

4152-09/10

E. DENNIS NORMANDY  
PRESIDENT

June 24, 2010

DONALD A. CASPER  
VICE PRESIDENT

### NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO  
COMMISSIONER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBER 4148-09/10  
THROUGH 4162-09/10.**

MARY Y. JUNG  
COMMISSIONER

At its meeting of June 21, 2010 the Civil Service Commission had for its consideration the above matter.

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

ANITA SANCHEZ  
EXECUTIVE OFFICER

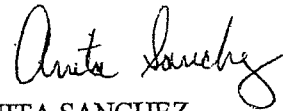
It was the decision of the Commission to:

- (1) Adopt the report; Approve request for approval of PSC #s 4150-09/10 through 4153-09/10; 4156-09/10; 4160-09/10; and 4161-09/10 on the condition that the Department of Public Health make every reasonable effort to create requisitions for those 2819 Assistant Health Educators laid off in 2009 and other Local 21 represented positions that are subject to reduction or layoff; and that the Department of Public Health report every six (6) months to the Civil Service Commission on its progress in meeting this condition. Notify the Office of the Controller and the Office of Contract Administration.
- (2) Adopt the report; Approve request for approval of PSC #4155-09/10 on the condition that 1) the Department of Public Health will meet with IFPTE Local 21 to discuss and evaluate whether and to what extent work to be performed in this PSC is work which could be performed by Real Property Managers; 2) If at the conclusion of these discussions, it turns out that work in this PSC is not work which could be performed by Real Property Managers, then the matter is closed; 3) If at the conclusion of these discussions, it turns out that work in this PSC is work which could be performed by Real Property Managers, then the Department of Public Health and Local 21 will endeavor to utilize CCSF Real Property Managers to perform this work, and make appropriate modifications to the contract(s) in the PSC accordingly. Notify the Office of the Controller and the Office of Contract Administration.
- (3) Adopt the report; Approve request for approval of PSC #4158-09/10 for a duration of two years, to June 30, 2012. Notify the Office of the Controller and the Office of Contract Administration.
- (4) Adopt the report; Approve request for approval of all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

CSC Notice of Action  
June 24, 2010  
Page 2

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: Micki Callahan, Human Resources Director  
Jacquie Hale, Department of Public Health  
Naomi Kelly, Office of Contract Administration  
Ben Rosenfield, Controller  
Commission File  
Chron

POSTING FOR

6/7/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4147-09/10	25	Mayor	Regular	\$400,000	Contractor will customize their proprietary software known as the Total Grants Solution (TGS) to add housing development process and data tracking functionality. The TGS system is a technology solution that meets the City's strategy of collecting and managing data for the Federal Department of Housing and Urban Development (HUD) grant programs including the Community Development Block (CDBG), and Emergency Shelter Grants (ESG). The solution is the primary tool MOH uses to ensure programmatic and fiscal compliance and accountability while providing a direct and immediate link between the City and its grantees that allows for the tracking of programmatic outcomes and clients served as well as the ability of the grantee to invoice the City for contractual services rendered. Finally, the system incorporates the audit requirements of local, state and federal funding sources.	6/30/2012
4148-09/10	81	Public Health	Regular	\$2,000,000	The contractor (State of California) will coordinate and provide genetic testing services on blood samples taken from newborn babies from San Francisco General Hospital, in accordance with State law.	6/30/2020
4149-09/10	81	Public Health	Regular	\$1,250,000	Assistance to and training of Department Information Technology staff in the installation and building of an ambulatory Electronic Medical Record (EMR) system for San Francisco General Hospital and DPH community-based primary care and specialty clinics. Technical support to the Department's IT staff upon live activation of the new system. Please note that the amount shown above is a current best estimate of the value of only the professional services required, not software.	6/30/2015
4150-09/10	81	Public Health	Regular	\$136,000,000	Culturally appropriate mental health and substance abuse services for children, youth, and their families will be provided by multiple contractors, which together form a System of Care to address the broad continuum of needs and illnesses presented by these clients. Services will include mental health assessment, therapy, collateral and wraparound services, community-based violence and trauma recovery services, community-based day treatment services, residentially-based day treatment services, intensive/day rehabilitative services, primary and secondary substance abuse prevention services, therapeutic behavioral services, therapeutic visitation services, and targeted case management.	6/30/2015

POSTING FOR  
6/7/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4151-09/10	81	Public Health	Regular	\$150,074,786	Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide flexible, integrated and seamless services based on the level and type of needs of the client, and responding as clients change over time.	6/30/2015
4152-09/10	81	Public Health	Regular	\$18,595,931	Contractors will provide integrated full-service behavioral health outpatient services (Mental Health and Substance Abuse Services) for older-adult clients living in the catchment areas 2, 4 and 5 (Western Addition/area bounded by Geary-Gough-Market-Stanyan/Marina/Presidio, North of Market/Tenderloin/South of Market and Richmond and Sunset Districts.)	6/30/2015
4153-09/10	81	Public Health	Regular	\$112,083,205	Contractor will provide services to adult clients living in a residential setting who otherwise would be at risk of hospitalization or other institutional placement if they were not in a residential treatment program. The contractor will provide crisis residential programs, transitional residential treatment programs, Institute for Mental Disease (IMD) alternative programs, and an Urgent Care Center consisting of a crisis stabilization/urgent care clinic with an attached short-term crisis residential program. Institute for Mental Disease alternative programs target adults returning from long-term care settings back to the community or who are at risk for institutional placement due to the severity of their psychiatric disorder.	6/30/2015
4154-09/10	81	Public Health	Regular	\$111,292,513	Contractor will provide substance abuse residential programs. The program will include a 24/7 comprehensive assessment, case management, counseling, skill building and support services to individuals with substance abuse disorders. The program includes Pomeroy House Perinatal Treatment, Residential Family, Women's Harm Reduction Overnight/Partial Day, Women's HIV, MH, Harm Reduction Transitional Residential, Ryan White Pt A, HIV Residential, Adult Bed Social Detox, Homeless Specialty, HIV Women's Residential Social Detoxification, Residential Medical Detoxification, MESA Dual Diagnosis Residential Treatment, Redwood Center Residential Treatment for High-Utilizers of Multiple Systems, HIV Residential Medical Detoxification and Proposition 36 Residential Treatment.	6/30/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF

Dept. Code: SHF

Type of Request:  Initial  Modification of an existing PSC (PSC # 46615 - 15/16)

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

Type of Service: Shuttle bus service from San Francisco to San Bruno Jail on weekends and holidays.

Funding Source: General Fund

PSC Original Approved Amount: \$180,000

PSC Original Approved Duration: 04/01/16 - 03/31/19 (2 years 52 weeks)

PSC Mod#1 Amount: \$20,440

PSC Mod#1 Duration: 04/01/19-05/31/19 (8 weeks 5 days)

PSC Mod#2 Amount: \$64,950

PSC Mod#2 Duration: 06/01/19-05/31/20 (1 year 1 day)

PSC Mod#3 Amount: \$66,740

PSC Mod#3 Duration: 05/01/20-04/30/21 (47 weeks 5 days)

PSC Cumulative Amount Proposed: \$332,130

PSC Cumulative Duration Proposed: 5 years 4 weeks

**1. Description of Work**

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

Operate a shuttle service from Civic Center BART station, Balboa Park BART station, and possibly San Bruno BART station to the San Bruno Jail Facility. The shuttle service will operate on weekends and pre-selected Holidays from 7:00 am to 2:30 pm. The shuttle service will provide a large bus with the passenger capacity of 29; 1 driver and 28 riders.

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

The Shuttle service will provide direct transportation to inmate's friends and family to the San Bruno Jail, where a vast majority of current shuttle riders would otherwise have multiple transfers, thus discouraging visitation. Increase visitation promotes improved inmate behavior and reduce recidivism. The denial of this service will lead to increase in bad behavior that can impact the safety of staff working in the jails. In addition, it will lead to an increase in inmate recidivism.

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

PSC #46615-15/16 approved 2/1/2016

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

The Professional Service Contract is for 3 years with two (2) options to extend terms for a duration of one (1) year. The shuttle service will be evaluated and if the contractor has met the scope of work, it is very likely that the Sheriff's Department will exercise the option to extend terms for one (1) year.

- 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 initial term of the contract is 3 years with two options to extend term for 1 year each. The Sheriff's Department intend to exercise the final option to extend the contract term for 1 year to expire on 4/30/2021.

**2. Reason(s) for the Request**

- A. Display all that apply

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

Explain the qualifying circumstances:

Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operator from unauthorized competition from FTA grant recipients. Under #49 Code of Federal Regulations, Section 604.9(a) states as follows: If a recipient desires to provide a charter service using FTA equipment or facilities, the recipient must first determine if there are any private charter operators willing and able to provide the charter which the recipient desires to provide.

- B. Reason for the request for modification:

The Sheriff's Department propose to exercise the final options, on the TransMetro Contract, to extend term for 1 year to expire 4/31/2021. The additional 1 year shuttle service will increase contract amount from \$265,390 to \$332,130, an increase of \$66,740.

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

- A. Specify required skills and/or expertise: The contractor must be certified by the State of California as a transportation provider. In addition, the bus operator must have a Class B driver license to operate the 15 to 28 passenger Compressed Natural Gas vehicles. The contractor must affirm that the buses comply with the California Air Resource Board's emissions regulations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 9163, Transit Operator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide Hybrid or Compressed Natural Gas vehicle with a capacity of 15 to 28 passengers.

**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.

Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operator from unauthorized competition from FTA grant recipients. Under #49 Code of Federal Regulations, Section 604.9(a) states as follows: If a recipient desires to provide a charter service using FTA equipment or facilities, the recipient



must first determine if there are any private charter operators willing and able to provide the charter which the recipient desires to provide.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical to adopt a new civil service class to perform charter bus service due to Federal Transit Administration's Charter Bus Service Rule, which implements 49 U.S. C. 5323(d), protects private charter operators from unauthorized competition from Federal Transit Administration grant recipient.

**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 Sheriff's Department does not possess the required State Licensing or resources to participate in a training program.

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

Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operators from unauthorized competition from FTA grant recipients.

- 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.

Transmetro, Inc., the incumbent vendor, will provide the service.

- 7. Union Notification:** On 01/21/20, the Department notified the following employee organizations of this PSC/RFP request:

Transport Workers Union, L 200; TWU - Miscellaneous; TWU - Automotive Service Worker; ;

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

Name: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

Address: 1 Dr. Carlton B. Goodlett, Room 456, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46615 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/02/2020

# **Receipt of Union Notification(s)**

**Choi, Suzanne (HRD)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of henry.gong@sfgov.org  
**Sent:** Tuesday, January 21, 2020 3:52 PM  
**To:** Gong, Henry (SHF); local200twu; ritchell@twusf.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 46615 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The SHERIFF -- SHF has submitted a modification request for a Personal Services Contract (PSC) for \$66,740 for services for the period May 1, 2020 – April 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/6798>

Email sent to the following addresses: ritchell@twusf.org local200twu@sbcglobal.net

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF

Dept. Code: SHF

Type of Request:  Initial  Modification of an existing PSC (PSC # 46615 - 15/16)

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

Type of Service: Shuttle bus service from San Francisco to San Bruno Jail on weekends and holidays.

Funding Source: General Fund

PSC Original Approved Amount: \$180,000

PSC Original Approved Duration: 04/01/16 - 03/31/19 (2 years 52 weeks)

PSC Mod#1 Amount: \$20,440

PSC Mod#1 Duration: 04/01/19-05/31/19 (8 weeks 5 days)

PSC Mod#2 Amount: \$64,950

PSC Mod#2 Duration: 06/01/19-05/31/20 (1 year 1 day)

PSC Cumulative Amount Proposed: \$265,390

PSC Cumulative Duration Proposed: 4 years 8 weeks

**1. Description of Work**

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

Operate a shuttle service from Civic Center BART station, Balboa Park BART station, and possibly San Bruno BART station to the San Bruno Jail Facility. The shuttle service will operate on weekends and pre-selected Holidays from 7:00 am to 2:30 pm. The shuttle service will provide a large bus with the passenger capacity of 29; 1 driver and 28 riders.

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

The Shuttle service will provide direct transportation to inmate's friends and family to the San Bruno Jail, where a vast majority of current shuttle riders would otherwise have multiple transfers, thus discouraging visitation. Increase visitation promotes improved inmate behavior and reduce recidivism. The denial of this service will lead to increase in bad behavior that can impact the safety of staff working in the jails. In addition, it will lead to an increase in inmate recidivism.

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

PSC #46615-15/16 approved 2/1/2016

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

The Professional Service Contract is for 3 years with two (2) options to extend terms for a duration of one (1) year. The shuttle service will be evaluated and if the contractor has met the scope of work, it is very likely that the Sheriff's Department will exercise the option to extend terms for one (1) year.

**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

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

Explain the qualifying circumstances:

Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operator from unauthorized competition from FTA grant recipients. Under #49 Code of Federal Regulations, Section 604.9(a) states as follows: If a recipient desires to provide a charter service using FTA equipment or facilities, the recipient must first determine if there are any private charter operators willing and able to provide the charter which the recipient desires to provide.

B. Reason for the request for modification:

The Sheriff's Department propose to exercise the first of two options, on the TransMetro Contract, to extend term for 1 year to expire 4/31/2020. The additional 1 year shuttle service will increase contract amount by \$64,950 to \$265,390.

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

A. Specify required skills and/or expertise: The contractor must be certified by the State of California as a transportation provider. In addition, the bus operator must have a Class B driver license to operate the 15 to 28 passenger Compressed Natural Gas vehicles. The contractor must affirm that the buses comply with the California Air Resource Board's emissions regulations.

B. Which, if any, civil service class(es) normally perform(s) this work? 9163, Transit Operator;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide Hybrid or Compressed Natural Gas vehicle with a capacity of 15 to 28 passengers.

**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.

Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operator from unauthorized competition from FTA grant recipients. Under #49 Code of Federal Regulations, Section 604.9(a) states as follows: If a recipient desires to provide a charter service using FTA equipment or facilities, the recipient must first determine if there are any private charter operators willing and able to provide the charter which the recipient desires to provide.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical to

adopt a new civil service class to perform charter bus service due to Federal Transit Administration's Charter Bus Service Rule, which implements 49 U.S. C. 5323(d), protects private charter operators from unauthorized competition from Federal Transit Administration grant recipient.

**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 Sheriff's Department does not possess the required State Licensing or resources to participate in a training program.
  
- C. Are there legal mandates requiring the use of contractual services?  
Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operators from unauthorized competition from FTA grant recipients.
  
- 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.  
Transmetro, Inc., the incumbent vendor, will provide the service.

**7. Union Notification:** On 01/31/19, the Department notified the following employee organizations of this PSC/RFP request:  
Transport Workers Union, L 200; TWU - Miscellaneous; TWU - Automotive Service Worker; ;

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

Name: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

Address: 1 Dr. Carlton B. Goodlett, Room 456, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46615 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required



Approved by DHR on 02/07/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF

Dept. Code: SHF

Type of Request:  Initial  Modification of an existing PSC (PSC # 46615 - 15/16)

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

Type of Service: Shuttle bus service from San Francisco to San Bruno Jail on weekends and holidays.

Funding Source: General Fund

PSC Original Approved Amount: \$180,000

PSC Original Approved Duration: 04/01/16 - 03/31/19 (2 years 52 weeks)

PSC Mod#1 Amount: \$20,440

PSC Mod#1 Duration: 04/01/19-05/31/19 (8 weeks 5 days)

PSC Cumulative Amount Proposed: \$200,440

PSC Cumulative Duration Proposed: 3 years 8 weeks

**1. Description of Work**

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

Operate a shuttle service from Civic Center BART station, Balboa Park BART station, and possibly San Bruno BART station to the San Bruno Jail Facility. The shuttle service will operate on weekends and pre-selected Holidays from 7:00 am to 2:30 pm. The shuttle service will provide a large bus with the passenger capacity of 29; 1 driver and 28 riders.

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

The Shuttle service will provide direct transportation to inmate's friends and family to the San Bruno Jail, where a vast majority of current shuttle riders would otherwise have multiple transfers, thus discouraging visitation. Increase visitation promotes improved inmate behavior and reduce recidivism. The denial of this service will lead to increase in bad behavior that can impact the safety of staff working in the jails. In addition, it will lead to an increase in inmate recidivism.

**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?**

The Professional Service Contract is for 3 years with two (2) options to extend terms for a duration of one (1) year. The shuttle service will be evaluated and if the contractor has met the scope of work, it is very likely that the Sheriff's Department will exercise the option to extend terms for one (1) year.

**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

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

Explain the qualifying circumstances:

Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operator from unauthorized competition from FTA grant recipients. Under #49 Code of Federal Regulations, Section 604.9(a) states as follows: If a recipient desires to provide a charter service using FTA equipment or facilities, the recipient must first determine if there are any private charter operators willing and able to provide the charter which the recipient desires to provide.

B. Reason for the request for modification:

The initial PSC amount was based on the daily rate of \$488 per the current shuttle contract. After posting the Request for Proposal (RFP)# SHF2015-05 and evaluating the proposals in response to the RFP, the awarded vendor's proposed daily rate increased to \$675. As a result, the PSC will need to be increased by \$20,440 to \$200,440.

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

- A. Specify required skills and/or expertise: The contractor must be certified by the State of California as a transportation provider. In addition, the bus operator must have a Class B driver license to operate the 15 to 28 passenger Compressed Natural Gas vehicles. The contractor must affirm that the buses comply with the California Air Resource Board's emissions regulations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 9163, ;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide Hybrid or Compressed Natural Gas vehicle with a capacity of 15 to 28 passengers.

**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.  
Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operator from unauthorized competition from FTA grant recipients. Under #49 Code of Federal Regulations, Section 604.9(a) states as follows: If a recipient desires to provide a charter service using FTA equipment or facilities, the recipient must first determine if there are any private charter operators willing and able to provide the charter which the recipient desires to provide.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical to

adopt a new civil service class to perform charter bus service due to Federal Transit Administration's Charter Bus Service Rule, which implements 49 U.S. C. 5323(d), protects private charter operators from unauthorized competition from Federal Transit Administration grant recipient.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
  
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
The Sheriff's Department does not possess the required State Licensing or resources to participate in a training program for this service.
  
- C. Are there legal mandates requiring the use of contractual services?  
Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operators from unauthorized competition from FTA grant recipients.
  
- 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.  
Yes. (Please see attached document)
  
- 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.  
Transmetro, Inc., the incumbent vendor, will provide the service.

**7. Union Notification:** On 04/27/16, the Department notified the following employee organizations of this PSC/RFP request:  
Transport Workers Union, L 200; TWU - Miscellaneous; TWU - Automotive Service Worker; ;

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

Name: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

Address: 1 Dr. Carlton B. Goodlett, Room 456, San Francisco, CA 94102

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46615 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/05/2016

Civil Service Commission Action:

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF -- SHF Dept. Code: SHF

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Shuttle bus service from San Francisco to San Bruno Jail on weekends and holidays.

Funding Source: General Fund PSC Duration: 2 years 52 weeks  
PSC Amount: \$180,000 PSC Est. Start Date: 04/01/2016 PSC Est. End Date: 03/31/2019

**1. Description of Work**

A. Scope of Work:

Operate a shuttle service from Civic Center BART station, Balboa Park BART station, and possibly San Bruno BART station to the San Bruno Jail Facility. The shuttle service will operate on weekends and pre-selected Holidays from 7:00 am to 2:30 pm. The shuttle service will provide a large bus with the passenger capacity of 29; 1 driver and 28 riders.

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

The Shuttle service will provide direct transportation to inmate's friends and family to the San Bruno Jail, where a vast majority of current shuttle riders would otherwise have multiple transfers, thus discouraging visitation. Increase visitation promotes improved inmate behavior and reduce recidivism. The denial of this service will lead to increase in bad behavior that can impact the safety of staff working in the jails. In addition, it will lead to an increase in inmate recidivism.

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

This service is currently performed by Transmetro under PSC 30933 - 13/14 MOD 2 approved by the Civil Service Commission on November 17, 2014.

D. Will the contract(s) be renewed? The Professional Service Contract is for 3 years with two (2) options to ex

**2. Union Notification:** On 11/03/2015, the Department notified the following employee organizations of this PSC/RFP request: ; TWU - Automotive Service Worker; TWU - Miscellaneous; Transport Workers Union, L 200

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46615 - 15/16

DHR Analysis/Recommendation:

02/01/2016

Commission Approval Required

DHR Approved for 02/01/2016

-164- Approved by Civil Service Commission

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

A. Specify required skills and/or expertise:

The contractor must be certified by the State of California as a transportation provider. In addition, the bus operator must have a Class B driver license to operate the 15 to 28 passenger Compressed Natural Gas vehicles. The contractor must affirm that the buses comply with the California Air Resource Board's emissions regulations.

B. Which, if any, civil service class(es) normally perform(s) this work?  
9163,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
Contractor will provide Hybrid or Compressed Natural Gas vehicle with a capacity of 15 to 28 passengers.

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

A. Explain why civil service classes are not applicable:

Federal Transit Administration's (FTA) Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private charter operator from unauthorized competition from FTA grant recipients. Under #49 Code of Federal Regulations, Section 604.9(a) states as follows: If a recipient desires to provide a charter service using FTA equipment or facilities, the recipient must first determine if there are any private charter operators willing and able to provide the charter which the recipient desires to provide.

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

It would not be practical to adopt a new civil service class to perform charter bus service due to Federal Transit Administration's Charter Bus Service Rule, which implements 49 U.S. C. 5323(d), protects private charter operators from unauthorized competition from Federal Transit Administration grant recipient.

**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? The Sheriff's Department does not possess the required State Licensing or	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services? Federal Transit Administration's (FTA) Charter Bus Service Rule, which im	<input checked="" type="checkbox"/>	<input 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 01/04/2016 BY:

Name: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

Address: 1 Dr. Carlton B. Goodlett, Room 456 San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request:  Initial  Modification of an existing PSC (PSC # 42881 - 17/18)

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

Type of Service: Back-File Conversion and Document Imaging

Funding Source: County, State and Federal

PSC Original Approved Amount: \$116,378

PSC Original Approved Duration: 07/01/18 - 06/30/19 (52 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/19-12/27/19 (25 weeks 5 days)

PSC Mod#2 Amount: \$11,638

PSC Mod#2 Duration: 07/01/19-03/31/20 (13 weeks 3 days)

PSC Cumulative Amount Proposed: \$128,016

PSC Cumulative Duration Proposed: 1 year 39 weeks

**1. Description of Work**

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

This project will convert a large volume of paper case folders to indexed electronic document images ready for upload, using the Kofax Capture XML import connector. All scanned documents will be indexed and released into the Enterprise Content Management System (ECMS), Open Text Content Servicer for the San Francisco Human Services Agency (HSA), Investigations Department.

This project achieves the following goals: multi-user access to case documentation, reduction of individual knowledge dependency (i.e., any worker can work on a case), support for the ability to have satellite office locations, progress toward a paperless environment, reduction in physical storage requirements, and the ability to back-up case files for disaster recovery.

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

The timely scanning of sensitive materials reduces the risk of document loss. This service is necessary, as currently, although the files are housed in a City office, there continues to be the risk of losing sensitive materials due to catastrophic events (fire), misplacement, theft, and other manners which would render the materials unavailable. In some cases, there may not be another opportunity to gather additional copies, especially in the case where HSA, Investigations has the original version of the documents. The consequences for denial of this request is continuing exposure to the risk of document loss, coupled with the inability to replace lost documents.



C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.  
Services have been provided in the past through earlier PSC request. See 42881 - 17/18

D. Will the contract(s) be renewed?

This contract will not be renewed, as this is a limited duration project.

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

**2. Reason(s) for the Request**

A. Display all that apply

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

Explain the qualifying circumstances:

1. Vendor is needed to provide this service for the short-term project providing digital imaging services, a large amount of paper documents need to be imaged and indexed. 2. The City lacks the staff to complete the short-term project. The department would have to recruit, hire and train temporary workers who would then be released from employment after the project is completed.

B. Reason for the request for modification:

Request to extend PSC Estimated End Date from 12/27/2019 to 03/31/2020 because the project need extra time to complete.

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

A. Specify required skills and/or expertise: The vendor provides timely turn-around of digitized documents using a high-volume scanner, quality control and review of scanned images, indexing documents per requirements, provides automated and manual quality control of indexing, and manages the re-assembly of documents for archiving or destruction.

B. Which, if any, civil service class(es) normally perform(s) this work? 1750, Microphoto/Imaging Technician; 1752, Sr. Microphoto/Imaging Tech.;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The project will be completed at the vendor's facilities and will be done using several production-level scanners to image standard and non-standard-size documents, as well as with software to improve and enhance image quality and to index each imaged document to departmental specifications.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This is a short-term project and the City does not have the staff and supervisors to manage and organize this intensive effort in the allotted timeframe for the project. The office would have to recruit, hire and train temporary workers in a short period of time and then these workers would be released from employment after the project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical and would not be feasible given the short-term nature of the project.

**6. Additional Information**

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

No.

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

No. This is one time only 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 12/20/19, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; 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: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission Street, Suite 300,, San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42881 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required  
DHR Approved for 03/02/2020

# **Receipt of Union Notification(s)**

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of john.tsutakawa@sfgov.org  
**Sent:** Friday, December 20, 2019 10:24 AM  
**To:** Tsutakawa, John (HSA); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Lee, Ella (HSA); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 42881 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$11,638 for services for the period July 1, 2019 – March 31, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/12593>

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 ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org

**Lee, Ella (HSA)**

---

**From:** XiuMin Li <XiuMin.Li@seiu1021.org>  
**Sent:** Wednesday, January 29, 2020 11:52 AM  
**To:** Lee, Ella (HSA)  
**Cc:** Tsutakawa, John (HSA); Thomas Vitale; Gail Byrdsong; Jason Klumb  
**Subject:** RE: Request for 60 days waiver from HSA

Hi Ella,  
We are okay with waiving 60 day for this modification for this PSC.

Cheers,

XiuMin Li  
Field Supervisor

Member Resource Center (MRC): 1-877-687-1021  
Direct: 415-848-3686  
SF Office Fax: 415-431-6241

*Sign up to become a Union Member! Together We Rise Up! <http://bit.ly/SFMembershipForm>*

---

**From:** Lee, Ella (HSA) [mailto:ella.lee@sfgov.org]  
**Sent:** Wednesday, January 29, 2020 9:25 AM  
**To:** XiuMin Li  
**Cc:** Tsutakawa, John (HSA)  
**Subject:** RE: Request for 60 days waiver from HSA

Hi, XiMin, thank you for your email. It is PSC42881 – 17/18.

Best,  
Ella Lee  
Office of Contract Management  
Human Services Agency  
415.557.6134

---

**From:** XiuMin Li <XiuMin.Li@seiu1021.org>  
**Sent:** Thursday, January 23, 2020 1:10 PM  
**To:** Lee, Ella (HSA) <ella.lee@sfgov.org>  
**Cc:** Tsutakawa, John (HSA) <John.Tsutakawa@sfgov.org>  
**Subject:** RE: Request for 60 days waiver from HSA

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Ella,  
What is the PSC number for this and the actual PSC form?

Cheers,

XiuMin Li  
Field Supervisor

Member Resource Center (MRC): 1-877-687-1021  
Direct: 415-848-3686  
SF Office Fax: 415-431-6241

**Sign up to become a Union Member! Together We Rise Up! <http://bit.ly/SFMembershipForm>**

---

**From:** Lee, Ella (HSA) [<mailto:ella.lee@sfgov.org>]  
**Sent:** Friday, January 17, 2020 2:02 PM  
**To:** XiuMin Li  
**Cc:** Tsutakawa, John (HSA)  
**Subject:** Request for 60 days waiver from HSA

Ms. Li,

For the last 3.5 years, HSA has contracted with Ricoh to convert paper case folders to electronic images. The conversion will move the agency toward a paperless environment, reduce physical storage, and allow multi-user access to the files. The contract originally was approved under one of the continuous PSC's. However, HSA is ending the use of continuous PSC's, and is handling new contracts and mod's through time limited PSC's.

This modification is to request an additional three months and \$11,638 so Ricoh can finish converting the Investigation Unit's paper files into digital files.

We are respectfully requesting a time waiver from SEIU so that we can finish this work. Below is a summary of the PSC request and modifications that are related to this project with the Investigation Unit:

	Date posted	Period	Amount	Date approved
Original PSC	03/06/2018	07/01/2018 – 06/30/2019	\$116,378	07/16/2018 by Civil Service Commission
1 <sup>st</sup> modification	02/12/2019	07/01/2018 – 12/27/2019	\$116,378	03/11/2019 by Department of Human Resources
2 <sup>nd</sup> modification	12/20/2019	07/01/2018 – 03/31/2020	\$128,016	

If HSA does additional work, this will be rebid through the regular RFP process.

Please feel free to contact me if more information is needed.

Thank you,  
Ella Lee  
Office of Contract Management  
Human Services Agency  
415.557.6134

CCSF-HSA - All outbound HSA email is automatically scanned for PII and PHI by Zix Email Encryption

## **Additional Attachment(s)**



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request:  Initial  Modification of an existing PSC (PSC # 42881 - 17/18)

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

Type of Service: Back-File Conversion and Document Imaging

Funding Source: County, State and Federal

PSC Original Approved Amount: \$116,378

PSC Original Approved Duration: 07/01/18 - 06/30/19 (52 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/19-12/27/19 (25 weeks 5 days)

PSC Cumulative Amount Proposed: \$116,378

PSC Cumulative Duration Proposed: 1 year 25 weeks

**1. Description of Work**

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

This project will convert a large volume of paper case folders to indexed electronic document images ready for upload, using the Kofax Capture XML import connector. All scanned documents will be indexed and released into the Enterprise Content Management System (ECMS), Open Text Content Servicer for the San Francisco Human Services Agency (HSA), Investigations Department.

This project achieves the following goals: multi-user access to case documentation, reduction of individual knowledge dependency (i.e., any worker can work on a case), support for the ability to have satellite office locations, progress toward a paperless environment, reduction in physical storage requirements, and the ability to back-up case files for disaster recovery.

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

The timely scanning of sensitive materials reduces the risk of document loss. This service is necessary, as currently, although the files are housed in a City office, there continues to be the risk of losing sensitive materials due to catastrophic events (fire), misplacement, theft, and other manners which would render the materials unavailable. In some cases, there may not be another opportunity to gather additional copies, especially in the case where HSA, Investigations has the original version of the documents. The consequences for denial of this request is continuing exposure to the risk of document loss, coupled with the inability to replace lost documents.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**  
Services have been provided in the past through earlier PSC request. See 42881 - 17/18

D. Will the contract(s) be renewed?

This contract will not be renewed, as this is a limited duration project.

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

**2. Reason(s) for the Request**

A. Display all that apply

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

Explain the qualifying circumstances:

1. Vendor is needed to provide this service for the short-term project providing digital imaging services, a large amount of paper documents need to be imaged and indexed. 2. The City lacks the staff to complete the short-term project. The department would have to recruit, hire and train temporary workers who would then be released from employment after the project is completed.

B. Reason for the request for modification:

Request to extend PSC Estimated End Date from 6/30/2019 to 12/31/2019 because it took longer than expected to receive signatures from RICOH. This is no change in PSC Amount.

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

A. Specify required skills and/or expertise: The vendor provides timely turn-around of digitized documents using a high-volume scanner, quality control and review of scanned images, indexing documents per requirements, provides automated and manual quality control of indexing, and manages the re-assembly of documents for archiving or destruction.

B. Which, if any, civil service class(es) normally perform(s) this work? 1750, Microphoto/Imaging Technician; 1752, Sr. Microphoto/Imaging Tech.;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The project will be completed at the vendor's facilities and will be done using several production-level scanners to image standard and non-standard-size documents, as well as with software to improve and enhance image quality and to index each imaged document to departmental specifications.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This is a short-term project and the City does not have the staff and supervisors to manage and organize this intensive effort in the allotted timeframe for the project. The office would have to recruit, hire and train temporary workers in a short period of time and then these workers would be released from employment after the project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical and would not be feasible given the short-term nature of the project.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. This is one time only 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 02/12/19, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; 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: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission Street, Suite 300,, San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42881 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/11/2019

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSSDept. Code: DSSType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Back-File Conversion and Document ImagingFunding Source: County, State and FederalPSC Amount: \$116,378PSC Est. Start Date: 07/01/2018PSC Est. End Date 06/30/2019**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This project will convert a large volume of paper case folders to indexed electronic document images ready for upload, using the Kofax Capture XML import connector. All scanned documents will be indexed and released into the Enterprise Content Management System (ECMS), Open Text Content Servicer for the San Francisco Human Services Agency (HSA), Investigations Department.

This project achieves the following goals: multi-user access to case documentation, reduction of individual knowledge dependency (i.e., any worker can work on a case), support for the ability to have satellite office locations, progress toward a paperless environment, reduction in physical storage requirements, and the ability to back-up case files for disaster recovery.

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

The timely scanning of sensitive materials reduces the risk of document loss. This service is necessary, as currently, although the files are housed in a City office, there continues to be the risk of losing sensitive materials due to catastrophic events (fire), misplacement, theft, and other manners which would render the materials unavailable. In some cases, there may not be another opportunity to gather additional copies, especially in the case where HSA, Investigations has the original version of the documents. The consequences for denial of this request is continuing exposure to the risk of document loss, coupled with the inability to replace lost documents.

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

Services were contracted through Ricoh USA.

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

This contract will not be renewed, as this is a limited duration project.

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

not applicable

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

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

B. Explain the qualifying circumstances:

1. Vendor is needed to provide this service for the short-term project providing digital imaging services, a large amount of paper documents need to be imaged and indexed.
2. The City lacks the staff to complete the short-term project. The department would have to recruit, hire and train temporary workers who would then be released from employment after the project is completed.

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

- A. Specify required skills and/or expertise: The vendor provides timely turn-around of digitized documents using a high-volume scanner, quality control and review of scanned images, indexing documents per requirements, provides automated and manual quality control of indexing, and manages the re-assembly of documents for archiving or destruction.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1750, Microphoto/Imaging Technician; 1752, Sr. Microphoto/Imaging Tech.;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The project will be completed at the vendor's facilities and will be done using several production-level scanners to image standard and non-standard-size documents, as well as with software to improve and enhance image quality and to index each imaged document to departmental specifications.

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

The department has reviewed proposals and scopes of work completed by other City departments that have completed similar projects. The Department was notified that these services would need to be sent out by the department in a bid/RFP.

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

- A. Explain why civil service classes are not applicable.  
This is a short-term project and the City does not have the staff and supervisors to manage and organize this intensive effort in the allotted timeframe for the project. The office would have to recruit, hire and train temporary workers in a short period of time and then these workers would be released from employment after the project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical and would not be feasible given the short-term nature of the project.

**6. Additional Information**

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

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 03/16/2018, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU 1021 Miscellaneous; 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: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission Street, Suite 300, San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42881 - 17/18

DHR Analysis/Recommendation:

Commission Approval Required

07/16/2018 DHR Approved for 07/16/2018

action date: 07/16/2018

Approved by Civil Service Commission