

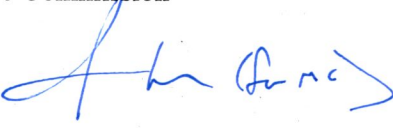


London Breed  
Mayor

Micki Callahan  
Human Resources Director

Date: December 20, 2019

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director 

From: Joan Lubamersky, ADM  
Alexander Burns, DPW  
Genie Wong, POL  
Bill Irwin / Daniel Kwon, PUC  
Jolie Gines, TIS  
Elaine Walters, FIR  
Cynthia Avakian, AIR  
Jacquie Hale, DPH  
Marissa Bloom, ECN

Subject: **Personal Services Contracts Approval Request**

This report contains seventeen (17) 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
\$456,635,000	\$111,252,237	\$1,568,942,160

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

Alexander Burns  
Public Works  
1155 Market St., 4<sup>th</sup> Floor  
San Francisco, CA 94102  
(415) 554-6411

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

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

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

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

Cynthia Avakian  
Airport Commission  
Contracts Administration Unit  
P.O. Box 8097  
San Francisco, CA 94128  
(650) 821-2014

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

Table of Contents  
PSC Submissions

<b>Regular PSCs</b>	<b>Department</b>	<b>Page</b>
30534-19/20	City Admin	1
43602-19/20	Public Works	24
46887-19/20	Public Works	41
42463-19/20	Police	52
45469-19/20	Public Utilities Commission	57
46657-19/20	Public Utilities Commission	68
49075-19/20	Public Utilities Commission	77
49210-19/20	Public Utilities Commission	83
40238-19/20	Sheriff	98
40263-19/20	Technology	103
43377-19/20	Fir Department	108
47310-19/20	Airport Commission	119
<b>Modification PSCs</b>		
2010-08/09	Public Health	144
38096-18/19	Economic and Workforce Development	162
4064-08/09	Public Utilities Commission	171
43868-14/15	Public Health	184
49869-17/18	Public Health	200

**POSTING FOR**

January 06, 2020

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

2020-01-06

**APPLY**

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
30534 - 19/20	GENERAL SERVICES AGENCY - CITY ADMIN	\$1,700,000.00	Contractor will be charged with accepting, packaging, removing, disposing of and incinerating regulated medical wastes typically associated with hospital, healthcare clinics, and similar facilities. Wastes include materials classified as being potentially biohazardous ("red bag waste"), sharps, pathology wastes, chemotherapy waste, as well as pharmaceutical waste on behalf of the Department of Public Health and other City departments.	October 1, 2019	September 30, 2026	REGULAR
43602 - 19/20	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$10,000,000.00	Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects, to negotiate with regulatory agencies, and prepare environmental, risk assessments and planning reports.	January 6, 2020	June 30, 2026	REGULAR
46887 - 19/20	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$3,000,000.00	The Consultants will provide expert elevator design consultation services to ensure that our projects achieve the highest quality in elevator design. Elevator Consultants are highly specialized consultants who are experts in the area of vertical transportation. A professional elevator consultant will provide analysis of the building population, traffic, use and travel times required for elevators. They will also provide specifications and coordination with the Architects and Engineers to ensure the number and type of proper elevators are specified and employed for the project. In summary, the Elevator consultant will provide an analysis and specification in order to create the most efficient transportation solution for a specific building.	December 16, 2019	December 31, 2025	REGULAR
42463 - 19/20	POLICE	\$175,000.00	Marine 10 is a 2009 44' Mooseboat aluminum catamaran response vessel operated by the San Francisco Police Department(SFPD)Marine Unit. Marine 10 has accumulated approximately 2300 hours on the current Cummins QSC 8.3L Marine Diesel engines. These engines have been plagued with reliability issues necessitating replacement with a more durable propulsion system. Marine 10 is expected to be able to operate a minimum of 600 hours annually while operating at 75%-85% of throttle for 80%-90% of these operational hours.	February 1, 2020	January 31, 2021	REGULAR
45469 - 19/20	PUBLIC UTILITIES COMMISSION	\$9,500,000.00	The scope of work is to augment, assist, and support Program Control Group (PCG) staff in the administration, improvement and programming of PCG's Primavera-based Program Control, Capital Planning and Construction Management Systems to integrate it with various other databases to generate reports and update capital program and project data (This is not to provide scheduling and cost estimating services).	April 20, 2020	April 19, 2025	REGULAR
46657 - 19/20	PUBLIC UTILITIES COMMISSION	\$160,000,000.00	The San Francisco Public Utilities Commission (SFPUC) requires Scheduling Coordinator (SC) Services provided to the Hetch Hetchy (HHP) and CleanPowerSF energy portfolios for participation in the California Independent System Operator (CAISO) energy markets. The SC will assist the SFPUC and both energy portfolios in optimizing its short-term resource utilization and service to its loads, including but not limited to submittal of Day Ahead and Real Time generation, load, and interchange schedules, submitting bids, submitting energy trades, managing communications	June 1, 2020	July 31, 2026	REGULAR



PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			between CAISO, SFPUC schedulers, and Power House Operators, handling settlements, and other related services. The CAISO high and low voltage wheeling charges are required to be paid through SFPUC's contracted Scheduling Coordinator (SC) such that these charges can be paid to support our energy transmission from Hetch Hetchy system to San Francisco customers. CAISO's tariffs define these charges as a type of "pass-through charge" that SC will pay the charge to CAISO on the behalf of the SC client (e.g. SFPUC) without any additional fee for the pass-through charge. The CAISO settlement charges are paid on behalf of SFPUC and in accordance to the CAISO Payments Calendar. The breakdown of charges are as follows: \$10,000,000 for the contract costs and \$150,000,000 for the CAISO pass-through charges.			
49075 - 19/20	PUBLIC UTILITIES COMMISSION	\$190,000.00	<p>The purpose of this contract is to provide supplemental semi-annual and annual maintenance, calibration and as-needed repair services and hands-on-training for WWE maintenance staff of the boilers at the Wastewater Enterprise (WWE) Oceanside Water Pollution Control Plant (OSP) for the City and County of San Francisco Public Utilities Commission (SFPUC). Work under this contract includes maintenance and hands-on-training to the firing head, burner, burner windbox, tubes, refractory and filters. Work will also include emissions testing completed during the semi-annual and annual maintenance, and Bay Area Air Quality Management District (BAAQMD) compliance for operation of the boilers on dual fuel, natural gas and digester gas.</p> <p>This contract is to supplement semi-annual and annual maintenance tasks and any unplanned emergency as-needed repair work which cannot be performed by existing City staff. The Contractor will provide hands-on-training and knowledge for WWE maintenance staff. WWE maintenance staff does monthly maintenance and limited as-needed repair work. The maintenance staff does not have the expertise, knowledge and manpower to perform all the supplemental semi-annual and annual maintenance tasks at this time. This limited scope of work will not offset future staff work. As staff is trained up, the intent will be for the maintenance tasks and emergency as-needed repair work performed by the Contractor will be reduced so WWE maintenance can perform the work.</p>	February 10, 2020	February 9, 2023	REGULAR
49210 - 19/20	PUBLIC UTILITIES COMMISSION	\$16,000,000.00	<p>The San Francisco Public Utilities Commission (SFPUC) intends to award up to four (4) agreements at \$4 million each to perform construction management (CM) services on an as-needed basis to supplement existing SFPUC and other City staff working on construction projects.</p> <p>The programs/projects that may be served fall under, but are not limited to, the following: Sewer System Improvement Program (SSIP); Water System Improvement Program (WSIP) – 2 remaining projects; Hetchy Capital Improvement Projects; Emergency Firefighting Water System; Water and Wastewater Renewal &amp; Replacement Programs; and other water, power, and wastewater capital projects.</p> <p>Work includes: construction administration and change management; construction inspection (general, warranty, &amp; specialty); project controls (cost and schedule); special inspection (coating, welding, geotechnical, marine, tunnel, etc.); environmental compliance monitoring; supplier quality surveillance; special laboratory testing; testing, startup, and commissioning assistance; surveying; construction safety inspection; and technical data entry and document control including engineering archives.</p>	March 3, 2020	March 2, 2025	REGULAR
40238 - 19/20	SHERIFF	\$3,600,000.00	<p>The San Francisco Sheriff's Department is soliciting a contractor to provide a comprehensive reliable incarcerated person communications solution. The Contractor will provide, install and maintain various incarcerated person communication solutions inclusive of an incarcerated person, visitation and payphone telephone system and a video visitation solution at the Jail Facilities.</p>	June 1, 2020	May 31, 2023	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
40263 - 19/20	GENERAL SERVICES AGENCY - TECHNOLOGY	\$6,500,000.00	<p>The current Citywide Microsoft ELA does not allow for the procurement of support services. Currently, City departments that want such services engage Microsoft directly, whereby service hours are procured through the Tech Marketplace. However, the new ELA beginning in June 2020 will allow for the procurement of support services. Since Microsoft has changed its pricing model from a purchase of service hours to a percentage of total spend, DT is currently negotiating with Microsoft to procure Unified Support for ALL City departments based on the City's anticipated total spend. This approach, which has been approved by MBO, will allow any City department using Microsoft products to engage with them directly for resolution and assistance in deploying software and products.</p> <p>Microsoft Technical Account Managers and Engineers will assist City Staff in implementing Microsoft software products and work with City Staff to maximize the efficiency and deployment of Microsoft Products. These services require technical expertise and knowledge of proprietary Microsoft software products that City Staff do not have. Additionally, City employees do not have Enterprise level Microsoft deployment rights or access from an architectural level in order to perform this function.</p> <p>Engineering services may be utilized on a project basis, as needed. Technical Account Managers are assigned to specific Departments to work with City Engineers. Department of Technology is submitting this Request for Citywide Services as part of a new Enterprise License Agreement which will be available for use by all City Departments.</p> <p>In addition to the above, the new ELA will allow for the procurement of Microsoft consulting services on an as needed basis. Consulting services range from digital transformation design, planning and implementation, to cyber security services such as threat/vulnerability mitigation and identity/access control. Any department who wishes to retain Microsoft for such services will be able to do so through the Citywide EA.</p>	June 1, 2020	May 31, 2023	REGULAR
43377 - 19/20	FIRE DEPARTMENT	\$2,000,000.00	Perform physical fitness evaluations on new hires and current uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	January 1, 2020	December 31, 2022	REGULAR
47310 - 19/20	AIRPORT COMMISSION	\$40,000,000.00	<p>The contractor shall operate, maintain, and repair the Baggage Handling System (BHS) at the San Francisco International Airport (Airport or SFO) Harvey Milk Terminal (Terminal 1). Operational work includes; system monitoring and balancing, the configuration of user interface, the implementation of operational plans, assigning resources, reporting and record-keeping. Maintenance and repair work includes; preventative and corrective maintenance, repair and replacement of equipment and parts, restoring system operations after blockages or jams, resetting and adjusting equipment, troubleshooting faults and inspecting components to ensure reliable transport of passengers' baggage from the check-in process to airline loading. The contractor will operate, maintain, and repair the BHS 24 hours a day, 365 days a year.</p>	January 1, 2020	December 31, 2025	REGULAR

**TOTAL AMOUNT \$252,665,000**



## Posting For January 06, 2020

### Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2020-01-06

**APPLY**

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
2010 08/09 - MODIFICATIONS	January 6, 2020	PUBLIC HEALTH -- DPH	\$0	\$54,300,000	<p>Contractor will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by CBHS-authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). CBHS offers a wide range of services to all ages through a combination of County clinics and contracts with private community-based organizations, serving approximately 22,000 clients who need nearly 50,000 prescriptions each year. Prescriptions must be filled through at least 50 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of-service electronic claims adjudication, as well as tracking of co-payments and unmet MediCal share of cost, and utilizing electronic interfaces with existing and planned CBHS client information systems.</p> <p><b>Scope Change:</b> Contractor will provide Pharmacy Benefits Management (PBM) services for Department of Public Health (DPH) Behavioral Health Services (BHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by BHS authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). BHS offers a wide range of services to all ages through a combination of County clients and contracts with private community-based organizations, serving approximately 22,500 clients who need nearly 53,400 prescriptions each year. Prescriptions must be filled through 120 independent and</p>	07/01/2020	06/30/2023	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of service electronic claims adjudication, as well as tracking on co-payments and unmet Medi-Cal share of cost, and utilizing electronic interfaces with existing and planned BHS client information systems.			
38096 - 18/19 - MODIFICATIONS 2020	January 6, 2020	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$145,000	\$245,000	The Office of Economic and Workforce Development (OEWD) is seeking a consultant to enhance and support economic development through promotion of new neighborhood retailers and support of local small businesses. Activities may include, but are not limited to: - Organizing promotional events to enhance visibility and awareness of local small businesses - Producing promotional and marketing materials for local merchants - Supporting small businesses to advertise and/or recruit for open job opportunities - Advising the OEWD on emerging small business needs - Connecting businesses to available City resources for small businesses - Coordinating and/or facilitating meetings with local small businesses and merchant organizations	07/01/2021	06/30/2022	REGULAR
4064-08/09 - MODIFICATIONS 2020	January 6, 2020	PUBLIC UTILITIES COMMISSION -- PUC	\$700,000	\$5,100,000	The San Francisco Public Utilities Commission (SFPUC) seeks to retain the services of a qualified Proposer to conduct hydrologic, geomorphic, biological and related river ecosystem science work on an as-needed basis. The work will be conducted in support of the Upper Tuolumne River Ecosystem Project and other related SFPUC river and stream ecosystem management efforts.	01/01/2020	02/03/2024	REGULAR
43868 - 14/15 - MODIFICATIONS 2020	January 6, 2020	PUBLIC HEALTH -- DPH	\$11,625,000	\$22,688,266	Contractors are to provide triage screening for employability and disability and behavioral health and pre-vocational assessment with linkage to community services in the Department of Human Service (HSA) County Adult Assistance Programs (CAAP). Triage Screening provides brief assessment of CAAP applicants and recipients to determine if they have unmet health needs and whether they have disabilities that limit their ability to work or possibly meet the eligibility criteria for SSA Disability Benefits. The PAES Behavioral Health Assessment Service is an Integrated Behavioral Health Outpatient Program with a vocational focus that provides a comprehensive assessment of clients who have demonstrated barriers to employment during their participation in vocational services. This	07/01/2020	06/30/2025	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					component assists in identifying employment barriers and offering community linkages. Pre-vocational services work with HSA's workforce Development Dept. to provide psycho-educational groups/workshops/ Learning Needs Assessments/On-the-Job Assessment/Hire-Ability programs to equip clients with skills/abilities/attitudes relevant to obtaining/retaining employment. Short term behavior health services will be provided including assessment, individual and group support, case management, medication management; psychological testing, as well as consultation and outreach.			
49869 - 17/18 - MODIFICATIONS 2020	January 6, 2020	PUBLIC HEALTH -- DPH	\$191,500,000	\$311,900,000	Contractors will provide mental health/behavioral health services in a residential setting for adults who would otherwise be a risk of hospitalization or other institutional placement as part of the City's Adult/Older Adult Systems Of Care (SOC), including services related to an urgent care center, acute diversion units, Institute for Mental Disease (IMD)-alternatives long-term mental health residential programs, older adult mental health residential programs, and mental health transitional residential treatment for mothers with young children. Approximately 21,000 San Francisco residents have serious mental illness and resulting significant functional impairments, including serious mood, schizophrenic/psychotic, anxiety, adjustment and other mental disorders, which may co-occur with substance use disorders and significant primary care, functional impairment and quality of life issues. In partnership with civil service staff, services provided by contractors provide flexible, integrated, seamless services based on the level and type of needs of the client, and responding as clients' needs change over time.	01/01/2023	12/31/2027	REGULAR

**TOTAL AMOUNT \$203,970,000**

**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: Disposal and treatment of medical waste

Funding Source: General fund

PSC Duration: 7 years 1 day

PSC Amount: \$1,700,000

**1. Description of Work**

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

Contractor will be charged with accepting, packaging, removing, disposing of and incinerating regulated medical wastes typically associated with hospital, healthcare clinics, and similar facilities. Wastes include materials classified as being potentially biohazardous ("red bag waste"), sharps, pathology wastes, chemotherapy waste, as well as pharmaceutical waste on behalf of the Department of Public Health and other City departments.

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

If this request is denied then the City would not be able to provide the services. To do so, a location would need to be provided, all licenses would need to be secured to pick up, package, remove, transport, dispose of, and incinerate all medical waste generated throughout the City. Departments served would include the Zuckerberg San Francisco General Hospital, Laguna Honda, the Department of Public Health clinics, the Fire Department, Medical Examiner, and the Sheriff. The city does not have the facilities, equipment, capability, or staff to do so.

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

Service were provided through a bid process. We were recently advised that a Personal Services Contract should be requested for these services.

D. Will the contract(s) be renewed?

Yes. It is likely a new bid will be issued in approximately six years.

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

Please see the memo with the duration justification.

**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:

City employees do not have the specialized skills necessary or the equipment and licensing necessary to perform these services.

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

- A. Specify required skills and/or expertise: A facility must be able to: 1) Manage medical waste in strict compliance with Federal, State, and location regulations including: a. California Health and Safety Codes in accord with the California Medical Waste Management Act. b. Title 49 of the Code of Federal Regulations (US Department of transportation labeling and transportation requirements). c. Title 8 of the California Regulations Sections for blood borne pathogens and hazardous waste operations and emergency response. 2) Be registered to transport Medical hazardous waste in the state of California in accordance with US DOT and CHP regulations. 3) Be capable of autoclave, incinerate, or otherwise treat waste using methods approved by the California Department of Public Health and the California Environmental Protection Agency. 4) Provide documentation that waste was handled, transported, treated, and disposed of as required by the CA MWMS. 5) Manage a mass casualty event which results in a sudden increase in the volumes of Medical Waste generated. 6) Maintain permits for medical waste treatment facilities and transfer stations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2320, Registered Nurse; 2736, Porter; 2738, Porter Assistant Supervisor; 2740, Porter Supervisor 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Specialized transport vehicles and registration to transport and treat medical hazardous waste.

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

These resources are not available within the City. Possession of equipment necessary to incinerate, or otherwise treat waste is not available, and the City does not have licenses and training necessary to do so.

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

- A. Explain why civil service classes are not applicable.  
Civil Service classes do not have the licensing and extent of specialized skills necessary.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. These services are highly regulated and specialized, requiring licensing and equipment.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
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 09/27/2019, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU 1021 Miscellaneous; 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: 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# 30534 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/06/2020

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

**Lubamersky, Joan (ADM)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Friday, September 27, 2019 9:31 PM  
**To:** Lubamersky, Joan (ADM); kcartermartinez@cirseiu.org; Sandeep.lal@seiu1021.me; 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; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 30534 - 19/20

RECEIPT for Union Notification for PSC 30534 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 30534 - 19/20 for \$1,700,000 for Initial Request services for the period 10/01/2019 – 09/30/2026. 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/dhrdrupal/node/14008> 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)**



OFFICE OF THE  
**CITY ADMINISTRATOR**



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

September 26, 2019

MEMORADUM

TO: Honorable Civil Service Commission

FROM: Joan Lubamersky  
City Administrator Contracts Coordinator

SUBJ: Request for Seven Year Duration  
Office of Contract Administration PSC 30534 19.20  
Disposal and Treatment of Medical Waste

The department is requesting a seven year duration for this Personal Services Contract because the development, administration and award of this bid is a long and complicated process.

The City must ascertain ability to meet the critical health and safety requirements for the vendor as well as very strict reporting requirements.

The City plans to prepare a new bid in approximately six years, before the expiration of this seven year approval.

Please let me know if you should have any questions.

Thank you for your consideration.

Copy to: Linda Repola, Office of Contract Administration

# **MEDICAL WASTE MANAGEMENT ACT**

## **JANUARY 2017**

**CALIFORNIA HEALTH AND SAFETY CODE  
SECTIONS 117600 - 118360**

**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
MEDICAL WASTE MANAGEMENT PROGRAM  
1616 CAPITOL AVENUE, MS-7405  
P. O. BOX 997377  
SACRAMENTO, CA 95899-7377**

**Medical Waste Management Act**

California Health and Safety Code  
Sections 117600 – 118360

**Table of Contents**

<b>CHAPTER 1 - GENERAL PROVISIONS .....</b>	<b>7</b>
117600 - CITATION OF PART.....	7
117605 - PREEMPT .....	7
117610 - REGULATIONS .....	8
117615 - LOCAL ORDINANCE .....	8
<b>CHAPTER 2 - DEFINITIONS .....</b>	<b>8</b>
117625 - DEFINITIONS.....	8
117630 - BIOHAZARD BAG.....	8
117636 - CHEMOTHERAPEUTIC AGENT .....	9
117637 - COMMON CARRIER .....	9
117640 - COMMON STORAGE FACILITY.....	9
117645 - CONTAINER.....	9
117647 - EMPTY.....	9
117650 - ENFORCEMENT AGENCY.....	9
117655 - ENFORCEMENT OFFICER .....	10
117657 - FUND.....	10
117660 - HAZARDOUS WASTE HAULER.....	10
117662 - HEALTH CARE PROFESSIONAL .....	10
117665 - HIGHLY COMMUNICABLE DISEASES .....	10
117670 - HOUSEHOLD WASTE .....	10
117671 - HOME-GENERATED SHARPS WASTE.....	10
117672 - INDUSTRIAL HYGIENIST.....	10
117675 - INFECTIOUS AGENT .....	11
117680 - LARGE QUANTITY GENERATOR .....	11
117685 - LOCAL AGENCY .....	11
117690 - MEDICAL WASTE.....	11
117695 - TREATED MEDICAL WASTE .....	13
117700 - NOT MEDICAL WASTE .....	13
117705 - MEDICAL WASTE GENERATOR .....	14
117710 - MEDICAL WASTE MANAGEMENT PLAN .....	14
117715 - MEDICAL WASTE PERMIT.....	14
117720 - MEDICAL WASTE REGISTRATION.....	14
117725 - MEDICAL WASTE TREATMENT FACILITY .....	15
117730 - MIXED WASTE .....	15
117735 - OFFSITE.....	15
117740 - ONSITE .....	15

117742 - PARENT ORGANIZATION .....	15
117745 - PERSON.....	15
117747 - PHARMACEUTICAL.....	16
117750 - SHARPS CONTAINER .....	16
117760 - SMALL QUANTITY GENERATOR.....	16
117765 - STORAGE .....	16
117770 - TRACKING DOCUMENT.....	16
117771 - SHIPPING DOCUMENT.....	16
117775 - TRANSFER STATION .....	17
117776 - TRAUMA SCENE.....	17
117778 - TRAUMA SCENE WASTE MANAGEMENT PRACTITIONER .....	17
117780 - TREATMENT.....	17
<b>CHAPTER 3 - POWERS AND DUTIES.....</b>	<b>17</b>
117800 - LOCAL AGENCY .....	17
117805 - NOTIFY DEPARTMENT.....	17
117810 - IMPLEMENTATION.....	17
117815 - PROGRAM CONSISTENCY .....	18
117820 - MEDICAL WASTE MANAGEMENT PROGRAM .....	18
117825 - REGISTRATION AND PERMIT FEES .....	18
117830 - ENFORCEMENT AGENCY.....	19
117835 - DEPARTMENT'S DATABASE .....	19
117840 - INTENT OF THE LEGISLATURE .....	19
117845 - DEPARTMENT SHALL IMPLEMENT .....	19
117850 - SHARE INFORMATION .....	19
117855 - WITHDRAWAL .....	19
117860 - DEPARTMENT BECOMES ENFORCEMENT AGENCY .....	19
117870 - DEPARTMENT IDENTIFIES SIGNIFICANT VIOLATIONS .....	19
117875 - WITHDRAWAL .....	20
117880 - FEES .....	20
117885 - FUND .....	20
117890 - LARGE QUANTITY GENERATOR (LQG) REGISTRATION .....	20
117895 - SMALL QUANTITY GENERATOR (SQG) REGISTRATION .....	20
117900 - MEDICAL WASTE HAULER REGISTRATION .....	20
117903 - TREAT MEDICAL WASTE.....	21
117904 - CONSOLIDATION .....	21
117905 - OFFSITE TREATMENT .....	22
117908 - COMMON STORAGE FACILITY.....	22
117910 - TECHNICAL ASSISTANCE & GUIDANCE .....	22
<b>CHAPTER 4 - SMALL QUANTITY GENERATOR REQUIREMENTS .....</b>	<b>22</b>
117915 - CONTAINMENT AND STORAGE .....	22
117918 - TREATMENT.....	22
117920 - REGISTRATION.....	22
117923 - FEES .....	23
117924 - COLLECT FEES .....	23
117925 - ONSITE TREATMENT.....	24



117928 - COMMON STORAGE FACILITY.....	24
117930 - TREAT ONSITE.....	25
117935 - MEDICAL WASTE MANAGEMENT PLAN .....	25
117938 - BIENNIAL INSPECTION.....	26
117940 - MEDICAL WASTE GENERATOR REGISTRATION.....	26
117943 - TREATMENT AND TRACKING RECORDS .....	26
117945 - INFORMATION DOCUMENTATION AND TRANSPORTATION RECORDS .....	27
117946 - MATERIALS OF TRADE EXEMPTION .....	27
<b>CHAPTER 5 - LARGE QUANTITY GENERATOR REQUIREMENTS .....</b>	<b>28</b>
117950 - REGISTRATION.....	28
117960 - MEDICAL WASTE MANAGEMENT PLAN .....	28
117965 - ANNUAL INSPECTION .....	29
117967 - ONSITE TREATMENT.....	29
117970 - MEDICAL WASTE GENERATOR REGISTRATION.....	29
117971 - INSPECTION AND ENFORCEMENT COST RECOVERY.....	30
117975 - TREATMENT AND TRACKING RECORDS .....	30
117976 - MATERIALS OF TRADE EXEMPTION .....	30
117980 - CONTAINMENT AND STORAGE .....	31
117985 - TREATMENT.....	31
117990 - FEES .....	31
117995 - COLLECT FEES .....	31
<b>CHAPTER 6 - MEDICAL WASTE HAULERS.....</b>	<b>32</b>
118000 - TRANSPORTATION OF MEDICAL WASTE.....	32
118025 - REGISTRATION.....	33
118027 - UNKNOWINGLY TRANSPORTS.....	33
118029 - INFORMATION REQUIREMENTS .....	33
118032 - PHARMACEUTICAL WASTE HAULING EXEMPTION .....	34
118033 - SECURE PHARMACEUTICAL WASTE.....	35
118035 - TRANSFER OF MEDICAL WASTE .....	35
118040 - TRACKING RECORDS.....	36
118045 - TRANSFER STATION PERMIT .....	36
<b>CHAPTER 7 - MEDICAL WASTE TREATMENT FACILITY PERMITS .....</b>	<b>37</b>
118130 - PERMITS .....	37
118135 - PERMIT PRIOR TO OPERATION.....	37
118140 - ACCEPTING MEDICAL WASTE.....	37
118145 - ADJACENT SMALL QUANTITY GENERATORS .....	37
118147 - CONSOLIDATION .....	37
118150 - COMPLIANCE .....	38
118155 - PERMITS .....	38
118160 - PERMIT REQUIREMENTS .....	38
118165 - TREATMENT AND TRACKING RECORDS .....	39
118170 - DURATION OF PERMIT .....	39
118175 - CONDITIONS FOR GRANTING PERMIT .....	39
118180 - PERMIT VALIDITY .....	39

118185 - PERMIT PROCEDURES.....	40
118190 - PERMIT CONDITIONS.....	40
118195 - DENIAL OF PERMIT.....	40
118200 - INSPECTION.....	40
118205 - FEES.....	40
118210 - COLLECT FEES.....	40
<b>CHAPTER 8 - TREATMENT.....</b>	<b>41</b>
118215 - METHODS.....	41
118220 - ANATOMICAL PARTS.....	43
118222 - WASTE REQUIRING SPECIFIED METHODS.....	43
118225 - SHARPS WASTE.....	43
118230 - INCINERATION.....	44
118235 - EMERGENCY ACTION PLAN.....	44
118240 - ANIMAL CARCASSES.....	44
118245 - FEES FOR ALTERNATIVE TREATMENT TECHNOLOGIES.....	44
<b>CHAPTER 9 - CONTAINMENT AND STORAGE.....</b>	<b>44</b>
118275 - MEDICAL WASTE SEGREGATION AND STORAGE.....	44
118280 - CONTAINMENT AND STORAGE.....	46
118285 - SHARPS WASTE.....	48
118286 - MANAGEMENT OF HOME-GENERATED SHARPS WASTE.....	48
118290 - COMMON STORAGE FACILITY.....	48
118295 - WASH AND DECONTAMINATE CONTAINERS.....	49
118300 - SPILL DECONTAMINATION.....	49
118305 - SOLID WASTE.....	49
118307 - INTERIM STORAGE AREA.....	49
118310 - DESIGNATED ACCUMULATION AREA.....	49
118315 - TRASH CHUTES.....	50
118320 - COMPACTORS OR GRINDERS.....	50
<b>CHAPTER 9.5 - TRAUMA SCENE WASTE MANAGEMENT.....</b>	<b>51</b>
118321 - CITATION OF PART.....	51
118321.1 - REGISTRATION AND FEES.....	51
118321.2 - LIST OF PRACTITIONERS.....	51
118321.3 - DEPARTMENT DUTIES.....	51
118321.4 - TRANSPORTER DEEMED GENERATOR.....	52
118321.5 - REMOVAL, TRANSPORTATION, AND STORAGE.....	52
118321.6 - LIMITATIONS.....	52
<b>CHAPTER 10 - ENFORCEMENT.....</b>	<b>53</b>
118325 - INJUNCTION FOR VIOLATIONS.....	53
118330 - ORDER FOR COMPLIANCE / ADMINISTRATIVE PENALTY.....	53
118335 - INSPECTION.....	56
118340 - UNAUTHORIZED ACTIONS / CRIMINAL PENALTY.....	56
118345 - FALSE STATEMENTS / FAILURE TO REGISTER.....	57
<b>CHAPTER 11 - SUSPENSION OR REVOCATION.....</b>	<b>57</b>

JANUARY 2017

118350 - GROUNDS FOR SUSPENSION OR REVOCATION.....	57
118355 - PROCEEDINGS.....	58
118360 - TEMPORARY PERMIT SUSPENSION.....	58

Document is  
41 pages  
long -  
available <sup>6</sup> if requested

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## Subchapter 7. General Industry Safety Orders Group 16. Control of Hazardous Substances Article 109. Hazardous Substances and Processes

[Return to index](#)

[New query](#)

### §5193. Bloodborne Pathogens.

- [Exposure Control Plan for Bloodborne Pathogens](#)
- [A Best Practices Approach for Reducing Bloodborne Pathogens Exposure](#)
- [Safe needle fact sheet](#)

---

(a) Scope and Application. This section applies to all occupational exposure to blood or other potentially infectious materials as defined by subsection (b) of this section.

Exception: This regulation does not apply to the construction industry.

(b) Definitions. For purposes of this section, the following shall apply:

"Biological Cabinet" means a device enclosed except for necessary exhaust purposes on three sides and top and bottom, designed to draw air inward by means of mechanical ventilation, operated with insertion of only the hands and arms of the user, and in which virulent pathogens are used. Biological cabinets are classified as:

(1) Class I: A ventilated cabinet for personnel protection with an unrecirculated inward airflow away from the operator and high-efficiency particulate air (HEPA) filtered exhaust air for environmental protection.

(2) Class II: A ventilated cabinet for personnel, product, and environmental protection having an open front with inward airflow for personnel protection, HEPA filtered laminar airflow for product protection, and HEPA filtered exhaust air for environmental protection.

(3) Class III: A total enclosed, ventilated cabinet of gas-tight construction. Operations in the cabinet are conducted through attached protective gloves.

"Blood" means human blood, human blood components, and products made from human blood.

"Bloodborne Pathogens" means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

"Chief" means the Chief of the Division of Occupational Safety and Health of the California Department of Industrial Relations or designated representative.

"Clinical Laboratory" means a workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.

"Contaminated" means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on a surface or in or on an item.

"Contaminated Laundry" means laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

"Decontamination" means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal. Decontamination includes procedures regulated by Health and Safety Code Section 118275.

"Engineering Controls" means controls (e.g., sharps disposal containers, needleless systems and sharps with engineered sharps injury protection) that isolate or remove the bloodborne pathogens hazard from the workplace.

"Engineered Sharps Injury Protection" means either:

(1) A physical attribute built into a needle device used for withdrawing body fluids,

accessing a vein or artery, or administering medications or other fluids, which effectively reduces the risk of an exposure incident by a mechanism such as barrier creation, blunting, encapsulation, withdrawal or other effective mechanisms; or

(2) A physical attribute built into any other type of needle device, or into a non-needle sharp, which effectively reduces the risk of an exposure incident.

"Exposure Incident" means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

"Handwashing Facilities" means a facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.

"HBV" means hepatitis B virus.

"HCV" means hepatitis C virus.

"HIV" means human immunodeficiency virus.

"Licensed Healthcare Professional" is a person whose licensed scope of practice includes an activity which this section requires to be performed by a licensed healthcare professional.

"Needle" or "Needle Device" means a needle of any type, including, but not limited to, solid and hollow-bore needles.

"Needleless System" means a device that does not utilize needles for:

(1) The withdrawal of body fluids after initial venous or arterial access is established;

(2) The administration of medication or fluids; and

(3) Any other procedure involving the potential for an exposure incident.

"NIOSH" means the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designated representative.

"Occupational Exposure" means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

"One-Hand Technique" means a procedure wherein the needle of a reusable syringe is capped in a sterile manner during use. The technique employed shall require the use of only the hand holding the syringe so that the free hand is not exposed to the uncapped needle.

"OPIM" means other potentially infectious materials.

"Other Potentially Infectious Materials" means:

(1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any other body fluid that is visibly contaminated with blood such as saliva or vomitus, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids such as emergency response;

(2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and

(3) Any of the following, if known or reasonably likely to contain or be infected with HIV, HBV, or HCV:

(A) Cell, tissue, or organ cultures from humans or experimental animals;

(B) Blood, organs, or other tissues from experimental animals; or

(C) Culture medium or other solutions.

"Parenteral Contact" means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

"Personal Protective Equipment" is specialized clothing or equipment worn or used by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

"Production Facility" means a facility engaged in industrial-scale, large-volume or high concentration production of HIV, HBV or HCV.

"Regulated Waste" means waste that is any of the following:

(1) Liquid or semi-liquid blood or OPIM;

(2) Contaminated items that:

(A) Contain liquid or semi-liquid blood, or are caked with dried blood or OPIM; and

(B) Are capable of releasing these materials when handled or compressed.

(3) Contaminated sharps.

(4) Pathological and microbiological wastes containing blood or OPIM.

(5) Regulated Waste includes "medical waste" regulated by Health and Safety Code Sections 117600 through 118360.

"Research Laboratory" means a laboratory producing or using research-laboratory-scale amounts of HIV, HBV or HCV. Research laboratories may produce high concentrations of HIV, HBV or HCV but not in the volume found in production facilities.

"Sharp" means any object used or encountered in the industries covered by subsection (a) that can be reasonably anticipated to penetrate the skin or any other part of the body,



and to result in an exposure incident, including, but not limited to, needle devices, scalpels, lancets, broken glass, broken capillary tubes, exposed ends of dental wires and dental knives, drills and burs.

"Sharps Injury" means any injury caused by a sharp, including, but not limited to, cuts, abrasions, or needlesticks.

"Sharps Injury Log" means a written or electronic record satisfying the requirements of subsection (c)(2).

"Source Individual" means any individual, living or dead, whose blood or OPIM may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinical patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.

"Universal Precautions" is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV, and other bloodborne pathogens.

"Work Practice Controls" means controls that reduce the likelihood of exposure by defining the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique and use of patient-handling techniques).

(c) Exposure Response, Prevention and Control.

(1) Exposure Control Plan.

(A) Each employer having an employee(s) with occupational exposure as defined by subsection (b) of this section shall establish, implement and maintain an effective Exposure Control Plan which is designed to eliminate or minimize employee exposure and which is also consistent with Section 3203.

(B) The Exposure Control Plan shall be in writing and shall contain at least the following elements:

*Full Document is 41  
pages long - available  
upon request*



## CODE OF FEDERAL REGULATIONS

### **Title 49** Transportation

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Parts 100 to 177

Revised as of October 1, 2012

Containing a codification of documents  
of general applicability and future effect

As of October 1, 2012

Published by the Office of the Federal Register  
National Archives and Records Administration  
as a Special Edition of the Federal Register

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# Table of Contents

	<i>Page</i>
Explanation .....	v
Title 49:	
SUBTITLE B—OTHER REGULATIONS RELATING TO TRANSPORTATION	
Chapter I—Pipeline and Hazardous Materials Safety Administration, Department of Transportation .....	5
Finding Aids:	
Table of CFR Titles and Chapters .....	851
Alphabetical List of Agencies Appearing in the CFR .....	871
List of CFR Sections Affected .....	881

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*Cite this Code: CFR*

*To cite the regulations in  
this volume use title,  
part and section num-  
ber. Thus, 49 CFR 105.5  
refers to title 49, part  
105, section 5.*

---

*Original document  
is 916 pages long -  
available <sup>iv</sup> upon  
request.*

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Environmental Consulting & Planning Services

Funding Source: Interdepartmental Work Orders

PSC Amount: \$10,000,000

PSC Est. Start Date: 01/06/2020

PSC Est. End Date 06/30/2026

**1. Description of Work**

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

Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects, to negotiate with regulatory agencies, and prepare environmental, risk assessments and planning reports.

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

These specialized services and expertise are necessary because Public Works does not currently possess it. Public Works must respond to immediate situations to rapidly review and prepare specialized reports that assess human health risk, ecological risk, and environmental planning posed by contaminants in soils, groundwater, air and hazardous building materials. Denial of these services may result in Public Works' inability to comply with mandatory regulations; completion of public work projects, and the delays in responding may compromise the health and safety of City employees and residents.

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.

In the past, these services were provided by as-needed consultant firms through PSC# 4016-06/07 dated August 7, 2006, and PSC#4075-09/10 dated January 4, 2010.

D. Will the contract(s) be renewed?

No. New RFQ's will be advertised.

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 PSC duration exceeds 5 years to account for the extra time needed to advertise and award contracts. However, all contract terms will not exceed 5 years.

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

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

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

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

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required. This service will only be utilized on an as-needed basis.

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

- A. Specify required skills and/or expertise: Consultants must have a multi-disciplined staff of professionals that have specialized expertise in environmental planning, environmental site characterization and compliance issues; air and water quality issues; hazardous materials and hazardous waste sampling, treatment and disposal; archaeological, biological, habitat studies, morphology studies, and toxicology capabilities. Also required are the ability to perform human and eco-risk data assessments; environmental site assessments; familiarity with regulatory agencies and its laws, the ability to negotiate with these agencies.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5620, Regulatory Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Consultants will be required to provide their own specialized staff to address environmental and toxicological human health risk assessment capabilities to properly characterize and evaluate contaminated or hazardous waste, environmental testing laboratories, driller, drill rigs, archaeologist, architectural historians.

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

The City does not have resources available to perform all required work. The Department has recruited and hired more people for above civil service classes. As-needed contract services will only be utilized when and if the work cannot be prudently performed by internal staff.

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

- A. Explain why civil service classes are not applicable.  
Civil Service classifications are applicable and where possible, they will be utilized to perform some aspects of the work. The services of these contracts will be performed on an as-needed basis and will be utilized when Civil Service employees cannot perform the work because of their inability to respond, or lack of expertise to perform the work. The broad scope of environmental services also tends to exceed City's current capabilities of staff and equipment.
- 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 classifications already exist to perform some aspects of the work. However it is not cost effective to maintain environmental testing laboratories, driller, drill rigs, etc. for this as needed work. The work is project funded.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Training will not be provided as most of this work is related to testing, inspections, drilling, etc. and is very specialized.
- 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. City Ordinance No.253-86, Maher Ordinance

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 11/06/2019, 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43602 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/06/2020



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

**Sy, Don (DPW)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org  
**Sent:** Wednesday, November 06, 2019 2:32 PM  
**To:** Burns, Alexander (DPW); 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; Sy, Don (DPW); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43602 - 19/20

RECEIPT for Union Notification for PSC 43602 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 43602 - 19/20 for \$10,000,000 for Initial Request services for the period 01/06/2020 – 06/30/2026. 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/dhrdrupal/node/14173> 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)**

Search

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# Environmental Health

Improving Environments. Protecting Health.

## ENVIRONMENTAL HEALTH HOME

- Air Quality
- Community Noise ▶
- Consumer Protection ▶
- Food & Agricultural Resources ▶
- Food Safety ▶
- Green Business Programs
- Hazardous Materials & Waste ▶
- Healthy Housing ▶
- Healthy Urban Planning ▶
- Medical Cannabis Dispensary
- Neighborhood Assessment ▶
- Pesticide Safety ▶
- Pest and Vector Control
- Tobacco Control ▶
- Water Quality ▶

### Hazardous Waste

#### Analyzing Soil for Hazardous Waste

Analyzing soil for hazardous waste by Department of Public Works regulations: The Hazardous Waste Program staff continue to review and process the reports required in the Analyzing the Soil for Hazardous Waste Ordinance (Maher) and oversee activities in the City.

These regulations are established pursuant to ordinance no.258-86 adopted by the Board of Supervisors of the City and county of San Francisco to serve as general guidelines for preparing site history and soil analysis reports and for building permit applicants affected by the San Francisco Public Works Municipal Code, article 20.

#### Procedure For Soil Analysis Report:

The application shall submit a soil sampling and analysis report to the Director of Public Works and the Director of Public Health. Pursuant to Public Works Municipal Code, article 22A soil sampling shall be under the direction of a professional, Geologist, Civil Engineer, or Engineering Geologist, who is experienced in the field of, soils engineering. Soil sample analyses shall be conducted by a certified laboratory in accordance with methods for analyzing samples for the California Department of Health Services or the State water resources control Board and the San Francisco Bay Regional Water Quality Control Board.

The person directing the soil sampling and analyses shall prepare the soil analysis report which must include

- the information specified in Department of Public Works Article 20 and Public Works Municipal Code, article 22A, and
- a statement that the result of the sampling program is in his judgment representative of the proposed excavation site conditions.

If the Director of Public Health determines that the soil analysis report does not meet the requirements of Public Works Municipal Code, article 20, the Director shall notify the application in writing within 30 days of receipt of the report and indicate the reasons the report is unacceptable. The Director will also send a copy of the notification to the Director of Public Works.

#### Procedure For Building Permit Applicants:

Applicants for building permits for sites located within the area described in San Francisco Planning Code, article 10, sec 1001 (a) - preservation of historical architectural and aesthetic landmarks shall be required to sign a:

1. receipt form that the applicants has received the informational notice provided by the Department of Public Works (DPW) and
2. that the application, being incomplete, has been rejected pending receipt of written notification from the Director of Public Health that the applicant has complied with the requirements of Public Works Municipal Code, article 20.

Permit applications for sites located within the above specified areas will not be rejected provided:

1. The permit application states that less than 50 cubic yards of soil will be disturbed, or
2. The applicant establishes that the applicants property has been continuously zoned Residential Zoned Residential under the City Planning Code Since 1921 and has been in residential use since 1921.
3. A letter from the Department of City Planning will satisfy this requirement

For all other sites, a site history and soil analysis report is required to be sent to Department of Public Works (DPW) and Department of Public Health (DPH).

If hazardous wastes are not present on the site per the soil analysis report, DPH will so notify DPW and the applicant in writing. DPH will accept the permit application after receipt of such notice from the applicant.

If the soil analysis report indicates that hazardous wastes are present for which there are no quantitative federal or state standards:

1. The applicant shall make a written request to the application federal or state agency (ies) for a written determination as to whether a site mitigation plan is required
2. The applicant shall submit a copy of this request to the Director of Public Works and the Director of Public Health, indicating the date the request was made.

DPW will accept the building permit application as complete for purpose of meeting the requirements of Public Works Municipal Code, article 20. Upon the receipt of the following

1. Written notification from the Director of Public Health that the applicant has complied with the site history and soil analysis reporting requirements, and
2. Written notification from the Director of Public Health that the applicable state or federal agency(ies) has determined that no site mitigation plan (SMP) is required, or
3. Written notification from the Director of Public Health that the applicant submitted a SMP to the appropriate state or federal agency (ies), completed the SMP and certified in accord with Public Works Municipal Code, section 1005 that mitigation measures have been completed in compliance with the SMP.

Upon approval of the SMP by the applicable state or federal agency (ies), DPW may issues any permits necessary for the applicant to carry out the SMP.

If the state or federal agency (ies) does not make a determination as to whether a SMP is necessary within 6 months from the date the applicant seeks a determination from the applicable agency, or has not approved or disapproved the SMP within 12 months from the date the

**Fee Schedule of Licenses, Permits, Fines & Service Charges**

**Maher Site Map**

**Local Oversight Program**

**Site Mitigation Program**

**Analyzing Soil for Hazardous Wastes**

**Voluntary Remedial Action Program**

## Department of Public Health

applicant submitted the plan. DPW shall notify the City Attorney.  
If the soil analysis report indicates that hazardous wastes are present in the soil at levels exceeding quantitative federal or state minimum standards, DPW will accept the building permit application as complete for purpose of meeting the requirements of Public Works Municipal Code, article 20 upon receipt of the following:

1. Written notification from the Director of Public Health that the applicant has complied with the site history and soil analysis reporting requirements, and
2. Written notification from the Department of Public Health that the applicant submitted an SMP to the appropriate state or federal agency (ies), completed the SMP and certified in accord with San Francisco Planning Code, article 10, Sec.1005 that mitigation measures have been completed in Compliance with the SMP.

Upon approval of the SMP by the applicant state or federal agency (ies), DPW may issue any permits necessary for the applicant to carry out the SMP.

If the state or federal agency (ies) has not approved or disapproved the SMP within months from the date the applicant submitted the plan, DPW shall notify the city Attorney as specified in Public Works Municipal Code section 1004(d).

The seller or the seller's agent involved in the sale or exchange of any real property within the City and County of San Francisco shall provide a copy of ordinance 253-86 to the buyer or buyers and shall obtain a written receipt from the buyer or buyers acknowledging receipt of a copy of the ordinance. Copies of the ordinance are available from Bureau Building Inspection, Room 104, 450 Mcallister Street, San Francisco, Ca 94102 or calling (415) 558-3301.

Permit warning stamp San Francisco Public Works Municipal Code, article 20(sec.1012) will affixed to the reverse side of the permit at the time issuance.

All building permits issued by the Central Permit Bureau shall bear the following printed warning:

Pursuant to Article 20 of Chapter 10, Part II of the San Francisco Municipal Code (Public Works Code), certain building permits may be issued only after the permittee analyzes the soil for the presence of hazardous wastes and, where applicable, certifies that it has completed site mitigation. No officer, employee, or agency of the City conducted the soil sampling and analyses, recommended site mitigation measures, conducted the site mitigation or checked or verified the reports submitted or work performed for accuracy, reliability or adherence to protocols. In issuing this permit, neither the City nor any of its officers or employees make any representation that the soil on or about the site is free from the presence of hazardous wastes. Nor does the City's implementation of this process relieve any person from their duties and responsibilities relating to hazardous waste contamination under state and federal law. Neither soil analysis pursuant to Article 20 of the Public Works Code nor the issuance of this permit is intended to alter, extinguish, or transfer these responsibilities.

City and County of San Francisco  
Civil Service Commission

Agenda for Regular Meeting  
April 18, 2016  
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Douglas S. Chan  
Vice President Gina M. Roccanoya  
Commissioner Kate Favetti  
Commissioner Scott R. Heldfond

(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of March 7, 2016

**March 21, 2016:** Adopted the minutes.

**Recommendation:** Adopt the minutes as amended.

Regular Meeting of April 4, 2016

**Recommendation:** Adopt the minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

**RATIFICATION AGENDA**

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.  
(File No. 0153-16-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
45221-15/16	City Planning	\$1,800,000	To provide preparation, document clean-up, indexing and scanning of historical department documents into electronic format. Department documents include closed case dockets (i.e. project files for entitlements, decision documents, applications, etc.), historical property files, area maps, Planning Commission, Historic Preservation commission, and Variance Hearing documents (i.e. agendas, minutes, etc.), off-site storage location documents, and resource and reference materials located in on-site libraries. Approximately 4,500 boxes of records are located on-site, and 5,200 boxes of records are located off-site.	Regular	2/1/2020
48736-15/16	City Planning	\$7,500,000	The San Francisco Planning Department is seeking to create five pools of qualified consultants through a request-for-qualifications (RFQ) process to use on an as-needed basis. Such projects include, but are not limited to: 1) Strategic Planning; 2) Sustainability Planning; 3) Resiliency Planning; 4) Information Analysis; and 5) Urban Design. Private development proposals will be required to use this as-needed pool to conduct independent planning analysis, maintain better quality control, and follow the model used in most other jurisdictions. Inclusion in the pre-qualified are as follows: 1) enter into an independent contract with a private consultant which must be reviewed & finalized by Department staff, or 2) enter into contracts with City and County of San Francisco on an as-needed basis for the provision of planning, designing and analysis.	Regular	2/22/2019
43307-15/16	General Services Agency – Public Works	\$2,500,000	This project proposes to renovate the main building at 1419 Bryant Street and move the existing Animal Care and Control (ACC) facility from its present location at 1200 15 <sup>th</sup> Street to the renovated property. The renovated building will undergo seismic strengthening, mechanical, electrical, plumbing and life safety upgrades, as well interior build out required for animal care and administrative spaces. The ACC will be part of City services expected to continue operation in the event of a major disaster.	Regular	4/4/2021
40331-15/16	Police	\$300,000	Contractor will provide pre-employment polygraph screening on an as-needed basis for entry level police officers, police reserve officers, police cadets, and police service aides. Such screening shall include questions about prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Contractor shall have a business site with adequate interrogation facilities divided by one way mirrors and equipped with sound devices, video, and audio recording equipment.	Regular	6/30/2019

Civil Service Commission Meeting Agenda

Regular Meeting of April 18, 2016

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
49079-15/16	Public Utilities Commission	\$175,000	The San Francisco Public Utilities Commission (SFPUC) requires ad hoc task forces to be set up in order to provide advice to senior management and project managers on specific technical matters. Some projects have technical problems beyond the experience of the SFPUC engineering staff, such as dams, tunnels, and new treatment technology. Technical Advisory Panels (TAPs) are eminent experts specializing in different engineering disciplines such as seismology, engineering geology, geotechnical engineering, dam engineering, design and construction. The TAPs who are convened to examine and provide a "high level" assessment of the progress and content of the design and construction of particular elements of individual projects at particular milestones to offer advice and comments based on the worldwide or industry-wide experience. The SFPUC is seeking to retain the services of these highly experienced individual specialists to serve on TAPs for the Calaveras Dam Replacement Project.	Regular	12/31/2019
44755-15/16	Public Health	\$12,000,000	Integrated, culturally relevant array of community wide health and wellness programs and services focused on disease prevention and mental health promotion for the broad range of San Francisco's Black/African American populations and HOPE SF residents in the targeted HOPE SF communities. The focus is to improve health outcomes through policy, systems and environmental change, and the implementation and evaluation of collaborative, integrated programs. Specific strategies include peer leadership development and support, coalition building, individual community capacity building, and community level support for health eating/active living and stress reduction and community clinical linkages.	Regular	6/30/2021
44181-15/16	Public Health	\$1,000,000	The contractor will perform coding and abstracting of inpatient accounts using International Classification of Diseases, Tenth Revision-Clinical Modification (ICD-10-CM) and International classification of Diseases, Tenth Revision-Procedure Coding System ICD-10-PCS) classification systems and Diagnosis-Related Group (DRG) expertise; assign codes for diagnoses, treatments, and procedures according to the appropriate classification system for complex inpatient encounters; follow Center for Medicare and Medicaid Services (CMS)/American Health Information Management Association (AHIMA) coding guidelines; review provider documentation to determine principal diagnosis, comorbidities and complications, secondary conditions and surgical procedures; ensure accurate coding by clarifying diagnosis and procedural information through a query process; assign Present On Admission (POA) values for inpatient diagnoses; abstract required information from source documentation and enter into encoder and abstracting system; identify non-payment conditions Hospital Acquired Conditions (HAC) and, when required, review documentation to verify and, as necessary, correct the patient disposition upon discharge.	Regular	6/30/2019



Civil Service Commission Meeting Agenda

Regular Meeting of April 18, 2016

FSC#	Department	Amount	Type of Service	Type of Approval	Duration
30723-14/15	Department of Emergency Management	Current Approved Amount \$100,000 Increase Amount Requested \$400,000 New Total Amount Requested \$500,000	Contractor will provide software, maintenance, support, and services to the eight urban areas collectively known as 'California Urban Area Subscribers' under a statewide risk management program. This statewide program is known as the California Common Operating Picture (Cal COP). CalCOP is a cloud-based data sharing platform that leverages local and regional risk management and critical infrastructure assessments in order to create a common threat awareness picture for the state of California. Contractor will conduct state agency needs assessments and produce a Concept of Operations (CONOPS) document describing Standard Operating Procedures (SOP) for core business functions and uses of Cal COP by each agency. Contractor will also build a two-way integration system between Cal COP and a locally-based emergency operations application known as Web EOC. Contractor will also provide Cal COP training and exercise support to state-level public safety officials within the California Urban Area Subscribers network (CA Office of Emergency Services, CA Highway Patrol, CA State Terror Threat Assessment Center, etc.). The training will enhance the ability to navigate Cal COP and use more advanced components of the system, while the exercise support will help validate capabilities and identify shortfalls or areas for improvement. Contractor will also provide Protected Critical Infrastructure Information (PCII) configuration, Critical Infrastructure and Key Resources (CIKR) support, Threat Hazard Identification and Risk Assessment (THIRA) support, software configurations, data integrations, field reporting, analytical consulting, workshop facilitation, user training, and special event support.	Modification	4/30/2019
4091-10/11	Police	Current Approved Amount \$880,000 Increase Amount Requested \$350,000 New Total Amount Requested \$1,230,000	Contractor will provide outpatient behavioral health services to the San Francisco Police Department (SFPD) members and their families. These services will provide 8 visits per family per fiscal year and be available throughout the United States. The professional team provided by the Contractor will include individuals that have been recruited, selected and trained by the Behavioral Science Unit of the SFPD. Scope Change: The selected vendor in 2011 provides 10 sessions per member (and their families) and a critical incident stress residential program for 5 members per fiscal year. The vendor will continue to provide 10 sessions per member and a critical incident stress residential program for 6 members for each fiscal years from 15-16 – 17-18.	Modification	6/30/2018
4093-09/10	Police	Current Approved Amount \$1,000,000 Increase Amount Requested \$50,000 New Total Amount Requested \$1,050,000	Contractor will provide pre-employment polygraph screening on an as-needed basis for entry level police officers, police reserve officers, police cadets and police service aides. Such screening shall include questions about prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Contractor shall have a business site with adequate interrogation facilities divided by one way mirrors and equipped with sound devices and video and audio recording equipment.	Modification	12/30/2016
32847-13/14	Human Resources	Current Approved Amount \$99,000 Increase Amount Requested \$250,000 New Total Amount Requested \$349,000	Labor Code section 4616 et. Seq. was amended to include additional oversight responsibilities for employers who maintain a medical provider network (MPN) for treatment of industrial injuries. The Medical Director will ensure that network physicians and ancillary service providers are delivering quality medical care to the employees of the City & County of San Francisco (CCSF), including those working for San Francisco Municipal Transportation Agency and the San Francisco Community College District, who have been injured on the job, consistent with the changes outline in Senate Bill 863.	Modification	6/30/2018

**Recommendation:** Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

**CONSENT AGENDA**

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

- (8) **Certification of the Highest Prevailing Rate of Wages of the Broadcast Services Work in Private Employment in the City and County of San Francisco. (File No. 0149-16-3) – Action Item**

**Recommendation:** Adopt the report.

- \* (9) **Status Report of Personal Services Contract Number 4075-09/10 As-Needed Environmental Consulting and Planning Services from the Department of Public Works. (File No. 0150-16-8) – Action Item**

**Recommendation:** Accept the report.

- (10) **Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2016-2017. (File No. 0155-16-3) – Action Item**

**Recommendation:** Adopt the report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the Six Bay Area Counties (Public & Private) in effect on April 15, 2016.

**REGULAR AGENDA**

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (11) **Department of Technology's Quarterly Report in Compliance with the Commission's Conditional Approval for Personal Services Contract Number 4070-09/10. (File No. 0143-16-8) – Action Item**

**March 7, 2016:** Continued to the meeting of March 21, 2016.

**Recommendation:** Adopt the report.

- (12) **Review of Request for Approval of Proposed Personal Services Contract Number 44181-15/16 from the Department of Public Health. (File No. 0147-16-8) – Action Item**

**Recommendation:** Deny the appeal by SEIU, Local 1021. Adopt the report and approve the request for proposed Personal Services Contract Number 44181-15/16; Notify the Office of the Controller and Office of Contract Administration.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 2, 2009

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Environmental Consulting & Planning Services

FUNDING SOURCE: Individual Project Funding via Interdepartmental Work Orders

PSC AMOUNT: \$4,800,000 PSC DURATION: 1/4/2010 - 12/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies; and prepare environmental, risk assessments and planning reports. The Department of Public Works (DPW) intends to award six (6) contracts of \$800,000 each for five (5) years.

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

These specialized services and expertise are necessary because DPW does not currently possess it. DPW must respond to immediate situations to rapidly review and prepare specialized reports that assess human health risk, ecological risk, and environmental planning posed by contaminants in soils, groundwater, air and hazardous building materials. Denial of these services may result in DPW's inability to comply with mandatory regulations, complete public work projects and delays may compromise the health and safety of City employees and residents.

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):

Previous contracts for As-Needed Environmental Consulting Services were awarded under PSC# 4016-06/07, approved August 7, 2006. Previous As-Needed Environmental Planning Services were awarded under PSC# 4024-06/07, approved August 21, 2006.

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

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

Local 21 Michelle [Signature] 12/3/2009
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Local 21, on Date Signature
Union Name Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4075-09/10
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultants must have a multi-disciplined staff of professionals that have specialized expertise in environmental planning, environmental site characterization and compliance issues; air and water quality issues; hazardous materials and hazardous waste sampling, treatment and disposal; archeological, biological, habitat studies, morphology studies, and toxicology capabilities. Also required are the ability to perform human and eco-risk data assessments; environmental site assessments; familiarity with regulatory agencies and its laws and ability to negotiate with these agencies.

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

Civil Service classifications 5620 – Regulatory Specialist and Planner from classification 5277 series may be able to perform some of the work. However, this PSC is for services that are beyond what City personnel provide, and does not duplicate services provided by the City.

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

Yes. Consultants will be required to provide their own specialized staff to address environmental and toxicological human health risk assessment capabilities to properly characterize and evaluate contaminated or hazardous waste, as well as environmental testing laboratories, driller, drill rigs, archeologist and architectural historians.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classifications are applicable and where possible, they will be utilized to perform some aspects of the work. The services of these contracts will be performed on an if and as-needed basis and will be utilized when Civil Service employees cannot perform the work because of their inability to respond, or lack of expertise to perform the work. The broad scope of environmental services also tends to exceed City's current capabilities of staff and equipment.

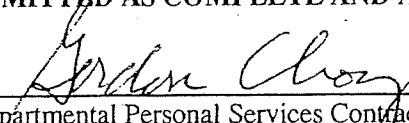
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. Civil Service classifications already exist to perform some aspects of the work. However, it is not cost effective to maintain environmental testing laboratories, driller, drill rigs, etc. for this as-needed work. The work is project funded.

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

- |  | <u>Yes</u>                          | <u>No</u>                           |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul>   |                                     |                                     |
| 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? Through approval of previous as-needed contracts (SEE 1.C), Ordinance No. 253-86, Maher Ordinance, and No.357-97, Contracting for Hazardous Materials Abatement, was passed by the Board of Supervisors to comply with these situations. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Unknown. An RFP is in process to select the new consultants.  | <input type="checkbox"/>            | <input type="checkbox"/>            |

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

  
 \_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator  
**Gordon Choy** (415) 554-6230  
 \_\_\_\_\_  
 Print or Type Name Telephone Number

875 Stevenson Street, Room 420  
 San Francisco, CA 94103  
 \_\_\_\_\_  
 Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 12, 2006

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER 90

TYPE OF APPROVAL: [ ] EXPEDITED [ ] CONTINUING

[x] REGULAR (OMIT POSTING ) [ ] ANNUAL

TYPE OF REQUEST:

[x] INITIAL REQUEST [ ] MODIFICATION (PSC# )

TYPE OF SERVICE: As-needed Environmental Consulting Services

FUNDING SOURCE: Project funding via Interdepartmental Work Orders

PSC AMOUNT: \$4,200,000

PSC DURATION: 9/1/06 through 8/30/11

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultant will perform as-needed environmental assessments and studies that may be required to assist in the completion of capital improvement projects; assist the City to negotiate with regulatory agencies; prepare risk assessments and management reports as they relate to hazmat incidences. The Department of Public Works (DPW) intends to award six(6) contracts of \$700,000 each for five (5) years.

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

These specialized services are necessary because DPW must respond to immediate situations to rapidly review and prepare specialized reports that assess human and ecological risks posed by contaminants in soils, groundwater, air and hazardous building materials. Denial of these services may result in DPW's inability to comply with mandatory regulations; and delays in responding may compromise the health and safety of City employees and residents.

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):

Previous contracts were awarded to Aeolus-Northgate Environmental, JV, AguaTierra Associates, Fugro West, Inc., Baseline Environmental, URS Corporation Americas, and Geomatrix, Inc., through PSC#4072-02/03, approved December 16, 2002.

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

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

Local 21 Union Name, Signature of Mary M. P. H., Date July 13, 2006

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

RFP sent to Local 21 Union Name, on When available Date, Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4016-06/07

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Consultants must have a multi-disciplined staff of professionals that have expertise in environmental characterization and compliance issues; air and water quality issues; hazardous materials and hazardous waste sampling, treatment and disposal; archeological, biological, habitat studies, morphology studies, and toxicology. Consultants should have the ability to perform human and eco-risk data assessments, environmental site assessments; have familiarity with regulatory agencies; have the ability to negotiate with these agencies; and must have the capability to provide immediate response.*

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

*Civil Service Classification 5620, Regulatory Specialists, may be able to perform limited aspects of the work.*

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

*Yes. Consultants will be required to provide their own specialized environmental and toxicological human health risk assessment capabilities to properly characterize and evaluate contaminated or hazardous wastes.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*Civil Service classifications are applicable, and where possible they will be utilized to perform some aspects of the work. The services of these contracts will be performed on an as-needed basis and will be utilized when Civil Service employees cannot perform the work because of their inability to respond, or lack of expertise to perform the required work. The broad scope of environmental services also tends to exceed the City's current capabilities of staff and equipment.*

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

*No. Civil Service classifications already exist. More specialized training should be provided to current employees so they may perform more aspects of the work.*

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

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

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

B. Will the contractor train City and County employees?

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

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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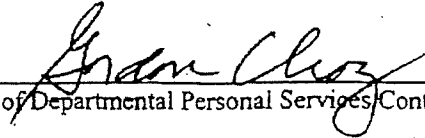
E. Has a board or commission determined that contracting is the most effective way to provide this service? *Admin Code Chapter 6, Section 6.63, provides for emergency hazmat work. See attached.*

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *Unknown. An RFP will be in process to select the new consultants.*

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

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

  
 \_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator

Gordon Choy (415) 554-6230  
 \_\_\_\_\_  
 Print or Type Name Telephone Number

875 Stevenson Street, Room 420  
 \_\_\_\_\_  
 San Francisco, CA 94103  
 \_\_\_\_\_

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Elevator Design Services

Funding Source: Inter-Departmental Work Orders

PSC Amount: \$3,000,000 PSC Est. Start Date: 12/16/2019 PSC Est. End Date 12/31/2025

**1. Description of Work**

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

The Consultants will provide expert elevator design consultation services to ensure that our projects achieve the highest quality in elevator design. Elevator Consultants are highly specialized consultants who are experts in the area of vertical transportation. A professional elevator consultant will provide analysis of the building population, traffic, use and travel times required for elevators. They will also provide specifications and coordination with the Architects and Engineers to ensure the number and type of proper elevators are specified and employed for the project. In summary, the Elevator consultant will provide an analysis and specification in order to create the most efficient transportation solution for a specific building.

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

Elevator Design Services are needed to support Public Works' design staff on difficult or unique projects that require specialized Elevator Design expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs. Public Works' responsiveness could also be negatively impacted for the mitigation of Americans with Disabilities Act compliance issues and elevator permit 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.

Elevator Design services for building projects have been provided through subconsultants under the as-needed Architectural contracts, and As-Needed Elevator Design Services, PSC #4039-13/14 approved on November 4, 2013.

D. Will the contract(s) be renewed?

No. New RFQ will be issued.

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 additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts. All contracts will have 5 year term.

**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).

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

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required. This service will only be utilized on an as-needed basis.

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

A. Specify required skills and/or expertise: Consultants must be experts in their fields and certified by corresponding organizations, as applicable. Experience designing all types of elevators. Experience working with California Department of Industrial Relations, Division of Occupational Safety and Health, Elevator Unit. Knowledge of California Building Code, and California Historical Building Code. Experience working with Authorities Having Jurisdiction (AHJ's) such as San Francisco Department of Building Inspection, San Francisco Fire Department, California Office of Statewide Health Planning and Development (OSHPD), etc.

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

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

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

The Department has recruited and hired more people for above civil service classes. The City is requesting this consultant service to provide specialty expertise or additional resources to supplement City staff on an as needed basis only.

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

A. Explain why civil service classes are not applicable.

These are as-needed contract services only. They will only be utilized when the following conditions exist:  
•Project requires expert elevator design services and knowledgeable in-house staffs are at full capacity.

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

**6. Additional Information**

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

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

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

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

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



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

7. **Union Notification:** On 11/08/2019, 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46887 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/06/2020

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

**Sy, Don (DPW)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org  
**Sent:** Friday, November 08, 2019 4:06 PM  
**To:** Burns, Alexander (DPW); 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; Sy, Don (DPW); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46887 - 19/20  
**Follow Up Flag:** Follow up  
**Due By:** Friday, December 06, 2019 2:30 PM  
**Flag Status:** Flagged

RECEIPT for Union Notification for PSC 46887 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 46887 - 19/20 for \$3,000,000 for Initial Request services for the period 12/16/2019 – 12/31/2025. 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/dhrdrupal/node/14194> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

November 6, 2013

*Sent via Electronic Mail*

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4033-13/14  
THROUGH 4042-13/14.**

SCOTT R. HELDFOND  
PRESIDENT

E. DENNIS NORMANDY  
VICE PRESIDENT

DOUGLAS S. CHAN  
COMMISSIONER

KATE FAVETTI  
COMMISSIONER

GINA M. ROCCANOVA  
COMMISSIONER

JENNIFER C. JOHNSTON  
EXECUTIVE OFFICER

At its meeting of November 4, 2013 the Civil Service Commission had for its consideration the above matter.

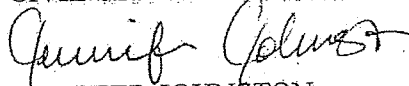
The Commission:

- A**
- 1) Approved PSC numbers 4036-13/14 through 4042-13/14 with the condition that Mark Dorian submits the agreement from Ging Louie, IFPTE Local 21 to Commission staff.
  - 2) Adopted the report. Approved the request for all remaining personal services contracts; notified the Office of the Controller and the Office of Contract Administration.

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

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

CIVIL SERVICE COMMISSION

  
JENNIFER JOHNSTON  
Executive Officer

Cc: Parveen Boparai, Municipal Transportation Agency  
Cynthia Avakian, Airport Commission  
Micki Callahan, Department of Human Resources  
Thomas DiSanto, Planning Department  
Sung Kim, Department of Public Works  
Ben Rosenfield, Controller's Office  
Jaci Fong, Office of Contract Administration  
Commission File  
Chron

POSTING FOR

11/04/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4033-13/14	27	Airport Commission	Regular	\$500,000	The SMOE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility, that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. San Francisco International Airport (SFO) requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections and all additional utilities/services necessary to service the building. The DB team will be responsible for providing the specialized expertise to complete the design and construct this project using a fast-track approach.	11/4/2013 - 6/30/2014
4034-13/14	29	City Planning	Regular	\$80,000	The Planning Department is seeking proposals for a consultant to conduct a 360-degree feedback evaluation of the management of the department, and then conduct a series of focused, intensive workshops and trainings on a variety of management topics based on the results of the 360-degree evaluation.	10/1/2013 - 6/30/2015
4035-13/14	68	Municipal Transportation Agency	Regular	\$1,500,000	The contractor will provide communications/marketing/public relations services to support the Transit Effectiveness Project (TEP) proposals and other transit improvements that are in line with agency's strategy plan of providing efficient and reliable transit service. The contractor will assist the San Francisco Municipal Transportation Agency (SFMTA) to develop a communications plan, foster public engagement and build consensus with public officials, customers, community-based organizations and residents for the purpose of supporting TEP acceptance and implementation. Part of the work will include the development of branding for different types of SFMTA services.	10/31/2013 - 10/30/2016
4036-13/14	90	Public Works	Regular	\$1,000,000	Provide specialized services in Cost Estimating for Building Projects to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert cost estimating services to ensure that the most up to date cost data are utilized. The City intends to award two (2) contracts for \$500,000 each.	12/1/2013 - 12/31/2018
4037-13/14	90	Public Works	Regular	\$400,000	Provide specialized services in Lighting Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert lighting consultation services to ensure that our projects achieve the highest quality in lighting design. The City intends to award two (2) contracts for \$200,000 each.	12/1/2013 - 12/31/2018
4038-13/14	90	Public Works	Regular	\$400,000	Provide specialized services in Constructability Review to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert constructability review services to ensure that our projects are of high quality standards and free from errors and omissions. The City intends to award two (2) contracts for \$200,000 each.	12/1/2013 - 12/31/2018

POSTING FOR

11/04/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4039-13/14	90	Public Works	Regular	\$600,000	Provide specialized services in Elevator Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert elevator design consultation services to ensure that our projects achieve the highest quality in elevator design. The City intends to award two (2) contracts for \$300,000 each.	12/1/2013 - 12/31/2018
4040-13/14	90	Public Works	Regular	\$400,000	Provide specialized services in Waterproofing Consultation to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert waterproofing consultation services to ensure that our projects are designed and constructed to the best quality standards of water proofing. DPW intends to award two (2) contracts for \$200,000 each.	12/1/2013 - 12/31/2018
4041-13/14	90	Public Works	Regular	\$400,000	Provide specialized services in Specifications Writing and Hardware Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert advice and services to ensure that the most up to date products are utilized in our specifications. The City intends to award two (2) contracts for \$200,000 each.	12/1/2013 - 12/31/2018
4042-13/14	90	Public Works	Regular	\$400,000	Provide specialized services in Professional Rendering to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert professional rendering services when our staffs are at full capacity and project schedule requires a quick turnaround. The City intends to award two (2) contracts for \$200,000 each.	12/1/2013 - 12/31/2018

Total Amount - Regular: \$5,680,000

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 10, 2013

DEPARTMENT NAME: DPW - Buildings Design and Construction Div. DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Elevator Design Services

FUNDING SOURCE: Inter-Departmental Work Orders

PSC AMOUNT: \$600,000 PSC DURATION: 12/01/2013 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide specialized services in Elevator Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert elevator design consultation services to ensure that our projects achieve the highest quality in elevator design. The City intends to award two (2) contracts for \$300,000 each.

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

Elevator Consultants are highly specialized consultants who are experts in the area of vertical transportation. A professional elevator consultant will provide analysis of the building population, traffic, use and travel times required for elevators. They will also provide specifications and coordination with the Architects and Engineers to ensure the number and type of proper elevators are specified and employed for the project. In summary, the Elevator consultant will provide an analysis and specification in order to create the most efficient transportation solution for a specific building. If services are denied, DPW will have to rely more on current "as-needed" consultants as "pass through" consultants and pay additional administrative fees (i.e. subcontracting markup) and may even have to turn work away.

C. 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):

Elevator Design services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow DPW to have a dedicated prime consultant to provide elevator design services.

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

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

Local 21 Union Name [Signature] Signature of person mailing/faxing form 9/23/2013 Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\* FOR DEPARTMENT OF HUMAN RESOURCES USE \*\*\*\*\*

PSC# 4079-1314 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:





PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Marine 10 Replacement of Engines & Return to Operational Status

Funding Source: Equitable Sharing Fund

PSC Duration: 1 year

PSC Amount: \$175,000

**1. Description of Work**

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

Marine 10 is a 2009 44' Mooseboat aluminum catamaran response vessel operated by the San Francisco Police Department(SFPD)Marine Unit. Marine 10 has accumulated approximately 2300 hours on the current Cummins QSC 8.3L Marine Diesel engines. These engines have been plagued with reliability issues necessitating replacement with a more durable propulsion system. Marine 10 is expected to be able to operate a minimum of 600 hours annually while operating at 75%-85% of throttle for 80%-90% of these operational hours.

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

The SFPD Marine Unit is the primary maritime law enforcement unit for the City and County of San Francisco and is responsible for securing the 64 square miles of San Francisco waterways, as well as securing the Port of San Francisco properties, which include the ferry and cruise ship terminals. The service is necessary to enable the safe operation of SFPD's Marine 10 vessel and to provide the capabilities of navigating and maneuvering through the rough water conditions in the San Francisco Bay during patrol and water rescue duties.

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 performed in the past.

D. Will the contract(s) be renewed?

No

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

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

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

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

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

B. Explain the qualifying circumstances:

The request is short-term and would require the use of a boat maintenance and repair yard and industrial machinery and tools to perform the work. Staff must be a Certified Marine Electronics Technician by National Marine Electronics Association, be a Certified Marine Electrical by American Boat and Yacht Council, or have certification from equipment manufacturer that demonstrates equivalent qualifications.

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

- A. Specify required skills and/or expertise: The contractor will provide a boat maintenance and repair yard and industrial machinery and tools to perform the work and must be a Certified Marine Electronics Technician by National Marine Electronics Association, be a Certified Marine Electrician by American Boat and Yacht Council, or provide alternate documentation (e.g. certification from equipment manufacturer) that demonstrates equivalent qualifications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; H110, Marine Engineer of Fire Boats;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. This contractor will provide a boat maintenance and repair yard to perform the necessary work. The City does not possess these facilities and acquiring these assets would cost several million dollars and not be used frequently.

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

None. The City does not have these services.

**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 have the facilities or the personnel that are certified by the equipment manufacturers to perform this type of 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. It is not practical to create a new service class for the short duration of this project.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No training is expected. The work is to repower and make Marine 10 operational again. Staff are already trained to operate the vessel.
- 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 10/30/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Firefighters - B/U 1; Firefighters - B/U 2

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42463 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/06/2020

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

## Wong, Genie (POL)

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**From:** dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org  
**Sent:** Wednesday, October 30, 2019 3:18 PM  
**To:** Wong, Genie (POL); gail@sffdlocal798.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; Leung, Patrick (POL); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42463 - 19/20

RECEIPT for Union Notification for PSC 42463 - 19/20 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 42463 - 19/20 for \$175,000 for Initial Request services for the period 02/01/2020 - 01/31/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14057> 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 -- 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: Capital Project Control Systems Integration and Support Services (PRO.0144)

Funding Source: Capital Budgets - SSIP, WECIP, and HCIP

PSC Duration: 5 years

PSC Amount: \$9,500,000

**1. Description of Work**

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

The scope of work is to augment, assist, and support Program Control Group (PCG) staff in the administration, improvement and programming of PCG's Primavera-based Program Control, Capital Planning and Construction Management Systems to integrate it with various other databases to generate reports and update capital program and project data (This is not to provide scheduling and cost estimating services).

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

The development of a capital planning, construction management, project management systems, implementation of customized dashboards to track project cost and schedule and support of SFPUC's capital planning is the responsibility of PCG. The development and implementation of these integrated systems requires specific experience and specialized expertise that not available through City staff. Failure to meet these objectives would result in the inability of the SFPUC to successfully complete the SSIP, WECIP, HCIP, and other critical capital improvement programs and projects on time and on schedule.

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 utilizing PSC No. 4173-07/08 (CS-939A&B) and PSC No. 4092-11/12 (CS-224).

D. Will the contract(s) be renewed?

No.

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

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

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

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

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

B. Explain the qualifying circumstances:

City staff do not have the experience to conduct an assessment to identify organizational needs and to identify the components necessary to provide a solution to successfully integrate and deploy Unifier to meet the PUC's immediate needs and long term goals. Once these tasks are completed and staff are trained, consultants will no longer be needed.

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

A. Specify required skills and/or expertise: 1. Extensive knowledge with Oracle/Primavera products (P6 and Unifier) 2. JavaScript programming 3. Experienced with design and analysis of Oracle, Microsoft SQL, and Microsoft Access database 4. Specialization in integrating data among various databases

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal;

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

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

These are specialized services and we currently have no available resources to perform these tasks. It has been difficult to recruit city resources with specialized skill sets for tasks related to customization and integration of P6 and Unifier projects with other databases to meet PUC's 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 associated with this work are specialized. City staff do not have the experience to conduct an assessment to identify organizational needs and to identify the components necessary to provide a solution to successfully intergrate and deploy Unifier to meet the PUC's immediate needs and long term goals.

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. Consultants are not required after program integration is completed. Maintenance of the system will be performed by the Civil Service Classes 104x and 105x after improvements are made.

**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. The Contractor will train and work with City Staff to integrate software to benefit PUC's Infrastructure Bureau, transferring that knowledge as part of the integration so that maintenance of the software and its future use is preserved by City Staff. Employees to be trained - (1) 5602, (1) 5601 (1) 104x IS Engineer Series, (1) 105x IS Business Analyst (16 hours x 4 staff) = 64 hours.

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 11/05/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45469 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/06/2020

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

**Irwin, William**

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**From:** dhr-psccordinator@sfgov.org on behalf of winwin@sfgov.org  
**Sent:** Tuesday, November 05, 2019 2:25 PM  
**To:** Irwin, William; amakayan@ifpte21.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; Irwin, William; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45469 - 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 45469 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45469 - 19/20 for \$9,500,000 for Initial Request services for the period 04/20/2020 -- 04/19/2025. 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/dhrdrupal/node/14168> 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 COMMISSIONDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # 4092-11/12)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Capital Project Control Systems Support Services (CS-224)Funding Source: Capital Improvement ProgramsPSC Original Approved Amount: \$9,000,000PSC Original Approved Duration: 02/06/12 - 02/06/18 (6 years 2 days)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 02/07/18-04/23/18 (10 weeks 5 days)PSC Mod#2 Amount: \$425,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$4,500,000PSC Mod#3 Duration: 04/24/18-04/23/21 (3 years 1 day)PSC Mod#4 Amount: \$850,000PSC Mod#4 Duration: no duration addedPSC Mod#5 Amount: \$750,000PSC Mod#5 Duration: no duration addedPSC Mod#6 Amount: \$4,000,000PSC Mod#6 Duration: no duration addedPSC Cumulative Amount Proposed: \$19,525,000PSC Cumulative Duration Proposed: 9 years 11 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The scope of work is to augment, assist and support Program Controls & Support Bureau (PCSB) staff in the administration, improvement and programming of PCSB's Primavera-based (P6) Program Control System to integrate it with various other databases, and generate reports and update capital program and project data. This is not to provide scheduling and cost estimating services.

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

The development of a cost control tracking system, implementation of customized dashboards to track project cost & schedule, and support of San Francisco Public Utilities Commission's (SFPUC) capital planning is the responsibility of PCSB. Manpower with specialized expertise in system integration is required to augment City staff. Failure to meet these objectives would impact the ability of the SFPUC to successfully complete Sewer System Improvement Program (SSIP) and other critical capital improvement programs and projects on time and within the schedule.

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

This service is currently being provided by PSC No. 4092-11/12.

D. Will the contract(s) be renewed?

No.

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

Program controls and support services will be required throughout the life of the 20 year SSIP. This PSC is designed to last through SSIP Phase I, with a completion date of 2026, in order to augment, assist and support PCSB staff with the administration, improvement and programming of P6 Program Control System to integrate it with various other databases, and generate reports and update capital program and project data throughout the SSIP upgrades.

**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 skill sets for tasks related to customization and integration of P6 and OPPM products with other databases to meet SFPUC's needs is specialized.

B. Reason for the request for modification:

To align PSC amount with the Contract amount.

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

A. Specify required skills and/or expertise: 1. Extensive knowledge with Oracle/ Primavera products (P6 & OPPM); 2. Java scripts programming; 3. Experienced with design and analysis of Oracle, Microsoft SQL, and Microsoft Access data bases; and 4. Specialized in integrating data among various databases.

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable because the skill sets for tasks related to customization and integration of Oracle/ Primavera (OPPM, P6) products with other databases to meet SFPUC's needs is specialized.

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. Consultants are not needed

after program integration is completed. Maintenance of the system will be performed by civil service classes (1041, 1042, 1043, 1044, 1051, 1052, 1053, 1054) after improvements are made.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Ongoing plus (16 x 4) = 64 hours, the consultant will work with City Staff to integrate off the shelf software to benefit SFPUC's Infrastructure Bureau, transferring that knowledge as part of the integration so that maintenance of the software and its future use is preserved by City Staff. (1) 5602, (1) 5601(1) 104X IS Engineer Series, (1)105X, IS Business Analyst.
- 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.  
MLOK CONSULTING INC

**7. Union Notification:** On 01/30/18, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sflower.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4092-11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/13/2018

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 # 4173-07/08)

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

Type of Service: Professional services for Program and Project Controls, schedule and cost control (CS-939)

Funding Source: WSIP and Project Specific
PSC Original Approved Amount: \$20,000,000 PSC Original Approved Duration: 10/01/08 - 09/30/14 (6 years)
PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 10/01/14-09/29/17 (3 years)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$20,000,000 PSC Cumulative Duration Proposed: 9 years

1. Description of Work

A. Scope of Work:

The scope of work is to assist and support Program Controls staff in program and project scheduling, Critical Path Method(CPM)scheduling, forecasting, change control, systems integration, cost controls, cost estimating, and other program/project controls related services.

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

The development, maintenance, monitoring, controlling and reporting of project /program level schedules and budgets are the responsibility of Program Controls and Support Bureau (PCSB). Manpower with expertise in scheduling and cost estimating is required to augment San Francisco Public Utilities Commission(SFPUC) staff. Failure to meet these objectives would impact the ability of SFPUC to successfully complete Water System Improvement Program(WSIP) and other critical capital improvement projects on time and within budget.

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

This service is currently being provided by PSC No. 4173-07/08 (CS-939).

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

2. Union Notification: On 04/17/14, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4173-07/08

Civil Service Commission Action:

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/05/2014



3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

1) skill and expertise in CPM Scheduling, 2) experience in implementing Earned Value Method for progress reporting, 3) proficient in utilizing Primavera and Expedition software, 4) expertise in cost engineering and estimating, and 5) experience with change management/control.

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

5207,5241,5602,

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 civil service classes listed above is applicable; however, consultants are needed to meet peak workload level as PCSB continues to hire a few additional City staff. Hiring consultant to augment City staff in PCSB during peak will allow us to avoid layoffs after completion of the WSIP.

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

No, project is scheduled to end in 2014. Consultants will not be needed after that time.

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

YES    NO

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

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

ON 04/17/14 BY:

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

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

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: Power Scheduling Coordination and Related Support Services (PRO.0152)

Funding Source: Energy Services/Wheeling Charges

PSC Duration: 6 years 8 weeks

PSC Amount: \$160,000,000

**1. Description of Work**

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

The San Francisco Public Utilities Commission (SFPUC) requires Scheduling Coordinator (SC) Services provided to the Hetch Hetchy (HHP) and CleanPowerSF energy portfolios for participation in the California Independent System Operator (CAISO) energy markets. The SC will assist the SFPUC and both energy portfolios in optimizing its short-term resource utilization and service to its loads, including but not limited to submittal of Day Ahead and Real Time generation, load, and interchange schedules, submitting bids, submitting energy trades, managing communications between CAISO, SFPUC schedulers, and Power House Operators, handling settlements, and other related services. The CAISO high and low voltage wheeling charges are required to be paid through SFPUC's contracted Scheduling Coordinator (SC) such that these charges can be paid to support our energy transmission from Hetch Hetchy system to San Francisco customers. CAISO's tariffs define these charges as a type of "pass-through charge" that SC will pay the charge to CAISO on the behalf of the SC client (e.g. SFPUC) without any additional fee for the pass-through charge. The CAISO settlement charges are paid on behalf of SFPUC and in accordance to the CAISO Payments Calendar. The breakdown of charges are as follows: \$10,000,000 for the contract costs and \$150,000,000 for the CAISO pass-through charges.

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

In order for the SFPUC to provide service to its electric customers, it must wheel electric power over the transmission system that is controlled by the CAISO, pursuant to a state law enacted in 1996. The CAISO tariff requires that only entities that have been certified as Scheduling Coordinators may interact with the CAISO to schedule all power that is transported or wheeled over the transmission system. The SFPUC is not a certified Scheduling Coordinator. Without contracting with a certified Scheduling Coordinator, the SFPUC will not be able to transport power to its electric 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.**

Yes, this service was provided in the past via PSC No. 45401-13/14 (CS-344).

**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 duration of this Personal Service Contract authority is in excess of five years in order to assist the SFPUC with power trading services to optimize the SFPUC's short-term resource utilization and service to its loads. In addition, the SFPUC is obligated to follow the CAISO's tariff for 24x7 operations for on-going longer term support regulated by State, resulting in a multiple-year agreement.

**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:

The SFPUC is not a certified Scheduling Coordinator. Without contracting with a certified Scheduling Coordinator, the SFPUC will not be able to transport power to its electric customers.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Detailed knowledge of CAISO scheduling and settlements, markets, and CAISO charge codes; substantial experience providing scheduling coordination services; knowledge of municipal utilities and hydroelectric operations and maintenance practices.

B. Which, if any, civil service class(es) normally perform(s) this work? 5602, Utility Specialist;

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 because SFPUC is not a certified Scheduling Coordinator.

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

A. Explain why civil service classes are not applicable.

The 5602 (Utility Specialists) class provides energy trading, energy scheduling, and complex procurement planning analysis. However, this class does not currently have the specialized expertise to meet new requirements for advanced power scheduling, trading and related support services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil service class 5602 already exists.

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.  
Yes. The contractor will provide SFPUC staff (including management, utility specialists and utility analysts) with training to provide continuity of business services, enhanced trading and scheduling capabilities, and market value assessment. The contractor will provide on-going support and training to SFPUC staff in the Power Purchasing & Scheduling, Settlements, and Strategic Planning groups of changing electricity market conditions and their impacts on scheduling, trading and settlements. The contractor will provide training on software changes and modifications required to comply with scheduling best practices and industry standards. The contractor will provide approximately 200 hours over a twelve (12) month period on the initial training. The contractor will provide on-going support throughout the term of the 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.  
No.

7. **Union Notification:** On 11/08/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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 Golden Gate Avenue Eighth Floor San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46657 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/06/2020

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

**Irwin, William**

**From:** dhr-psccoordinator@sfgov.org on behalf of wirwin@stwater.org  
**Sent:** Friday, November 08, 2019 1:04 PM  
**To:** Irwin, William; amakayan@ifpte21.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; Irwin, William; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46657 - 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 46657 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46657 - 19/20 for \$160,000,000 for Initial Request services for the period 06/01/2020 -- 07/31/2026. 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/dhrdrupal/node/14195> 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 COMMISSIONDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # 45401 - 13/14)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Power Scheduling Coordination and Related Support Services (CS-344)Funding Source: Energy Services/Wheeling ChangesPSC Original Approved Amount: \$5,000,000PSC Original Approved Duration: 03/03/14 - 02/01/19 (4 years 48 weeks)PSC Mod#1 Amount: \$100,000,000PSC Mod#1 Duration: 02/02/19-06/16/20 (1 year 19 weeks)PSC Cumulative Amount Proposed: \$105,000,000PSC Cumulative Duration Proposed: 6 years 15 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Public Utilities Commission (SFPUC) requires schedule coordination through the California Independent System Operator (CAISO), for power trading services to optimize the SFPUC's short-term resource utilization and service to its loads, including but not limited to submittal of Day Ahead and Real Time interchange schedules, submitting bids, submitting energy trades, managing communications between CAISO and SFPUC schedulers and operators, handling settlements, and other related services. The CAISO high and low voltage wheeling charges are required to be paid through SFPUC's contracted Scheduling Coordinator (SC) such that these charges can be paid to support our energy transmission from Hetch Hetchy system to San Francisco customers. CAISO's tariffs define these charges as a type of "pass-through charge" that SC will pay the charge to CAISO on the behalf of the SC client (e.g. SFPUC) without any additional fee for the pass-through charge.

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

In order for the SFPUC to provide service to its electric customers, it must wheel electric power over the transmission system that is controlled by the CAISO, pursuant to a state law enacted in 1996. The CAISO tariff requires that only entities that have been certified as Scheduling Coordinators may interact with the CAISO to schedule all power that is transported or wheeled over the transmission system. The SFPUC is not a certified Scheduling Coordinator. Without contracting with a certified Scheduling Coordinator, the SFPUC will not be able to transport power to its electric 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.**

This service is currently being provided via PSC No. 45401-13/14 (CS-344).

**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 SFPUC is requesting Personal Service Contract authority in order to continue assisting the SFPUC with power trading services to optimize the SFPUC's short-term resource utilization and service to its loads. In addition, the SFPUC is obligated to follow the CAISO's tariff for 24x7 operations for on-going longer term support regulated by State, resulting in a multiple-year agreement.

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

A. Display all that apply

Other (be specific and attach any relevant supporting documents):

**REASON FOR CHECKING OTHER:**

The SFPUC is not a certified Scheduling Coordinator. Without contracting with a certified Scheduling Coordinator, the SFPUC will not be able to transport power to its electric customers.

Explain the qualifying circumstances:

no response from department

B. Reason for the request for modification:

To assist the SFPUC with power trading services to optimize the SFPUC's short-term resource utilization and service to its loads and to align the PSC amount and duration with the contract amount and duration.

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

A. Specify required skills and/or expertise: Detailed knowledge of CAISO scheduling and settlements, markets, and CAISO charge codes; substantial experience providing scheduling coordination services; knowledge of municipal utilities and hydroelectric operations and maintenance practices.

B. Which, if any, civil service class(es) normally perform(s) this work? 5602, Utility Specialist;

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 5602 (Utility Specialists) class provides energy trading, energy scheduling, and complex procurement planning analysis. However, this class does not currently have the specialized expertise to meet new requirements for advanced power scheduling, trading and related support services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Civil service class 5602 already exists.

**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.  
See supplemental attachment A.

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

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

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

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

7. **Union Notification:** On 09/17/15, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45401 - 13/14

DHR Analysis/Recommendation:

11/02/2015

Commission Approval Required

Approved by Civil Service Commission

11/02/2015 DHR Approved for 11/02/2015

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: Supplemental Semi-Annual and Annual Maintenance and As-Needed Repair of Boilers (700)

Funding Source: Wastewater Enterprise Operating Budget        PSC Duration: 3 years

PSC Amount: \$190,000

**1. Description of Work**

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

The purpose of this contract is to provide supplemental semi-annual and annual maintenance, calibration and as-needed repair services and hands-on-training for WWE maintenance staff of the boilers at the Wastewater Enterprise (WWE) Oceanside Water Pollution Control Plant (OSP) for the City and County of San Francisco Public Utilities Commission (SFPUC). Work under this contract includes maintenance and hands-on-training to the firing head, burner, burner windbox, tubes, refractory and filters. Work will also include emissions testing completed during the semi-annual and annual maintenance, and Bay Area Air Quality Management District (BAAQMD) compliance for operation of the boilers on dual fuel, natural gas and digester gas.

This contract is to supplement semi-annual and annual maintenance tasks and any unplanned emergency as-needed repair work which cannot be performed by existing City staff. The Contractor will provide hands-on-training and knowledge for WWE maintenance staff. WWE maintenance staff does monthly maintenance and limited as-needed repair work. The maintenance staff does not have the expertise, knowledge and manpower to perform all the supplemental semi-annual and annual maintenance tasks at this time. This limited scope of work will not offset future staff work. As staff is trained up, the intent will be for the maintenance tasks and emergency as-needed repair work performed by the Contractor will be reduced so WWE maintenance can perform the work.

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

WWE boilers are critical in providing process heat to the Wastewater Enterprise (WWE) OSP digesters and for HVAC system demands. The contractor is required to have a California Class C-4, Boiler, Hot Water Heating and Steam Fitting Contractor's License to maintain and repair boilers and must be a certified OEM (original equipment manufacturer) contractor on maintenance and repair of ST Johnson burners. Consequences of denial will result in problems with the boiler operation that will impact the solids handling process at the OSP treatment plant, resulting in poor quality biosolids and regulatory violation.

**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 been provided in the past through a contractor on a purchase order.

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

No.

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

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

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

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

B. Explain the qualifying circumstances:

Supplemental maintenance and calibration services will be performed semi-annual and annual on WWE's OSP boilers. Repair services will be required on an as-needed basis. The maintenance, calibration and as-needed repair services require a requisite amount of expertise and knowledge to maintain the boilers and to perform emissions testing using the burner software program and specialized equipment. Technicians will check, test and calibrate the OSP boilers to ensure that they are compliant with Bay Area Air Quality Management District (BAAQMD). WWE maintenance staff will obtain on the field training when the Contractor performs any supplemental maintenance or as-needed repair services.

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

A. Specify required skills and/or expertise: Service technicians are required to have the skills and experience to perform maintenance, calibration and repair services on boilers and their components, i.e., firing head, burner, burner windbox, tubes, refractory and filters. Service technicians must have the knowledge and experience on ultra low NOx burners. The service technicians shall also have the expertise in performing emissions testing for BAAQMD compliance using the burner software program and shall be able to troubleshoot the software program. This work is highly specialized work that requires specific knowledge, expertise and special instrumentation (combustion analyzer). A certified OEM contractor is required to perform the services on the air/fuel ratio that will impact emissions.

B. Which, if any, civil service class(es) normally perform(s) this work? 7252, Chf Stationary Eng, Sew Plant; 7372, Stationary Eng, Sewage Plant; 7373, Sr. Stationary Eng, Sew Plant;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor must possess special instrumentation (combustion analyzer) to perform emissions testing.

**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.

Our civil service staff does not have the expertise, knowledge, staffing and specialized equipment to perform the boiler service work. The boilers have a burner software program of which staff lacks the necessary expertise and knowledge. The manufacturer does not recommend that staff perform emission testing or make any adjustments on the combustion components.

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. N/A

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.

Yes. Contractor will be performing one (1) semi-annual and one (1) annual maintenance per a year for a duration of three (3) years. Civil service employees (7372 Stationary Engineer, 7373 Senior Stationary Engineer and 7252 Chief Stationary Engineer) will shadow the Contractor when Contractor performs supplemental semi-annual and annual maintenance and any as-needed repair services. Contractor will provide civil service employees on the job field training when performing limited maintenance and as-needed repair services and answer any questions that the civil service employees have to help them learn and gain the knowledge to service the boilers. As staffing levels also increase, the intent of this contract is to receive on-site field training from the contractor so in the future, staff can perform the work in-house. One exception is the adjustment of the combustion components that will still need to be contracted out as recommended by the OEM.

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 10/25/2019, the Department notified the following employee organizations of this PSC/RFP request:

Stationary Engineers, Local 39

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

Name: Bill Irwin Phone: 415-934-3975 Email: wirwin@swater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49075 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/06/2020

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

**Irwin, William**

**From:** dhr-psccordinator@sfgov.org on behalf of wirwin@swater.org  
**Sent:** Friday, October 25, 2019 3:53 PM  
**To:** Irwin, William; seichenberger@local39.org; MRainsford@local39.org; grojo@local39.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49075 - 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 49075 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49075 - 19/20 for \$190,000 for Initial Request services for the period 01/10/2020 -- 01/09/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/14150> 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 -- 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: As-Needed Construction Management (CM) Services (PRO.0160;Rebid of PRO.0095 and PRO.0149)

Funding Source: CIP Project Funds & PUC Project Funds PSC Duration: 5 years

PSC Amount: \$16,000,000

**1. Description of Work**

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

The San Francisco Public Utilities Commission (SFPUC) intends to award up to four (4) agreements at \$4 million each to perform construction management (CM) services on an as-needed basis to supplement existing SFPUC and other City staff working on construction projects.

The programs/projects that may be served fall under, but are not limited to, the following: Sewer System Improvement Program (SSIP); Water System Improvement Program (WSIP) – 2 remaining projects; Hetchy Capital Improvement Projects; Emergency Firefighting Water System; Water and Wastewater Renewal & Replacement Programs; and other water, power, and wastewater capital projects.

Work includes: construction administration and change management; construction inspection (general, warranty, & specialty); project controls (cost and schedule); special inspection (coating, welding, geotechnical, marine, tunnel, etc.); environmental compliance monitoring; supplier quality surveillance; special laboratory testing; testing, startup, and commissioning assistance; surveying; construction safety inspection; and technical data entry and document control including engineering archives.

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

If these services are denied, there will be an impact to CM project staffing levels for the programs and departmental projects listed above, thus resulting in construction delays, unmanaged and uninspected construction work, and increased construction costs. The SFPUC currently does not have sufficient staff to handle peak workloads and specialized technical knowledge (code required special inspection, welding, coating, geotechnical, marine, and tunnel) to perform the work that will be required. The SFPUC currently coordinates with San Francisco Public Works (SFPW) for CM services on construction projects, and SFPW, too, does not have enough staff to fulfill the upcoming CM work. Internally, the SFPUC coordinates assignments for engineers and designers interested in rotating into CM roles.

**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 were previously approved under PSC #410012/13 (CS-297) and under PSC #40197 – 17/18 (PRO.0095). However, PSC #40197 – 17/18 (PRO.0095) expired because the SFPUC, due to procurement issues, was unable to execute the contracts within one (1) year of its approval; hence, this new request for PSC approval.

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.

Contract No. PRO.0160 is a Public Works As-Needed Professional Services Contract that is subject to a maximum contract term of not more than five (5) years per the San Francisco Administrative Code, §6.43.

## 2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The skills and expertise required for this scope are directly related to construction management (CM) work in the following CM areas: construction administration and change management; construction inspection (general, warranty, & specialty); project controls (cost and schedule); environmental compliance monitoring; special inspection (coating, welding, geotechnical, marine, tunnel, etc.); supplier quality surveillance; special laboratory testing; testing, startup, & commissioning assistance; surveying; construction safety inspection; and technical data entry and document control including engineering archives. In addition, City staff will be utilized to provide CM services for the SFPUC's programs and departmental projects. However, additional resources will be required on an as-needed basis to help accommodate peak workloads during relatively short-term capital projects and to provide specialized expertise for the anticipated work.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The skills and expertise required for this scope are directly related to construction management (CM) work in the following CM areas: construction administration and change management; construction inspection (general, warranty, & specialty); project controls (cost and schedule); special inspection (coating, welding, geotechnical, marine, tunnel, etc.); environmental compliance monitoring; supplier quality surveillance; special laboratory testing; testing, startup, and commissioning assistance; surveying; construction safety inspection; and technical data entry and document control including engineering archives.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5216, Chief Surveyor; 5241, Engineer; 5298, Planner 3-Environmental Review; 5304, Materials Testing Aide; 5305, Materials Testing Technician; 5310, Survey Assistant I; 5314, Survey Associate; 5601, Utility Analyst; 5602, Utility Specialist; 6130, Safety Analyst; 6317, Assistant Const Inspector; 6318, Construction Inspector; 6319, Senior Const Inspector;

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

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

The SFPUC's Construction Management Bureau (CMB) has made efforts to obtain these services through coordination with San Francisco Public Works (SFPW) and currently uses SFPW staff on its construction projects.

However, based on the review of CM staffing plans of both departments, CMB has confirmed that its current City resources are still insufficient to fulfill all the necessary CM positions to meet the extremely large volume of upcoming construction work. Specifically, there are limited resources to provide construction inspection services, which are critical to maintaining work quality and controlling cost and schedule.

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

A. Explain why civil service classes are not applicable.

The resources listed above are needed to perform work for the various programs and departmental projects listed under Section 1.A., but the level of resources is not a long-term need warranting the hiring of additional permanent Civil Service personnel. CMB anticipates hiring 10 permanent Civil Service positions in the Fiscal Year 2019-2020. Resources with specific skills and expertise will be needed only on a project by project basis and will span only the duration of the project CM activity, the projects' duration, or the duration of the As-Needed CM Services contract.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The various types of skills and expertise to be included in the As-Needed CM Services contract are found in the existing Civil Service positions specified in this PSC. As indicated in Section 4.A., the City will not always have sufficient staff to perform work nor have the capacity to hire new City staff that could meet the requirements of timing, limited duration, and specialized expertise for the anticipated work effort.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Training is not part of the PRO.0160 scope of 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.  
Yes. Potentially. The PSC will be solicited through an open competitive bidding process. The evaluation will be based on proposers' technical qualifications, experience, and cost.

**7. Union Notification:** On 11/05/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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@swater.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49210 - 19/20

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 01/06/2020

Civil Service Commission Action:

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

**Irwin, William**

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**From:** dhr-psccordinator@sfgov.org on behalf of winwin@sfwater.org  
**Sent:** Tuesday, November 05, 2019 11:46 AM  
**To:** Irwin, William; amakayan@ifpte21.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; Irwin, William; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49210 - 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 49210 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49210 - 19/20 for \$16,000,000 for Initial Request services for the period 03/03/2020 -- 03/02/2025. 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/dhrdrupal/node/14164> 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 COMMISSIONDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # 40197 - 17/18)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: As-Needed Construction Management Services (PRO.0095; PRO.0129)Funding Source: CIP Proj Revenue Funds & PUC Proj FundsPSC Original Approved Amount: \$16,000,000PSC Original Approved Duration: 07/01/18 - 06/30/23 (5 years)PSC Mod#1 Amount: \$250,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$16,250,000PSC Cumulative Duration Proposed: 5 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Public Utilities Commission (SFPUC) intends to award up to four (4) agreements at \$4 million each to perform construction management (CM) services on an as-needed basis to supplement existing SFPUC and other City staff working on construction projects.

The programs/projects that may be served fall under, but are not limited to, the following: Sewer System Improvement Program (SSIP); Water System Improvement Program (WSIP) - 2 remaining projects; Hetchy Capital Improvement Program (HCIP); Emergency Firefighting Water System (EFWS); Water and Wastewater Renewal & Replacement (R&R) Programs; and other water, power, and wastewater capital projects. Work includes: Construction Contracts Administration in Charge Management; Construction Inspection; Project Controls; Environmental Inspection; Supplier Quality Surveillance; Special Laboratory Testing; Testing, Start-Up, & Commissioning Assistance; Surveying; Construction Safety Inspection; and Technical Data Entry and Document Control including Engineering Archives.

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

If these services are denied, there will be an impact to CM project staff levels for the programs and departmental projects listed above, thus resulting in construction delays, unmanaged and uninspected construction work, and increased construction costs. The SFPUC currently does not have sufficient staff to handle peak work loads and specialized technical knowledge (code required Special Inspection, welding, coating, geotechnical, marine and tunnel) to perform the work that will be required. The SFPUC currently coordinates with San Francisco Public Works (SFPW) for CM services on construction projects, and SFPW, too, does not have enough staff to fulfill the upcoming CM work. Internally the SFPUC coordinates assignments for designers interested in rotating into CM roles.

**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 40197 - 17/18



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:

Contract No. PRO.0095 is a Public Works As-Needed Professional Services Contract subject to a maximum contract term of not more than five (5) years per the San Francisco Administrative Code Section 6.43.

## 2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The skills and expertise required for this scope are directly related to construction management (CM) work in the following CM areas: Construction Contracts Administration including Change Management; Construction Inspection (General, Warranty, & Specialty); Project Controls (Schedule and Cost); Environmental Inspection; Inspection (Special, Coating, Welding, Geotech, Marine, Tunnel); Supplier Quality Surveillance; Special Laboratory Testing; Testing, Start-Up, & Commissioning Assistance; Surveying; Construction Safety Inspection; and Administrative Document Control including Engineering Archives. The skills needed for these services are highly specialized. In addition, City staff will be utilized to provide construction management services for the SFPUC's programs and departmental projects. However, additional resources will be required on an as-needed basis to help accommodate peak workloads during relatively short-term capital projects and to provide specialized expertise for the anticipated work.

B. Reason for the request for modification:

Add contract PRO.0129 within the existing scope and duration.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The skills and expertise required for this scope are directly related to construction management (CM) work in the following CM areas: Construction Contracts Administration including Change Management; Construction Inspection (General, Warranty, & Specialty); Project Controls (Schedule and Cost); Inspection (Special, Coating, Welding, Geotech, Marine, Tunnel); Environmental Inspection; Supplier Quality Surveillance; Special Laboratory Testing; Testing, Start-Up, & Commissioning Assistance; Surveying; Construction Safety Inspection; and Administrative Document Control including Engineering Archives.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5216, Chief Surveyor; 5241, Engineer; 5298, Planner 3-Environmental Review; 5304, Materials Testing Aide; 5305, Materials Testing Technician; 5310, Survey Assistant I; 5314, Survey Associate; 5601, Utility Analyst; 5602, Utility Specialist; 6130, Safety Analyst; 6317, Assistant Const Inspector; 6318, Construction Inspector; 6319, Senior Const Inspector;

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

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

Not Applicable

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

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

The resources listed above are needed to perform work for the various programs and departmental projects listed under Part 1A, but the level of resources is not a long-term need warranting the hiring of additional permanent Civil Service personnel. The SFPUC anticipates hiring 10 permanent Civil Service positions in 2018. Resources with specific skills and expertise will be needed only on a project-by-project basis and will span only the duration of a project activity, the project life, or the duration of the As-Needed CM Services contract.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The various types of skills and expertise to be included in the As-Needed CM Services contract are found in the existing civil service classes specified in this PSC. As indicated above, the City will not always have sufficient staff to perform work nor have the capacity to hire new City staff that could meet the requirements of timing, limited duration, and specialized expertise for the anticipated work effort.

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 nature of this contract is on an as-needed basis. The services are specialized and/or required during peak construction demand. In addition, the contracting services temporarily provides augmentation of existing staff resources.

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 11/08/18, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sflower.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40197 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/27/2018

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

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # 4100-12/13)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: As-Needed Construction Management Services (CS-297, CS-1013, CS-1069)Funding Source: CIP Project Revenue FundsPSC Original Approved Amount: \$12,000,000PSC Original Approved Duration: 07/01/13 - 06/30/18 (5 years)PSC Mod#1 Amount: \$4,000,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$350,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$400,000PSC Mod#3 Duration: no duration addedPSC Mod#4 Amount: \$9,250,000PSC Mod#4 Duration: 07/01/18-12/31/20 (2 years 26 weeks)PSC Cumulative Amount Proposed: \$26,000,000PSC Cumulative Duration Proposed: 7 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

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

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

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

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

This service is currently being provided via PSC No. 4100-12/13 (CS-297/ CS-1013/CS-1069).

D. Will the contract(s) be renewed?

No.

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

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

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

A. Display all that apply

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

Explain the qualifying circumstances:

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

B. Reason for the request for modification:

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

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

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

B. Which, if any, civil service class(es) normally perform(s) this work? 1444, Secretary 1; 1446, Secretary 2; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5216, Chief Surveyor; 5241, Engineer; 5298, Planner 3-Environmental Review; 5304, Materials Testing Aide; 5305, Materials Testing Technician; 5310, Survey Assistant I; 5314, Survey Associate; 5601, Utility Analyst; 5602, Utility Specialist; 6130, Safety Analyst; 6317, Assistant Const Inspector; 6318, Construction Inspector; 6319, Senior Const Inspector;

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

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

Not Applicable

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

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

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

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The various types of skills and expertise to be included in the As-Needed CM Services Contract are found in the existing Civil Service classes described under Part 3.B. As indicated above, however, the SFPUC will not always have sufficient personnel to perform work nor have the capacity to hire new City personnel that could meet the requirements of timing, limited duration and specialized expertise for the unanticipated work efforts.

**6. Additional Information**

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. The nature of this contract is on an as-needed basis. The services are specialized and required during peak construction demand. In addition, the contracting services temporarily provides augmentation of existing staff resources.

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

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

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

- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
(CS-297) Avila, CPM-Alta JV, Eviron & Const, MCK (CS-1013) PMA Inc

7. **Union Notification:** On 10/04/16, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; ;

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4100-12/13

DHR Analysis/Recommendation:

01/09/2017

Commission Approval Required

Approved by Civil Service Commission

01/09/2017 DHR Approved for 01/09/2017

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  Annual  Continuing  (Omit Posting)

Type of Service: Incarcerated Person Communication Services

Funding Source: General Fund

PSC Duration: 2 years 52 weeks

PSC Amount: \$3,600,000

**1. Description of Work**

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

The San Francisco Sheriff's Department is solicitating a contractor to provide a comprehensive reliable incarcerated person communications solution. The Contractor will provide, install and maintain various incarcerated person communication solutions inclusive of an incarcerated person, visitation and payphone telephone system and a video visitation solution at the Jail Facilities.

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

An incarcerated person communication solution is required by the Board of State and Community Corrections, California Title 15 - Minimum Standards for Local Detention Facilities, Section 1067, Access to Telephone. The denial of this service will result in a non-compliance to the California Title 15. In addition, this service provides the incarcerated the ability to communicate and remain connected with families and friends during incarceration. Studies have shown continued communications with family and friends reduces recidivism post incarceration. Denial of this service will equate to a lost of communication for the incarcerated and increase 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.

The incarcerated person communication solution was provided to the Sheriff's Department (SFSD) under a revenue contract at no cost to the City. The contract generated commission revenue to contribute to the Inmate Welfare Fund (IWF). The IWF is utilized for the benefit, education, and welfare of the incarcerated person. The Civil Service Commission approved PSC 38332-14/15.

D. Will the contract(s) be renewed?

The contract will include two options to extend term for 1 year. The SFSD will evaluate the service provided by the contractor to exercise the renewal options.

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

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

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

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



B. Explain the qualifying circumstances:

The Incarcerated Person Telephone Services must have extensive experience and knowledge with Incarcerated Telephone Systems, Correctional Facilities, and Federal Communications Commissions and regulations. Must be able to install, operate and manage a turnkey inmate calling solution. The vendor must provide a sufficient number of lines, ports, and channels to ensure the incarcerated population are allowed to place calls 99.8% of the time. The City lacks the expertise and resources to provide the required service.

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

- A. Specify required skills and/or expertise: The Incarcerated Person Telephone Service must have extensive experience and knowledge with correctional telephone systems, correctional infrastructures, and Federal Communication Commissions. Contractor must be able to install, operate and manage a turnkey incarcerated calling solution. The contractor must provide a sufficient number of lines, ports, and channels to ensure the incarcerated are allowed to place calls 99.8% of the time.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide the lines, ports, channels, correctional grade phones and equipment, offsite redundancy and applications to manage, operate, and support this infrastructure.

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

Given the specific expertise required, the Sheriff's Department is unable to obtain this service 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.  
There are currently no civil service classes that meet the specific expertise required for this service.
- 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 this work given the specific expertise and equipment required.

**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 provide basic phone operation training to the Sheriff's Department as well as instructional documents to incarcerated population. The training will include the utilization of the monitoring software to review calls for criminal activity.
- 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 11/19/2019, 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: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 456 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40238 - 19/20

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 01/06/2020

Civil Service Commission Action:

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

**Gong, Henry (SHF)**

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**From:** dhr-psccordinator@sfgov.org on behalf of henry.gong@sfgov.org  
**Sent:** Tuesday, November 19, 2019 3:20 PM  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40238 - 19/20

RECEIPT for Union Notification for PSC 40238 - 19/20 more than \$100k

The SHERIFF -- SHF has submitted a request for a Personal Services Contract (PSC) 40238 - 19/20 for \$3,600,000 for Initial Request services for the period 06/01/2020 – 05/31/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14163> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS

Dept. Code: TIS

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

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

Type of Service: Microsoft Unified Support Services

Funding Source: Miscellaneous Department Funds

PSC Amount: \$6,500,000

PSC Est. Start Date: 06/01/2020

PSC Est. End Date 05/31/2023

**1. Description of Work**

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

The current Citywide Microsoft ELA does not allow for the procurement of support services. Currently, City departments that want such services engage Microsoft directly, whereby service hours are procured through the Tech Marketplace. However, the new ELA beginning in June 2020 will allow for the procurement of support services. Since Microsoft has changed its pricing model from a purchase of service hours to a percentage of total spend, DT is currently negotiating with Microsoft to procure Unified Support for ALL City departments based on the City's anticipated total spend. This approach, which has been approved by MBO, will allow any City department using Microsoft products to engage with them directly for resolution and assistance in deploying software and products.

Microsoft Technical Account Managers and Engineers will assist City Staff in implementing Microsoft software products and work with City Staff to maximize the efficiency and deployment of Microsoft Products. These services require technical expertise and knowledge of proprietary Microsoft software products that City Staff do not have. Additionally, City employees do not have Enterprise level Microsoft deployment rights or access from an architectural level in order to perform this function.

Engineering services may be utilized on a project basis, as needed. Technical Account Managers are assigned to specific Departments to work with City Engineers. Department of Technology is submitting this Request for Citywide Services as part of a new Enterprise License Agreement which will be available for use by all City Departments.

In addition to the above, the new ELA will allow for the procurement of Microsoft consulting services on an as needed basis. Consulting services range from digital transformation design, planning and implementation, to cyber security services such as threat/vulnerability mitigation and identity/access control. Any department who wishes to retain Microsoft for such services will be able to do so through the Citywide EA.

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

Microsoft Unified Support includes problem resolution with mandatory response times, priority routing to Microsoft technical specialists, and resolution of incidents related to cloud implementation and/or cyber security events. Without such support, software incidents that arise can limit the City's ability to function, as the City has implemented Microsoft Office 365 as its primary email communication vehicle.

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 been provided in the past by Microsoft staff. DT has procured such support services through the Technology Marketplace, whereby Local 21 Union notifications were completed. Other departments have also procured technical Msupport from Microsoft. The current EA was awarded to a reseller known as PCMG, as a result of a competitive bid process. The agreement expires on May 31, 2020, and DT plans to request OCA to publish a new competitive solicitation for continued use of the Microsoft products and services. The new solicitation will be for a new ELA, whereby DT will be seeking a 3-year term going forward. Thus, this PSC request is being submitted for a new Enterprise License Agreement to be awarded following OCA's publication of a RFQ.

D. Will the contract(s) be renewed?

Yes, the City will continue to use Microsoft Products. Following the expiration of the new ELA, a new RFQ will be conducted to select a new reseller.

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:

City employees do not have the technical knowledge, expertise or access to proprietary Microsoft Software in order to respond to incidents that may arise Citywide. Additionally, City employees do not have Enterprise level Microsoft deployment rights or access from an architectural level.

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

A. Specify required skills and/or expertise: Knowledge of proprietary Microsoft products and implementation. Experience managing Microsoft server implementations and training Engineers on various Microsoft products. Ownership access and deployment rights to troubleshoot high level system malfunctions and failures.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Incident resolution, deployment and implementation services require extensive technical knowledge, expertise and access to proprietary Microsoft Software. Additionally, City employees do not have Enterprise level Microsoft deployment rights or access from an architectural level.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because the services require technical knowledge and expertise with proprietary Microsoft Software, and possibly access to Microsoft source code. Additionally, such services will only be required on an as-needed project 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 contact? If so, please explain what that will entail; if not, explain why not.  
No. No training will be provided because the services require technical knowledge and expertise with proprietary Microsoft Software, and possibly access to Microsoft source code.
- 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 10/22/2019, 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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40263 - 19/20

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 01/06/2020

Civil Service Commission Action:

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



**Choi, Suzanne (HRD)**

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**From:** dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org  
**Sent:** Tuesday, October 22, 2019 12:28 PM  
**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; Dere, Wilfred (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40263 - 19/20

RECEIPT for Union Notification for PSC 40263 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 40263 - 19/20 for \$6,500,000 for Initial Request services for the period 06/01/2020 – 05/31/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14127> 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: 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: Occupational Health Physical Fitness Examinations

Funding Source: Annual Budget

PSC Amount: \$2,000,000

PSC Est. Start Date: 01/01/2020 PSC Est. End Date 12/31/2022

**1. Description of Work**

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

Perform physical fitness evaluations on new hires and current uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.

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

This service is necessary to ensure that all new hires and uniformed employees are healthy and fit so that they can safely perform the duties and responsibilities of their positions.

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 professional services contract request has been approved by the Civil Service Commission in the past, most recently at the meeting of March 18, 2013 (PSC# 42142-12/13).

D. Will the contract(s) be renewed?

This request will represent a new, multi-year contract that will continue service currently provided under a contract that expires in December 2019. The term of the contract is three years, with two one-year extensions.

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

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

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

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

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

B. Explain the qualifying circumstances:

This service is necessary to ensure that all uniformed employees and new hires are healthy and fit so that they can safely perform the duties and responsibilities of their positions. The Department does not have the capability and expertise to provide this service. The City will be able to meet this service once San Francisco General Hospital establishes and staffs a dedicated or expanded medical and laboratory facilities that would be specifically assigned to this purpose.

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

A. Specify required skills and/or expertise: Physician who is trained as a cardiologist and can perform and interpret resting and stress test EKGs.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2233, Supervising Physician Spec; 2328, Nurse Practitioner;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Neither the Department, nor San Francisco General Hospital have the facilities and equipment necessary for this kind of specialized cardiovascular testing and therefore cannot perform essential parts of the cardiac examination.

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

The Fire Department Physician reached out to SFGH Employee Health department to inquire about providing health check examinations, and Angela Boilard, Clinic Manager, at SFGH-Zuckerberg Hospital Employee Health verified via email to the department that they do not have the capacity to perform health check examinations and 5 stress treadmill tests/day.

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

- A. Explain why civil service classes are not applicable.  
The Department needs to have a Physician who is trained as a cardiologist and can perform and interpret resting and stress test EKGs.
- 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 classes exists, but the staffing, equipment, and facilities are insufficient to meet the Fire Department's needs.

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

**7. Union Notification:** On 08/16/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Physicians and Dentists - 11AA; Physicians and Dentists - 8CC

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43377 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/06/2020

## **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:** [\(mailto:Walters, Elaine \(FIR\); kcartermartinez@cirseiu.org; Ricardo.lopez@sfgov.org; Sandeep.lal@seiu1021.me; pscreview@seiu1021.org; ablood@cirseiu.org; david.canham@seiu1021.org; jtanner940@aol.com; tjenkins@uapd.com; jduritz@uapd.com; Chenard, Stephanie \(FIR\); DHR-PSCCoordinator, DHR \(HRD\)\)](mailto:Walters, Elaine (FIR); kcartermartinez@cirseiu.org; Ricardo.lopez@sfgov.org; Sandeep.lal@seiu1021.me; pscreview@seiu1021.org; ablood@cirseiu.org; david.canham@seiu1021.org; jtanner940@aol.com; tjenkins@uapd.com; jduritz@uapd.com; Chenard, Stephanie (FIR); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43377 - 19/20  
**Date:** Friday, August 16, 2019 9:51:01 AM

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RECEIPT for Union Notification for PSC 43377 - 19/20 more than \$100k

The FIRE DEPARTMENT -- FIR has submitted a request for a Personal Services Contract (PSC) 43377 - 19/20 for \$2,000,000 for Initial Request services for the period 01/01/2020 – 12/31/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13830> 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: FIRE DEPARTMENTDept. Code: FIRType of Request:  Initial  Modification of an existing PSC (PSC # 42142 - 12/13)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Occupational Health Physical Fitness ExaminationsFunding Source: General Fund Annual Budget and GPSC Original Approved Amount: \$1,200,000PSC Original Approved Duration: 07/01/13 - 06/30/15 (1 year 52 weeks)PSC Mod#1 Amount: \$800,000PSC Mod#1 Duration: 07/01/15-12/31/17 (2 years 26 weeks)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 01/01/18-12/31/19 (2 years)PSC Cumulative Amount Proposed: \$2,000,000PSC Cumulative Duration Proposed: 6 years 26 weeks**1. Description of Work**

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

Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.

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

This service is necessary to ensure that all uniformed employees are healthy and fit, so that they can safely perform the duties and responsibilities of their positions.

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.  
42142-12/13D. Will the contract(s) be renewed?  
Yes, for an additional two years.

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

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

A. Display all that apply

 Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload). Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).



Explain the qualifying circumstances:

The need for medical evaluations occur intermittently associated with pre-employment physicals, promotive medical examinations, return-to-work examinations and fitness examinations. The Department would utilize San Francisco General Hospital if they are amenable and would acquire the necessary additional staff, equipment and facility to absorb the extra workload of this service.

B. Reason for the request for modification:  
to add duration

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

- A. Specify required skills and/or expertise: The practitioner must be certified and trained in cardiology and occupational health.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2233, Supervising Physician Spec; 2320, Registered Nurse; 2328, Nurse Practitioner;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide pulmonary function machines, 12-lead EKGs, treadmills and full clinical laboratory capabilities.

**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.  
Although there are Civil Service classes in the medical field, the City does not require that eligibles be dually trained and certified in cardiology and occupational health, which are required for this service.
- 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: Classes already exist in the medical field, but this service requires a dedicated practitioner with the right expertise and unrestricted access to testing equipment and laboratory facilities.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No training will be provided. The contractor will be comprised of medical professionals, particularly in the field of cardiology. There will also be medical professionals in the field of laboratory testing and results review and interpretation.
- 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.

California Pacific Medical Center will continue to provide this.

7. **Union Notification:** On 10/02/19, the Department notified the following employee organizations of this PSC/RFP request:

SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); Physicians and Dentists - 8CC;

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 2nd Street, Room 209, San Francisco, CA 94107

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42142 - 12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/12/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT Dept. Code: FIR

Type of Request:  Initial  Modification of an existing PSC (PSC # 42142 - 12/13)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Occupational Health Physical Fitness Examinations

Funding Source: General Fund Annual Budget and G

PSC Original Approved Amount: \$1,200,000

PSC Original Approved Duration: 07/01/13 - 06/30/15 (1 year 52 we

PSC Mod#1 Amount: \$800,000

PSC Mod#1 Duration: 07/01/15-12/31/17 (2 years 26 weeks)

PSC Mod#2 Amount: \_\_\_\_\_

PSC Mod#2 Duration: \_\_\_\_\_

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

PSC Cumulative Duration Proposed: 4 years 26 weeks

**1. Description of Work**

**A. Scope of Work:**

Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.

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

This service is necessary to ensure that all uniformed employees are healthy and fit, so that they can safely perform the duties and responsibilities of their positions.

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

Yes, through California Pacific Medical Center

**D. Will the contract(s) be renewed? Yes, for an additional two years.**

**2. Union Notification:** On 05/28/15, the Department notified the following employee organizations of this PSC/RFP request: SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); Physicians and Dentists - 8CC;

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42142 - 12/13

DHR Analysis/Recommendation:

09/21/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 09/21/2015

- 117 - 09/21/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The practitioner must be certified and trained in cardiology and occupational health.

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

2230,2232,2233,2320,2328,

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

Contractor will provide pulmonary function machines, 12-lead EKGs, treadmills and full clinical laboratory capabilities.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Although there are Civil Service classes in the medical field, the City does not require that eligibles be dually trained and certified in cardiology and occupational health, which are required for this service.

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

Classes already exist in the medical field, but this service requires a dedicated practitioner with the right expertise and unrestricted access to testing equipment and laboratory facilities.

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

YES    NO

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

B. Will the contractor train City and County employee?          
No training will be provided.

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

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

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

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? California Pacific Medical Center will continue to provide this.       

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 05/28/15 BY:

Name: Jesusa Bushong Phone: 4155583615 Email: jesusa.bushong@sfgov.org

Address: 698 2nd Street, Room 209 San Francisco, CA 94107

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Operation, Maintenance, and Repair of the Airport Baggage Handling System in Terminal 1

Funding Source: Airport Operating Funds

PSC Amount: \$40,000,000

PSC Est. Start Date: 01/01/2020

PSC Est. End Date 12/31/2025

**1. Description of Work**

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

The contractor shall operate, maintain, and repair the Baggage Handling System (BHS) at the San Francisco International Airport (Airport or SFO) Harvey Milk Terminal (Terminal 1). Operational work includes; system monitoring and balancing, the configuration of user interface, the implementation of operational plans, assigning resources, reporting and record-keeping. Maintenance and repair work includes; preventative and corrective maintenance, repair and replacement of equipment and parts, restoring system operations after blockages or jams, resetting and adjusting equipment, troubleshooting faults and inspecting components to ensure reliable transport of passengers' baggage from the check-in process to airline loading. The contractor will operate, maintain, and repair the BHS 24 hours a day, 365 days a year.

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

This service is necessary in order to sustain the continued operations of the BHS. Denial of these services would prevent passengers' baggage from being processed and available for loading on passenger flights or retrieval of baggage after flights. Passenger, staff and facility safety would be compromised due to failures of the security related components. Any interruption in service would cause flight delays and financial exposure to the Airport.

**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 for a newly constructed system specific to Terminal 1 that will use technology unique to prior SFO owned BHSs; however other SFO owned BHSs have been operated and maintained under PSC # 47087-15/16.

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

Yes, if there continues to be a need for such services at SFO.

**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 duration of this PSC will allow the resulting contract to support the operations of the Baggage Handling System (

**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:

BHS operators, technicians, and maintenance personnel require a unique engineering discipline that integrates specialized controls with computer programming, conveyors and electrical equipment for BHSs. Additionally, the proprietary software requires specialized programming skills and the replacement of needed parts that coincide with the proprietary hardware can only be completed by the contractor.

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

- A. Specify required skills and/or expertise: Because the BHS at Terminal 1 will include Individual Carrier System ("ICS") technology not previously used at the Airport or any other U.S. Airport, the Airport will require specialized skills to operate and maintain the BHS, as well as access to the proprietary software required to provide these services. The contractor will be required to configure, update, and monitor specialized software applications and monitoring systems specific to the BHS. Experience with complex BHS using a combination of conveyor and individual carrier technology is required. This expertise requires a unique engineering discipline that integrates specialized controls with computer programming, conveyors and electrical equipment for BHSs.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1093, IT Operations Support Admn III; 7318, Electronic Maintenance Tech; 7334, Stationary Engineer; 7335, Senior Stationary Engineer; 7344, Carpenter; 7514, General Laborer; 9232, Airport Mechanical Maint Sprv;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide specialized rigging equipment to move conveyor sections for the maintenance and repairs.

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

Civil Service classifications were reviewed and none of the classes included the combined knowledge, skills and experience required to operate, maintain, and repair BHSs that use ICS technology. As mentioned previously, the operation, maintenance, and repairs of the BHS requires working with technology not previously used at SFO or any other U.S. Airport.

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

- A. Explain why civil service classes are not applicable.  
Currently, existing Civil Service classifications do not have the required experience to operate, maintain and repair BHSs as required by the construction Agreement for the BHS at Terminal 1. Additionally, a portion of the BHSs components are proprietary in nature.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Not at this time.

**6. Additional Information**

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

7. **Union Notification:** On 10/07/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Carpenters, Local 22; Electrical Workers, Local 6; Laborers, Local 261; Professional & Tech Engrs, Local 21; Stationary Engineers, Local 39

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

Name: Sung Kim Phone: 650-821-2026 Email: sung.kim@flysfo.com

Address: PO Box 8097 San Francisco, CA 94128

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47310 - 19/20

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 01/06/2020

Civil Service Commission Action:

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



**From:** [Sung Kim \(AIR\)](#)  
**To:** [laborers261@gmail.com](mailto:laborers261@gmail.com); [ramonliuna261@gmail.com](mailto:ramonliuna261@gmail.com); [info@local22.org](mailto:info@local22.org); [smcgarry@nccrc.org](mailto:smcgarry@nccrc.org)  
**Cc:** [Janelle Dung-Sapantay \(AIR\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20  
**Date:** Monday, October 07, 2019 4:32:58 PM  
**Attachments:** [image001.png](#)

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Local 261 and Local 22 - please see below notice for PSC 47310-19/20.



**Sung Kim**

Manager, Contracts | Administration & Policy  
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128  
Tel 650-821-2026 | [flysfo.com](http://flysfo.com)  
(preferred pronouns: he/him/his)

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

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

From: [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)> On Behalf Of [sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)  
Sent: Monday, October 07, 2019 4:20 PM  
To: Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>; [seichenberger@local39.org](mailto:seichenberger@local39.org); [MRainsford@local39.org](mailto:MRainsford@local39.org); [grojo@local39.org](mailto:grojo@local39.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [LiUNA.local261@gmail.com](mailto:LiUNA.local261@gmail.com); [oashworth@ibew6.org](mailto:oashworth@ibew6.org); [khughes@ibew6.org](mailto:khughes@ibew6.org); [smcgarry@nccrc.org](mailto:smcgarry@nccrc.org); [Janelle Dung-Sapantay \(AIR\)](#) <[janelle.dung-sapantay@flysfo.com](mailto:janelle.dung-sapantay@flysfo.com)>; [DHR-PSCCoordinator, DHR \(HRD\)](#) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

RECEIPT for Union Notification for PSC 47310 - 19/20 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 47310 - 19/20 for \$95,000,000 for Initial Request services for the period 01/01/2020 – 12/31/2025. 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/dhrdrupal/node/13991> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are

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

## **Additional Attachment(s)**

**From:** Sung Kim (AIR)  
**To:** seichenberger@local39.org; MRainsford@local39.org; grojo@local39.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; oashworth@ibew6.org; khughes@ibew6.org; smcgarry@nccrc.org  
**Cc:** Janelle Dung-Sapantay (AIR); Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20  
**Date:** Thursday, December 12, 2019 5:50:00 PM  
**Attachments:** image001.png  
Local 39 requested edits.docx

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This email is to inform all previously noticed unions that after discussions with Local 39, Airport has clarified some of the responses for this PSC, and reduced the requested amount from \$95,000,000 to \$40,000,000. The revised PSC can be viewed at <http://apps.sfgov.org/dhrdrupal/node/13991>. Also attached for ease of reference is a document that shows the redlined edits to the PSC.

No changes have been made to the scope of work or requested duration for this PSC. If your union has any objections please let me know by 5:00PM Friday, December 13, 2019. If no objections are received, Airport will proceed with the Civil Service Commission approval process.

Thank you,



**Sung Kim**

Manager, Contracts | Administration & Policy  
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128  
Tel 650-821-2026 | [flysfo.com](http://flysfo.com)  
(preferred pronouns: he/him/his)

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of sung.kim@flysfo.com

Sent: Monday, October 7, 2019 4:20 PM

To: Sung Kim (AIR) <sung.kim@flysfo.com>; seichenberger@local39.org; MRainsford@local39.org; grojo@local39.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; oashworth@ibew6.org; khughes@ibew6.org; smcgarry@nccrc.org; Janelle Dung-Sapantay (AIR) <janelle.dung-sapantay@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

RECEIPT for Union Notification for PSC 47310 - 19/20 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 47310 - 19/20 for \$95,000,000 for Initial Request services for the period 01/01/2020 – 12/31/2025. 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/dhrdrupal/node/13991> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

**From:** [Sung Kim \(AIR\)](#)  
**To:** [Stan Eichenberger](#)  
**Cc:** [Michael Rainsford](#); [Gerry Alley \(AIR\)](#); [DHR-PSCCoordinator](#), [DHR \(HRD\)](#); [Cynthia Avakian \(AIR\)](#)  
**Bcc:** [Emylene Aspilla \(AIR\)](#)  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20  
**Date:** Wednesday, November 20, 2019 4:03:00 PM  
**Attachments:** [OLSE opinion letter for SFO 50195 - signed.pdf](#)  
[image001.png](#)

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Hi Stan – please see attached opinion letter from OLSE establishing the prevailing wage classifications to be used for this contract. I understand Local 39 and OLSE are having ongoing discussions.

Regarding Local 39's position that the operation, maintenance and repair of the Airport's new BHS can be performed by Local 39 represented City employees, Gerry and I would like to have a follow up discussion with you and Michael. Would you be available between 9 and 11am tomorrow?

Sung



**Sung Kim**

Manager, Contracts | Administration & Policy  
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128  
Tel 650-821-2026 | [flysfo.com](http://flysfo.com)  
(preferred pronouns: he/him/his)

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>  
**Sent:** Wednesday, November 13, 2019 7:15 PM  
**To:** Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>  
**Cc:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Gerry Alley (AIR) <[Gerry.Alley@flysfo.com](mailto:Gerry.Alley@flysfo.com)>; Mike Adams (AIR) <[mike.adams@flysfo.com](mailto:mike.adams@flysfo.com)>; Enrique Guadamos (AIR) <[enrique.guadamos@flysfo.com](mailto:enrique.guadamos@flysfo.com)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

Good evening Sung,

Local 39 discussed some of Local 39's concerns with OLSE today. These concerns did not get resolved today which warrants additional discussion. Local 39 and OLSE will continue with these discussions.

Thank you for providing the requested information. This information was useful in developing a

better understanding of the system, however, at this time Local 39 still feels that the operation, maintenance and repair of this system is still work that can be performed by Local 39 represented CCSF employees.

If additional discussions are necessary, please provide available dates and times you and your team are available.

Regards,

**Stan Eichenberger**

Business Representative

IUOE - Stationary Engineers, Local 39

337 Valencia Street

San Francisco, CA. 94103

Office: (415)861-1135

Fax: (415)861-5264

<http://www.local39.org>

<http://www.local39training.org>

Sent from my iPad

On Nov 8, 2019, at 10:34 AM, Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)> wrote:

Hi Stan – I am following up to see if Local 39 was able to connect with OLSE to discuss L39's concerns regarding wages and SOW. Additionally, I wanted to provide some links that will provide the general information on the Crisbag BHS system that will be in place at T1, as you had requested:

[https://www.youtube.com/watch?v=alfOW\\_BmAl8](https://www.youtube.com/watch?v=alfOW_BmAl8)

<https://www.youtube.com/watch?v=VR7u-3wfSKA>

[https://www.beumergroup.com/fileadmin/user\\_upload/downloads/CRISPLANT\\_PS\\_CrisBag.pdf](https://www.beumergroup.com/fileadmin/user_upload/downloads/CRISPLANT_PS_CrisBag.pdf)

<https://www.beumergroup.com/en/products/airport-baggage-handling-systems/high-speed-transportation-systems/crisbagr>

Thank you, and please let me know if you have any questions.

Sung

<image001.png>

**Sung Kim**

Manager, Contracts | Administration & Policy  
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128  
Tel 650-821-2026 | [flysfo.com](http://flysfo.com)  
(preferred pronouns: he/him/his)

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

**From:** Sung Kim (AIR)

**Sent:** Tuesday, November 5, 2019 3:50 PM

**To:** Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>

**Cc:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Gerry Alley (AIR) <[gerry.alley@flysfo.com](mailto:gerry.alley@flysfo.com)>; Mike Adams (AIR) <[mike.adams@flysfo.com](mailto:mike.adams@flysfo.com)>

**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

Hi Stan – thank you for speaking with me just now. Just to recap our conversations, Airport reached out to OLSE’s Director Pat Mulligan after our October 25 meeting and let him know about Local 39’s concerns regarding wages and scope of work, and he shared that he would reach out to Local 39 to discuss OLSE’s recent determinations. I’m passing on Mr. Mulligan’s contact information to you with Airport’s recommendation that Local 39 reach out to him; Airport will also follow up with Mr. Mulligan to see if we can help facilitate your discussion:

Pat Mulligan, Director of OLSE  
415-554-6239 phone  
[Pat.Mulligan@sfgov.org](mailto:Pat.Mulligan@sfgov.org) email

Additionally, I am confirming receipt of Local 39’s request for additional information regarding the BHS that will be in use at T1, I will circle back with the Airport team to see if the type of system overview you are requesting is available.

Thank you,

Sung

<image001.png>

**Sung Kim**

(650) 821-2026  
[Sung.Kim@flysfo.com](mailto:Sung.Kim@flysfo.com)

**From:** Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>

**Sent:** Monday, November 4, 2019 2:59 PM

**To:** Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>



**Cc:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Gerry Alley (AIR) <[Gerry.Alley@flysfo.com](mailto:Gerry.Alley@flysfo.com)>; David Coleman (AIR) <[david.coleman@flysfo.com](mailto:david.coleman@flysfo.com)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

Good afternoon Sung,

I am following up on our conference call that we held on Friday, Oct 25<sup>th</sup>. Local 39 was understanding that you were going to review Local 39's concerns last week, then reach out to us to discuss further. Can you please provide us with an update?

Thank you,

**Stan Eichenberger**

Business Representative

IUOE - Stationary Engineers, Local 39

---

**From:** Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>  
**Sent:** Thursday, October 24, 2019 9:19 AM  
**To:** Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>  
**Cc:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Gerry Alley (AIR) <[Gerry.Alley@flysfo.com](mailto:Gerry.Alley@flysfo.com)>; David Coleman (AIR) <[david.coleman@flysfo.com](mailto:david.coleman@flysfo.com)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

Thanks again Stan, I will send an Outlook invite to you, Michael, and Gerry for tomorrow at 10:30.

Sung

<image001.png>

**Sung Kim**

(650) 821-2026

[Sung.Kim@flysfo.com](mailto:Sung.Kim@flysfo.com)

---

**From:** Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>  
**Sent:** Thursday, October 24, 2019 8:19 AM  
**To:** Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>  
**Cc:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Gerry Alley (AIR) <[Gerry.Alley@flysfo.com](mailto:Gerry.Alley@flysfo.com)>; David Coleman (AIR) <[david.coleman@flysfo.com](mailto:david.coleman@flysfo.com)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

Good morning Sung,

Local 39 is available at 10:30am tomorrow. I'd like to offer our office as the meeting location. If your location is preferred, please provide me with the address.

Thank you,

**Stan Eichenberger**

Business Representative

IUOE - Stationary Engineers, Local 39

337 Valencia Street

San Francisco, CA. 94103

Office: (415)861-1135

Fax: (415) 861-5264

<http://www.local39.org>

---

**From:** Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>

**Sent:** Wednesday, October 23, 2019 3:38 PM

**To:** Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>

**Cc:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Gerry Alley (AIR)

<[Gerry.Alley@flysfo.com](mailto:Gerry.Alley@flysfo.com)>; David Coleman (AIR) <[david.coleman@flysfo.com](mailto:david.coleman@flysfo.com)>

**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

Thank you Stan, we can certainly do that. Gerry and I will pencil in that time block on Friday and will wait for your confirmation.

Sung

Get Outlook for iOS

---

**From:** Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>

**Sent:** Wednesday, October 23, 2019 3:35:37 PM

**To:** Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>

**Cc:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Gerry Alley (AIR)

<[Gerry.Alley@flysfo.com](mailto:Gerry.Alley@flysfo.com)>; David Coleman (AIR) <[david.coleman@flysfo.com](mailto:david.coleman@flysfo.com)>

**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

Good afternoon Sung,

Can we please tentative schedule Friday, October 25th between 1030-1230? I will confirm Mr. Rainsford's availability, then narrow down the actual time and follow-up with you tomorrow.

Thank you,

**Stan Eichenberger**

Business Representative

IUOE - Stationary Engineers, Local 39

---

**From:** Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>  
**Sent:** Wednesday, October 23, 2019 12:59 PM  
**To:** Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>  
**Cc:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>; Gerry Alley (AIR) <[Gerry.Alley@flysfo.com](mailto:Gerry.Alley@flysfo.com)>; David Coleman (AIR) <[david.coleman@flysfo.com](mailto:david.coleman@flysfo.com)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

Hi Stan – just wanted to follow up on this, we missed the Wednesday window, but if either Thursday or Friday times below works for Local 39 please let me know.

Sung

<image001.png>

**Sung Kim**

(650) 821-2026

[Sung.Kim@flysfo.com](mailto:Sung.Kim@flysfo.com)

---

**From:** Sung Kim (AIR)  
**Sent:** Tuesday, October 22, 2019 2:17 PM  
**To:** Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>  
**Cc:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>; Gerry Alley (AIR) <[gerry.alley@flysfo.com](mailto:gerry.alley@flysfo.com)>; David Coleman (AIR) <[david.coleman@flysfo.com](mailto:david.coleman@flysfo.com)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

Hi Stan – thank you for speaking with me yesterday and clarifying Local 39's request for additional information on the technical aspects of the new baggage handling system at T1 that this PSC request is for. Having coordinated with Gerry Alley our Senior Manager in Operations and Security who is also the contract manager for this request, I'd like to propose the following times for a phone conference or meeting here at SFO:

Wednesday, October 23rd between 1130-1230

Thursday, October 24th between 1200-1230

Friday, October 25th between 1030-1230

Please let me know if any of those times would work for you and Michael, and if you'd prefer a conference call or meeting here at SFO.

Thank you,

Sung

<image001.png>

**Sung Kim**

(650) 821-2026

[Sung.Kim@flysfo.com](mailto:Sung.Kim@flysfo.com)

---

**From:** Sung Kim (AIR)

**Sent:** Thursday, October 17, 2019 12:54 PM

**To:** Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>

**Cc:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>; David Coleman (AIR) <[david.coleman@flysfo.com](mailto:david.coleman@flysfo.com)>

**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

Hi Stan - I apologize for the late response. Would it be possible for Local 39 to provide Airport with any specific questions there may be on this PSC request, to help us prepare for any future discussion?

Thank you,

Sung

<image001.png>

**Sung Kim**

Manager, Contracts | Administration & Policy

San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128

Tel 650-821-2026 | [flysfo.com](http://flysfo.com)

*(preferred pronouns: he/him/his)*

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

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

From: Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>

Sent: Wednesday, October 16, 2019 2:09 PM

To: Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>

Cc: Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good afternoon Sung,

Local 39 is appealing this PCS and would like to schedule a Meet and Confer. Please provide Local 39 with several proposed meeting dates and times. Local 39 would like to offer our San Francisco Local 39 Office as a meeting location (free onsite parking is available).

Respectfully,

Stan Eichenberger  
Business Representative  
IUOE - Stationary Engineers, Local 39  
337 Valencia Street  
San Francisco, CA. 94103  
Office: (415)861-1135  
Fax: (415) 861-5264  
<http://www.local39.org>

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

From: [dhr-psccoordinator@sfgov.org](mailto:dhr-psccoordinator@sfgov.org) <[dhr-psccoordinator@sfgov.org](mailto:dhr-psccoordinator@sfgov.org)> On Behalf Of [sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)

Sent: Monday, October 7, 2019 4:20 PM

To: [sung.kim@flysfo.com](mailto:sung.kim@flysfo.com); Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>; Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; [grojo@local39.org](mailto:grojo@local39.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [LiUNA.local261@gmail.com](mailto:LiUNA.local261@gmail.com); [oashworth@ibew6.org](mailto:oashworth@ibew6.org); [khughes@ibew6.org](mailto:khughes@ibew6.org); [smcgarry@nccrc.org](mailto:smcgarry@nccrc.org); [janelle.dung-sapantay@flysfo.com](mailto:janelle.dung-sapantay@flysfo.com); [dhr-psccoordinator@sfgov.org](mailto:dhr-psccoordinator@sfgov.org)

Subject: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

RECEIPT for Union Notification for PSC 47310 - 19/20 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 47310 - 19/20 for \$95,000,000 for Initial Request services for the period 01/01/2020 -- 12/31/2025. 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/dhrdrupal/node/13991> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

**From:** Sung Kim (AIR)  
**To:** Stan Eichenberger  
**Cc:** Gerry Alley (AIR); Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD); Bill Wong (AIR)  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20  
**Date:** Thursday, December 5, 2019 1:10:00 PM

---

Hi Stan – 3pm today will work for us. I will send out a calendar invite shortly with the dial-in information for the conference call. If you have trouble connecting please call or text me.

Thank you,

Sung  
415-939-6783 cell  
650-821-2026 office

---

**From:** Stan Eichenberger <seichenberger@local39.org>  
**Sent:** Thursday, December 5, 2019 9:58 AM  
**To:** Sung Kim (AIR) <sung.kim@flysfso.com>  
**Cc:** Gerry Alley (AIR) <Gerry.Alley@flysfso.com>; Cynthia Avakian (AIR) <Cynthia.Avakian@flysfso.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>; Bill Wong (AIR) <Bill.Wong@flysfso.com>  
**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

Good morning Sung,

I'm working out in the field today, however the best time for me to have a conference call would be at 3pm. I have some flexibility so if another time is ideal I will do my best to accommodate your teams schedule.

Thanks,

Stan Eichenberger  
Business Representative  
IUOE - Stationary Engineers, Local 39  
337 Valencia Street.  
San Francisco, CA. 94103  
Office: (415)861-1135  
Fax: (415) 861-5264  
http://www.local39.org

Sent from my iPhone

On Dec 5, 2019, at 8:40 AM, Sung Kim (AIR) <sung.kim@flysfso.com> wrote:

Hi Stan – please see attached. I received your voicemail regarding a follow up call and left you a reply yesterday; if you could email me your availability for this afternoon I can try to coordinate participants on Airport's end.

Thank you,

Sung

<image003.png>

**Sung Kim**

Manager, Contracts | Administration & Policy  
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128  
Tel 650-821-2026 | [flysfo.com](http://flysfo.com)  
(preferred pronouns: he/him/his)

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>  
**Sent:** Wednesday, December 4, 2019 1:13 PM  
**To:** Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>  
**Cc:** Gerry Alley (AIR) <[Gerry.Alley@flysfo.com](mailto:Gerry.Alley@flysfo.com)>; Cynthia Avakian (AIR) <[Cynthia.Avakian@flysfo.com](mailto:Cynthia.Avakian@flysfo.com)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

Sung,

Can you please provide me with "Document 01 78 00: Closeout"?

Thank you,

**Stan Eichenberger**

Business Representative  
IUOE - Stationary Engineers, Local 39

---

**From:** Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>  
**Sent:** Tuesday, December 3, 2019 1:00 PM  
**To:** Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>  
**Cc:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Gerry Alley (AIR) <[Gerry.Alley@flysfo.com](mailto:Gerry.Alley@flysfo.com)>; Cynthia Avakian (AIR) <[Cynthia.Avakian@flysfo.com](mailto:Cynthia.Avakian@flysfo.com)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

Stan – please see attached Scope of Work document for the contract. Below is a



screenshot of the relevant language from the document (Section 4.07, Operation and Maintenance):

<image001.png>

<image002.png>

Sung

<image003.png>

**Sung Kim**

Manager, Contracts | Administration & Policy  
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128  
Tel 650-821-2026 | [flysfo.com](http://flysfo.com)  
(preferred pronouns: he/him/his)

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---

**From:** Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>

**Sent:** Wednesday, November 27, 2019 3:30 PM

**To:** Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>

**Cc:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Gerry Alley (AIR) <[Gerry.Alley@flysfo.com](mailto:Gerry.Alley@flysfo.com)>; Cynthia Avakian (AIR) <[Cynthia.Avakian@flysfo.com](mailto:Cynthia.Avakian@flysfo.com)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>

**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

Good afternoon Sung,

Summery Item #2 below is not accurate. This is the first I've heard, ***"The construction contract for Terminal 1's BHS requires the City to enter into an operations and maintenance contract to support the system. Having the work performed by City workers would be a breach of contract and potentially void the warranty for this system. Due to our existing contractual requirements, and the specialized nature of the services, the Airport is requesting the approval of the Civil Service Commission to contract out for this work."***

Can you please provide me with a copy of the contract, and specify what language indicates that the City is required to enter into an operations and maintenance contract?

Regards,

Stan Eichenberger

Business Representative  
IUOE - Stationary Engineers, Local 39

**From:** Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>  
**Sent:** Wednesday, November 27, 2019 2:01 PM  
**To:** Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>  
**Cc:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Gerry Alley (AIR) <[Gerry.Alley@flysfo.com](mailto:Gerry.Alley@flysfo.com)>; Cynthia Avakian (AIR) <[Cynthia.Avakian@flysfo.com](mailto:Cynthia.Avakian@flysfo.com)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

Stan - thank you for speaking with Gerry, Mike Adams, and me last week. Below is a summary of Local 39's two remaining issues from that discussion.

1. **Regarding Local 39's statement that BHS maintenance work has been performed by City stationary engineers in the past:** City stationary engineers have not in the past been responsible for performing BHS maintenance work. City stationary engineers may have on an emergency or other short-term basis filled in for some specific functions related to maintenance, but BHS maintenance has not traditionally been performed by City workers.
2. **Regarding Local 39's statement that City stationary engineers can perform the maintenance work for the new BHS at Terminal 1:** The construction contract for Terminal 1's BHS requires the City to enter into an operations and maintenance contract to support the system. Having the work performed by City workers would be a breach of contract and potentially void the warranty for this system. Due to our existing contractual requirements, and the specialized nature of the services, the Airport is requesting the approval of the Civil Service Commission to contract out for this work.

Please let me know if you have any questions or concerns.

Thank you,

Sung

<image003.png>

**Sung Kim**  
Manager, Contracts | Administration & Policy  
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128  
Tel 650-821-2026 | [flysfo.com](http://flysfo.com)  
(preferred pronouns: he/him/his)

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Sung Kim (AIR)  
**Sent:** Thursday, November 21, 2019 9:03 AM  
**To:** Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>  
**Cc:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Gerry Alley (AIR) <[gerry.alley@flysfo.com](mailto:gerry.alley@flysfo.com)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>; Cynthia Avakian (AIR) <[cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

Thank you Stan – we'd like to take the opportunity to talk to you at 10:30am today. Gerry and I can call you at your office number if that works for you.

Sung

<image003.png>

**Sung Kim**

Manager, Contracts | Administration & Policy  
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128  
Tel 650-821-2026 | [flysfo.com](http://flysfo.com)  
(preferred pronouns: he/him/his)

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>  
**Sent:** Thursday, November 21, 2019 8:08 AM  
**To:** Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>  
**Cc:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Gerry Alley (AIR) <[Gerry.Alley@flysfo.com](mailto:Gerry.Alley@flysfo.com)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>; Cynthia Avakian (AIR) <[Cynthia.Avakian@flysfo.com](mailto:Cynthia.Avakian@flysfo.com)>  
**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 47310 - 19/20

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Sung,

Micheal is not available till next week, however I am available today at 10:30am. It may be beneficial to wait till Mike is available, but if you would like to have some discussion let me know.

Thanks,

Stan Eichenberger  
Business Representative

IUOE - Stationary Engineers, Local 39  
337 Valencia Street.  
San Francisco, CA. 94103  
Office: (415)861-1135  
Fax: (415) 861-5264  
http://www.local39.org

Sent from my iPhone

On Nov 20, 2019, at 4:03 PM, Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>  
wrote:

Hi Stan – please see attached opinion letter from OLSE establishing the prevailing wage classifications to be used for this contract. I understand Local 39 and OLSE are having ongoing discussions.

Regarding Local 39's position that the operation, maintenance and repair of the Airport's new BHS can be performed by Local 39 represented City employees, Gerry and I would like to have a follow up discussion with you and Michael. Would you be available between 9 and 11am tomorrow?

Sung

<01 78 00 - ContractCloseOut-v01.pdf>

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 2010 08/09)

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

Type of Service: Behavioral health services: Pharmacy Benefits Management Services

Funding Source: General Fund, State and Federal Funs (incl

PSC Original Approved Amount: \$26,000,000

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

PSC Mod#1 Amount: \$28,300,000

PSC Mod#1 Duration: 07/01/13-06/30/18 (4 years 1 day)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 07/01/18-06/30/20 (2 years 1 day)

PSC Mod#3 Amount: no amount added

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

PSC Cumulative Amount Proposed: \$54,300,000

PSC Cumulative Duration Proposed: 14 years 2 days

**1. Description of Work**

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

Contractor will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by CBHS-authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). CBHS offers a wide range of services to all ages through a combination of County clinics and contracts with private community-based organizations, serving approximately 22,000 clients who need nearly 50,000 prescriptions each year. Prescriptions must be filled through at least 50 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of-service electronic claims adjudication, as well as tracking of co-payments and unmet MediCal share of cost, and utilizing electronic interfaces with existing and planned CBHS client information systems.

**Scope Change**

Contractor will provide Pharmacy Benefits Management (PBM) services for Department of Public Health (DPH) Behavioral Health Services (BHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by BHS authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). BHS offers a wide range of services to all ages through a combination of County clients and contracts with private community-based organizations, serving approximately 22,500 clients who need nearly 53,400 prescriptions each year.

Prescriptions must be filled through 120 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of-service electronic claims adjudication, as well as tracking on co-payments and unmet Medi-Cal share of cost, and utilizing electronic interfaces with existing and planned BHS client information systems.

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

CBHS programs cover necessary behavioral health services for San Francisco County residents of all ages who have no other financial resources. CBHS is the payer of last resort when it is determined that the client being served does not qualify for the many other programs sponsored by government agencies (e.g., MediCal, Medicare, Healthy Families, etc.). Medication is often an integral part of mental health treatment services, and removing barriers to medication adherence is a major component in making medication treatment effective. Providing point-of-service adjudication at pharmacies where clients can access them easily in their first language is vital to medication access and adherence. Failure to provide such services would result in increased lack of medication adherence, increased severity of mental illness crises, and decreased quality of life. Failure to treat clients adequately may also expose the City to lawsuits and disallowance of funds by the State for failing to expend funds within State legislative guidelines.

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 2010 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:

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:

The Department does not have the capacity or the software to create and administer a broad network of neighborhood pharmacies and to adjudicate and administer pharmacy benefits management services.

B. Reason for the request for modification:

Extend duration.

## 3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Provider must have a network of at least 50 independent and chain retail pharmacies in San Francisco, including at least 10 which are geographically dispersed throughout the county which provide service seven days per week, three which provide 24-hours per day service, and three which provide delivery service. Each pharmacy must possess and maintain a valid State of California Pharmacy Permit and be an authorized State MediCal provider. The network must be capable of meeting the needs of a culturally diverse patient population, including pharmacies with staff who have linguistic capabilities in Cantonese, English, Mandarin, Spanish, Russian and Vietnamese. Network pharmacies must accept payment according to stated fees and maximum allowable costs, including observation of any existing price ceiling currently in the MediCal formulary.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2450, Pharmacist; 2454, Clinical Pharmacist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will have an established pharmacy network (please see question 3 above), and services must be provided through an accessible network of participating retail pharmacies in the community.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
DPH already utilizes applicable civil service classes to provide pharmacy services at SFGH and directly at CBHS offices. However, this capacity is severely limited in comparison to the need. Creation of a comparable pharmacy benefits management system would be impractical at this time. Providing services at retail pharmacies utilizes existing resources in the community which are familiar to clients and also plays a part in removing some of the stigma frequently associated with mental illness.
- 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: The City currently has Civil Service classifications that are used to provide a portion of these services.

**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 services under this PSC do not include training of civil service employees.
- C. Are there legal mandates requiring the use of contractual services?  
No.



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

7. **Union Notification:** On 10/11/19, 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: Jacquie Hale, 101 Grove Street, Room 307, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 2010 08/09

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 01/06/2020

Civil Service Commission Action:

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

## Hale, Jacquie (DPH)

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**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Friday, October 11, 2019 1:17 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; Girma, Mahlet (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 2010 08/09 - 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 \$0 for services for the period July 1, 2020 – June 30, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/256>

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 HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 2010 08/09)

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

Type of Service: Behavioral health services: Pharmacy Benefits Management Services

Funding Source: General Fund, State and Federal Funs (incl

PSC Original Approved Amount: \$26,000,000 PSC Original Approved Duration: 07/01/09 - 06/30/14 (5 years)

PSC Mod#1 Amount: \$28,300,000 PSC Mod#1 Duration: 07/01/13-06/30/18 (4 years 1 day)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 07/01/18-06/30/20 (2 years 1 day)

PSC Cumulative Amount Proposed: \$54,300,000 PSC Cumulative Duration Proposed: 11 years 2 days

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:  
Contractor will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by CBHS-authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). CBHS offers a wide range of services to all ages through a combination of County clinics and contracts with private community-based organizations, serving approximately 22,000 clients who need nearly 50,000 prescriptions each year. Prescriptions must be filled through at least 50 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of-service electronic claims adjudication, as well as tracking of co-payments and unmet MediCal share of cost, and utilizing electronic interfaces with existing and planned CBHS client information systems.

**Scope Change**

Contractor will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by CBHS authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). CBHS offers a wide range of services to all ages through a combination of County clients and contracts with private community-based organizations, serving approximately 22,500 clients who need nearly 53,400 prescriptions each year. Prescriptions must be filled through 120 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's

culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of-service electronic claims adjudication, as well as tracking on copayments and unmet MediCal share of cost, and utilizing electronic interfaces with existing and planned CBHS client information systems.

B. Explain why this service is necessary and the consequence of denial:  
CBHS programs cover necessary behavioral health services for San Francisco County residents of all ages who have no other financial resources. CBHS is the payer of last resort when it is determined that the client being served does not qualify for the many other programs sponsored by government agencies (e.g., MediCal, Medicare, Healthy Families, etc.). Medication is often an integral part of mental health treatment services, and removing barriers to medication adherence is a major component in making medication treatment effective. Providing point-of-service adjudication at pharmacies where clients can access them easily in their first language is vital to medication access and adherence. Failure to provide such services would result in increased lack of medication adherence, increased severity of mental illness crises, and decreased quality of life. Failure to treat clients adequately may also expose the City to lawsuits and disallowance of funds by the State for failing to expend funds within State legislative guidelines.

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:  
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:

The Department does not have the capacity or the software to create and administer a broad network of neighborhood pharmacies and to adjudicate and administer pharmacy benefits management services.

B. Reason for the request for modification:

To extend term

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Provider must have a network of at least 50 independent and chain retail pharmacies in San Francisco, including at least 10 which are geographically dispersed throughout the county which provide service seven days per week, three which provide

24-hours per day service, and three which provide delivery service. Each pharmacy must possess and maintain a valid State of California Pharmacy Permit and be an authorized State MediCal provider. The network must be capable of meeting the needs of a culturally diverse patient population, including pharmacies with staff who have linguistic capabilities in Cantonese, English, Mandarin, Spanish, Russian and Vietnamese. Network pharmacies must accept payment according to stated fees and maximum allowable costs, including observation of any existing price ceiling currently in the MediCal formulary.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2450, Pharmacist; 2454, Clinical Pharmacist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will have an established pharmacy network (please see question 3 above), and services must be provided through an accessible network of participating retail pharmacies in the community.

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

Not Applicable

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

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

DPH already utilizes applicable civil service classes to provide pharmacy services at SFGH and directly at CBHS offices. However, this capacity is severely limited in comparison to the need. Creation of a comparable pharmacy benefits management system would be impractical at this time. Providing services at retail pharmacies utilizes existing resources in the community which are familiar to clients and also plays a part in removing some of the stigma frequently associated with mental illness.

- 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: The City currently has Civil Service classifications that are used to provide a portion of these services.

**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 services under this PSC do not include training of civil service employees.

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

No.

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

No.

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

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

7. **Union Notification:** On 08/24/18, 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: Jacquie Hale, 101 Grove Street, Room 307, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 2010 08/09

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/06/2018



October 7, 2013 Regular Meeting

Amended

MINUTES

Regular Meeting

October 7, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

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

President Scott R. Helfond 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 September 16, 2013

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

ANNOUNCEMENTS (Item No. 4)

Executive Officer Jennifer Johnston announced that there were changes to the Agenda with respect to Item # 9 (appeal by Jason Cardoza of his background rejection for a 1934 Storekeeper Position with the San Francisco Police Department) and Item #10 (appeal by Aaron Lampkin of his background rejection for a 9209 Police Service Aide Position with the City and County of San Francisco) as a result of the advice she had received from the City Attorney's Office that morning. Specifically, upon revisiting the issue, Deputy City Attorney Sallie Gibson expressed some concerns about hearing the appeals in Open Session due to confidentiality and privacy implications in light of the extensive background rejection reviews, and particularly given the fact that the San Francisco Police Department obtains the information by means of a confidential database. Accordingly, both items were postponed to a meeting in the near future so that they may be heard in Closed Session.

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

None.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

0266-13-8

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

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4023-13/14	Airport Commission	\$300,000	The contracted work will consist of an intercept and online survey of 25,000 air passengers departing San Francisco International (SFO) and Oakland International (OAK) Airports. The survey will be conducted for a full year at both SFO and OAK to capture seasonal fluctuations, and will involve developing a survey instrument and programming electronic devices, interviewing air traffic passengers, probing accuracy of responses, correcting and compiling specialized data, and preparing survey analysis reports.	Regular	10/31/2015

4024-13/14	Public Utilities Commission	\$100,000	The selected vendor will submit shop drawings, and basic operating procedures, and will provide design support for membrane filtration (MF) equipment which is a critical component of the proposed recycled water treatment facility.	Regular	1/22/2017
4026-13/14	Municipal Transportation Agency	\$650,000	The contractor will design, install and maintain a closed-circuit (CCTV) wireless video surveillance system to monitor nineteen (19) surface public parking facilities primarily for administrative and maintenance needs. This work will include the entire design of the system and installation of mounting equipment, cameras and network devices to communicate back to a centralized control station dedicated to monitoring these properties. Maintenance of the entire system is also included.	Regular	1/14/2018
4027-13/14	Public Health	\$4,000,000	Contractor will provide as-needed primary care physician services to persons living in San Francisco, including preventative, diagnostic, and related emergency care. Services will be provided at DPH primary care community clinics.	Regular	6/30/2018
3082-12/13	Business, Economic Development	Current Approved Amount \$49,950 Increase Amount Requested \$49,950 New Total Amount Requested \$99,900	Contractor will provide an economic development action plan for two additional "Invest in Neighborhoods Initiative" communities. This will entail reviewing the results of the corridor assessment findings and reports being prepared by the Planning Department and other community partners; identifying any gaps in the data collection; studying existing conditions, including land use, circulation, and streetscape conditions; attending and facilitating community workshops; conducting analyses of market opportunities and development feasibility; participating in meetings with City staff members throughout the process, including the facilitation of a synthesis session to discuss baseline condition findings and the results of the community outreach; and determining a draft list of economic actions and strategies to be implemented in the neighborhood study area.	Modification	12/31/2014
4106-09/10	Airport Commission	Current Approved Amount \$7,400,000 Increase Amount Requested \$6,300,00 New Total Amount Requested \$13,700,000	Work will include providing project controls and reporting, project scheduling, project budgeting, document control, project coordination, project planning, design management and construction management services for Airport Terminal and Facility Projects. This request is for all Airport Capital Improvement Project work excluding Terminal 2. The T3 East Improvements Project, the second contract under the Terminal 3 (T3) Program has started, and is closely interrelated to the Boarding Area E (BAE) Project that both projects needed to be closely coordinated. A joint Administrative Construction Management team was created to maintain consistency of reporting, overall program oversight, and coordination and to generate cost savings for the Program. The new proposed modification is due to the additional administrative construction management services that will support the T3 Program.	Modification	2/1/2017
4113-10/11	Port Commission	Current Approved Amount \$600,000 Increase Amount Requested \$200,000 New Total Amount Requested \$800,000	Development and implementation of a comprehensive media and strategic marketing program targeting national, regional and local audiences. This ongoing media and marketing campaign is necessary for the Port to promote the new James R. Herman Cruise Terminal at Pier 27 for increased cruise business and special events; and several development projects in the Southern Waterfront, including the Pier 70 Opportunity Area and the proposed Piers 30-32 Golden State Warriors Arena.	Modification	12/31/2018
3012-13/14	Municipal Transportation Agency	Current Approved Amount \$49,000 Increase Amount Requested \$1,000,000 New Total Amount Requested \$1,049,000	The San Francisco Municipal Transportation Agency (SFMTA) requires street teams to provide outreach, information and public relations services and serve as the SFMTA "ambassadors" to the general public at sports events, street fairs, parades concerts, and other public events. The teams would also provide services during crises such as transit agency shutdowns, direct the SFMTA's customers to current or re-routed transit connections, and provide other transit information as needed in multiple languages.	Modification	10/31/2018

<p>2010-08/09</p>	<p>Public Health</p>	<p>Current Approved Amount \$26,000,000 Increase Amount Requested \$28,300,000 New Total Amount Requested \$ 54,300,000</p>	<p>Contractor provides Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by CBHS authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). CBHS offers a wide range of services to all ages through a combination of County clients and contracts with private community-based organizations, serving approximately 22,500 clients who need nearly 53,400 prescriptions each year. Prescriptions must be filled through 120 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of service electronic claims adjudication, as well as tracking on copayments and unmet MediCal share of cost, and utilizing electronic interfaces with existing and planned CBHS client information systems.</p>	<p>Modi- fication</p>	<p>6/30/2018</p>
<p>4007-09/10</p>	<p>Public Works</p>	<p>Current Approved Amount \$450,000 Increase Amount Requested \$350,000 New Total Amount Requested \$ 800,000</p>	<p>The Department of Public Works (DPW) will award one (1) contract for a three (3) year period, up to \$100,000 per fiscal year based on the availability of funds. This contract is for the purpose of sidewalk and gutter cleaning in the Tenderloin District area. The Tenderloin is a densely populated area with many people loitering/living on the sidewalks. The focus is on this area in particular due to the high volume of calls and complaints for street cleaning services. DPW is NOT responsible for cleaning the sidewalks; however, the Bureau of Street Environmental Services (BSES) staff will abate unsafe sidewalk conditions (such as the removal and steaming of urine, feces, needles, health and tripping hazards) to ensure the safety of the City's residents and visitors. Past experience has shown that cleaning the sidewalks requires the adjacent gutters to also be cleaned or the litter will blow back onto the sidewalk. It is therefore imperative that a complete litter removal process is performed to be effective. BSES staff needs additional resources, especially on days when our staffing is smaller, to assist in the cleaning effort especially cleaning/removing the aforementioned substances from the sidewalk.</p>	<p>Modi- fication</p>	<p>4/1/2016</p>
<p>4016-10/11</p>	<p>Public Works</p>	<p>Current Approved Amount \$400,00 Increase Amount Requested \$400,00 New Total Amount Requested \$800,000</p>	<p>Contractor shall fully provide multi-surface graffiti abatement services, on private property, within the city limits of San Francisco. This multi-surface graffiti removal process will include scraping, priming, power washing, color matching and painting the application of environmentally safe chemical removers and cleaning agents. The department anticipates awarding 2 as needed contracts, each not to exceed \$200,000.</p>	<p>Modi- fication</p>	<p>9/30/2016</p>
<p>4039-11/12</p>	<p>Public Works</p>	<p>Current Approved Amount \$220,000 Increase Amount Requested \$230,000 New Total Amount Requested \$450,000</p>	<p>An engineer is being sought to prepare permit documents, construction bid documents and provide construction phase services as the Engineer of Record (EOR). The EOR will design and oversee the completion of the non-structural bracing and anchoring in the Plant Services Building on the San Francisco General Hospital campus to meet the Office of Statewide Health Planning and Development (OSHPD) Nonstructural Performance Category-4 (NPC-4) and other seismic requirements. The original PSC #4039-11/12 was approved on 10/03/2011 for \$150,000, and modified on 9/19/2012 for \$70,000. A consultant has been under contract and provided specialized engineering services for utility bracing and equipment anchorage. The services proposed within this PSC Modification will enable the consultant to add interior wall replacement to the design services. It was discovered during design investigations that the existing interior walls do not meet OSHPD's NPC4 seismic requirements.</p>	<p>Modi- fication</p>	<p>4/30/2015</p>



**Action:** Adopted the report; Approved the request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0261-13-1  
**Status Report on Pilot Rule 411A Position Based Testing Program for San Francisco Municipal Transportation Agency Service – Critical Positions or Classes.**  
(Item No. 8)

**Speaker:** Derek Kim, San Francisco Municipal Transportation Agency  
**Action:** Accepted the staff report. (Vote of 5 to 0)

0205-13-4  
**Appeal by Jason Cardoza of his Background Rejection for a 1934 Storekeeper Position with the San Francisco Police Department. (Item No. 9)**

**Action:** Postponed to a future meeting when the matter may be heard in Closed Session.

0185-13-4  
**Appeal by Aaron Lampkin of his Background Rejection for a 9209 Police Service Aide Position with the City and County of San Francisco. (Item No. 10)**  
**Action:** Postponed to a future meeting when the matter may be heard in Closed Session.

0268-13-2  
**Request to Grant Permanent Civil Service Status to Adrienne Anderson, Temporary Civil Service in Class 1844 Senior Management at the San Francisco Municipal Transportation Agency upon Completion of the Applicable Probationary Period. (Item No. 11)**  
**Speaker:** Derek Kim, San Francisco Municipal Transportation Agency  
**Action:** Accepted the report; approved the request to grant status to Adrienne Anderson in class 1844 Senior Management. (Vote of 5 to 0)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 2010 08/09)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Behavioral health services: Pharmacy Benefits Management Services

Funding Source: General Fund, State and Federal Funds (incl  
PSC Original Approved Amount: \$26,000,000 PSC Original Approved Duration: 07/01/09 - 06/30/14 (5 years)  
PSC Mod#1 Amount: \$28,300,000 PSC Mod#1 Duration: 07/01/13-06/30/18 (4 years 1 day)  
PSC Mod#2 Amount: \_\_\_\_\_ PSC Mod#2 Duration: \_\_\_\_\_  
PSC Cumulative Amount Proposed: \$54,300,000 PSC Cumulative Duration Proposed: 9 years 1 day

1. Description of Work

A. Scope of Work:

Contractor will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by CBHS-authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). CBHS offers a wide range of services to all ages through a combination of County clinics and contracts with private community-based organizations, serving approximately 22,000 clients who need nearly 50,000 prescriptions each year. Prescriptions must be filled through at least 50 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include

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

CBHS programs cover necessary behavioral health services for San Francisco County residents of all ages who have no other financial resources. CBHS is the payer of last resort when it is determined that the client being served does not qualify for the many other programs sponsored by government agencies (e.g., MediCal, Medicare, Healthy Families, etc.). Medication is often an integral part of mental health treatment services, and removing barriers to medication adherence is a major component in making medication treatment effective. Providing point-of-service adjudication at pharmacies where clients can access them easily in their first language is vital to medication access and adherence. Failure to provide such services would result in increased lack of medication adherence, increased severity of mental illness crises, and decreased quality of life. Failure to treat

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 2010 08/09

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

2. Union Notification: On 04/04/13, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2010 08/09

Civil Service Commission Action:

DHR Analysis/Recommendation:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Provider must have a network of at least 50 independent and chain retail pharmacies in San Francisco, including at least 10 which are geographically dispersed throughout the county which provide service seven days per week, three which provide 24-hours per day service, and three which provide delivery service. Each pharmacy must possess and maintain a valid State of California Pharmacy Permit and be an authorized State MediCal provider. The network must be capable of meeting the needs of a culturally diverse patient population, including pharmacies with staff who have linguistic capabilities in Cantonese, English, Mandarin, Spanish, Russian and

B. Which, if any, civil service class(es) normally perform(s) this work?  
2450,2454,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
Yes. Contractor will have an established pharmacy network (please see question 3 above), and services must be provided through an accessible network of participating retail pharmacies in the community.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

DPH already utilizes applicable civil service classes to provide pharmacy services at SFGH and directly at CBHS offices. However, this capacity is severely limited in comparison to the need. Creation of a comparable pharmacy benefits management system would be impractical at this time. Providing services at retail pharmacies utilizes existing resources in the community which are familiar to clients and also plays a part in removing some of the stigma frequently associated with mental illness.

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

The City currently has Civil Service classifications that are used to provide a portion of these services.

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

YES    NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?          
The services will not include formal training of civil service employees.
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?

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

ON 04/04/13 BY:

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

Address: Jacquie Hale 101 Grove Street, Room 307, San Francisco, C

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request:  Initial  Modification of an existing PSC (PSC # 38096 - 18/19)

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

Type of Service: Consulting - New Business Activation

Funding Source: General Fund

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 07/01/18 - 06/30/21 (3 years)

PSC Mod#1 Amount: \$145,000 PSC Mod#1 Duration: 07/01/21-06/30/22 (1 year)

PSC Cumulative Amount Proposed: \$245,000 PSC Cumulative Duration Proposed: 4 years

**1. Description of Work**

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

The Office of Economic and Workforce Development (OEWD) is seeking a consultant to enhance and support economic development through promotion of new neighborhood retailers and support of local small businesses. Activities may include, but are not limited to:

- Organizing promotional events to enhance visibility and awareness of local small businesses
- Producing promotional and marketing materials for local merchants
- Supporting small businesses to advertise and/or recruit for open job opportunities
- Advising the OEWD on emerging small business needs
- Connecting businesses to available City resources for small businesses
- Coordinating and/or facilitating meetings with local small businesses and merchant organizations

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

These services are necessary to strengthening the economic conditions in some of the City's most underutilized and underdeveloped commercial corridors and encouraging the sustainability of small businesses, in particular. The consequences of denial would leave these vital development needs unmet, which are critical for supporting equity investments in opportunity areas.

**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 38096 - 18/19



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. Display all that apply

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

Explain the qualifying circumstances:

This is a short-term project requiring specific expertise and consulting resources which the City lacks.

B. Reason for the request for modification:

Requesting to add funds (\$145,000) and time (1 year) to expand on existing successful contracts for these services.

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

A. Specify required skills and/or expertise: The consultant must possess verifiable experience providing economic development consulting, business promotion, marketing, and community involvement services. The consultant should also have significant experience with establishing and maintaining effective partnerships with business owners, property owners, community organizations and City agencies.

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior;

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 project is short-term and requires specific skills.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No; this project is short-term and requires specific skills.

**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.  
Contractor will not train employees.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Current contracts with Andrea Baker Consulting will be expanded.

7. **Union Notification:** On 11/22/19, the Department notified the following employee organizations of this PSC/RFP request:  
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: Marissa Bloom Phone: 415-701-4887 Email: marissa.bloom@sfgov.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 38096 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/06/2020

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

### Receipt of Modification Request to PSC # 38096 - 18/19 - MODIFICATIONS

dhr-psccordinator@sfgov.org

on behalf of

marissa.bloom@sfgov.org

Fri 11/22/2019 11:11 AM

To: Bloom, Marissa (ECN) <marissa.bloom@sfgov.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; pkim@ifpte21.org <pkim@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$145,000 for services for the period July 1, 2021 – 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/14234>

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

## **Additional Attachment(s)**

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

Department: ECONOMIC AND WORKFORCE DEVELOPMENT -- ECNDept. Code: ECNType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Consulting - New Business ActivationFunding Source: General FundPSC Amount: \$100,000PSC Est. Start Date: 07/01/2018 PSC Est. End Date 06/30/2021**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of Economic and Workforce Development ("OEWD") is seeking a consultant to enhance and support economic development through promotion of new neighborhood retailers and support of local small businesses. Activities may include, but are not limited to:

- Organizing promotional events to enhance visibility and awareness of local small businesses
- Producing promotional and marketing materials for local merchants
- Supporting small businesses to advertise and/or recruit for open job opportunities
- Advising the OEWD on emerging small business needs
- Connecting businesses to available City resources for small businesses
- Coordinating and/or facilitating meetings with local small businesses and merchant organizations

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

These services are necessary to strengthening the economic conditions in some of the City's most underutilized and underdeveloped commercial corridors and encouraging the sustainability of small businesses, in particular. The consequences of denial would leave these vital development needs unmet, which are critical for supporting equity investments in opportunity areas.

**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.**

Local businesses have attempted to conduct their own marketing and activation activities, with limited results. Coordinated services, supported by a qualified consultant with significant experience leading economic development activities, have not been provided.

**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):

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

B. Explain the qualifying circumstances:

This is a short-term project requiring specific expertise and consulting resources which the City lacks.

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

A. Specify required skills and/or expertise: The consultant must possess verifiable experience providing economic development consulting, business promotion, marketing, and community involvement services. The consultant should also have significant experience with establishing and maintaining effective partnerships with business owners, property owners, community organizations and City agencies.

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior;

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 Office of Economic and Workforce Development would be the logical department that might contain this knowledge and skill set, but is not able to provide the exact skill set and experience required for successful provision of services.

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

A. Explain why civil service classes are not applicable.

This project is short-term and requires specific skills.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No; this project is short-term and requires specific skills.

**6. Additional Information**

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

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
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 07/11/2018, the Department notified the following employee organizations of this PSC/RFP request:  
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: Marissa Bloom Phone: 415-701-4887 Email: marissa.bloom@sfgov.org

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 38096 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/23/2018



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 4064-08/09)

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

Type of Service: Upper Tuolumne River Ecosystem Project, River Science Support (CS-946)/(CS-388)

Funding Source: Hetch Hetchy Water and Power Fun

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

PSC Original Approved Duration: 01/15/09 - 01/14/14 (5 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 12/12/11-04/09/14 (12 weeks 23 hours)

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

PSC Mod#2 Duration: 05/20/12-04/19/18 (4 years 1 week)

PSC Mod#3 Amount: \$900,000

PSC Mod#3 Duration: 07/10/14-12/31/19 (1 year 36 weeks)

PSC Mod#4 Amount: \$700,000

PSC Mod#4 Duration: 01/01/20-02/03/24 (4 years 5 weeks)

PSC Cumulative Amount Proposed: \$5,100,000

PSC Cumulative Duration Proposed: 15 years 3 weeks

**1. Description of Work**

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

The San Francisco Public Utilities Commission (SFPUC) seeks to retain the services of a qualified Proposer to conduct hydrologic, geomorphic, biological and related river ecosystem science work on an as-needed basis. The work will be conducted in support of the Upper Tuolumne River Ecosystem Project and other related SFPUC river and stream ecosystem management efforts.

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

The Upper Tuolumne River Ecosystem Project will (1) satisfy existing instream flow commitments (2) implement the SFPUC Water Enterprise environmental stewardship policy on the Upper Tuolumne River, and (3) assist the U.S. National Park Service with development of the Tuolumne wild and scenic river plan. Failure to approve this PSC will result in the SFPUC renegeing on existing commitments on the Upper Tuolumne River.

**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 4064-08/09

**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 requested duration for PSC 4064-08/09 is fifteen years and three weeks because the PSC provides authorization for two SFPUC contracts, the current contract CS-388 and the prior Tuolumne River Science contract CS-946. Modification No. 4 provides for a 9-year term for contract CS-388. Contractor, via CS-388, provides critical specialized technical support for the Upper Tuolumne River Ecosystem Program (UTREP). The primary purpose of UTREP is to resolve long-standing issues of compliance and potential litigation related to certain existing agreements under the Raker Act with the U.S. Department of Interior related to environmental instream flow releases to the Tuolumne River from O'Shaughnessy Dam. Contractor and SFPUC Natural Resources have developed a draft plan to resolve these issues. The next phase of this effort will be environmental review. To support environmental review the SFPUC will rely on Contractor (via CS-388) to bring the plan up to date, address comments, and conduct any necessary new analyses. Because Contractor holds detailed technical knowledge and has developed unique computer models, data, and analyses for the O'Shaughnessy Plan, any change in vendor would severely compromise this effort. In addition, Contractor is well-known and highly regarded by our Tuolumne River stakeholders, an important consideration. The proposed 4-year time extension will allow for the environmental review process to play out, and will cover existing monitoring obligations and other work. Note that the existing contract contains a contingency for an extension to a total of 9 years.

## 2. Reason(s) for the Request

### A. Display all that apply

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

### Explain the qualifying circumstances:

The CS-388 contract was established for the express purpose of providing as-needed river ecosystem science services due to the uncertain nature of Raker Act regulatory requirements, upper Tuolumne River scientific findings, and environmental conditions that constrain/dictate field data gathering opportunities. Thus CS-388 workload is often episodic, intermittent, and on demand (as-needed) and does not lend itself to a permanent position(s) and workload. The City lacks the equipment and knowledgeable staff necessary to conduct the highly specialized tasks described in the CS-388 RFP and contract. Because of the episodic nature of the work, it would be unreasonable to establish a City workforce capable of these specialized tasks.

### B. Reason for the request for modification:

The modification will allow for continued technical scientific support for the Upper Tuolumne River Ecosystem Program (UTREP), addressing the following policy and regulatory objectives: • Meeting SFPUC obligations and resolving long-standing issues related to existing instream flow agreements for O'Shaughnessy Dam under the Raker Act; • Meeting SFPUC mitigation and monitoring requirements described in the Programmatic Environmental Impact Report for the SFPUC Water System Improvement Program; and • Developing Upper Tuolumne River management recommendations consistent with the SFPUC Water Enterprise Environmental Stewardship Policy.

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

- A. Specify required skills and/or expertise: Proven expertise and experience in physical process-based river restoration approaches, river ecosystem science, and collaborative development of ecosystem-based instream flow recommendations for regulated river systems in California.
- 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, a qualified contractor will utilize equipment like catarafts (boats for large river flow measurement), thermisters (small temperature recording devices), and time lapse cameras (for recording change over time).

**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.  
Currently, there are no civil service classes that perform this work as the work is highly specialized.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, these services are highly specialized and are only required on an as-needed 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 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 11/22/19, 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@swater.org

Address: 525 Golden Gate Ave. , San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4064-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/06/2020

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

**Irwin, William**

**From:** dhr-psccoordinator@sfgov.org on behalf of wirwin@sfwater.org  
**Sent:** Friday, November 22, 2019 3:13 PM  
**To:** Irwin, William; 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; amakayan@ifpte21.org; jmathews@ifpte21.org; jmathews@local16.org; Ricardo.lopez@sfgov.org; Basconillo, 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; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.comnet; 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; jdurtiz@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; ecdervoter@aol.com; thomas.vitale@seiu1021.org; Tang, Grace; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 4064-08/09 - 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 \$700,000 for services for the period January 1, 2020 -- February 3, 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/3645>

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 # 4064-08/09)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Upper Tuolumne River Ecosystem Project, River Science Support (CS-946)/(CS-388)Funding Source: Hetch Hetchy Water and Power FundPSC Original Approved Amount: \$1,500,000PSC Original Approved Duration: 01/15/09 - 01/14/14 (5 years)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 12/12/11-04/09/14 (12 weeks 23 hours)PSC Mod#2 Amount: \$2,000,000PSC Mod#2 Duration: 05/20/12-04/19/18 (4 years 1 week)PSC Mod#3 Amount: \$900,000PSC Mod#3 Duration: 07/10/14-12/31/19 (1 year 36 weeks)PSC Cumulative Amount Proposed: \$4,400,000PSC Cumulative Duration Proposed: 10 years 50 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Public Utilities Commission (SFPUC) seeks to retain the services of a qualified Proposer to conduct hydrologic, geomorphic, biological and related river ecosystem science work on an as-needed basis. The work will be conducted in support of the Upper Tuolumne River Ecosystem Project and other related SFPUC river and stream ecosystem management efforts.

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

The Upper Tuolumne River Ecosystem Project will (1) satisfy existing instream flow commitments (2) implement the SFPUC Water Enterprise environmental stewardship policy on the Upper Tuolumne River, and (3) assist the U.S. National Park Service with development of the Tuolumne wild and scenic river plan. Failure to approve this PSC will result in the SFPUC renegeing on existing commitments on the Upper Tuolumne River.

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, by this PSC#4064-08/09

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

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



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

## A. Display all that apply

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The CS-388 contract was established for the express purpose of providing as-needed river ecosystem science services due to the uncertain nature of Raker Act regulatory requirements, upper Tuolumne River scientific findings, and environmental conditions that constrain/dictate field data gathering opportunities. Thus CS-388 workload is often episodic, intermittent, and on demand (as-needed) and does not lend itself to a permanent position(s) and workload. The City lacks the equipment and knowledgeable staff necessary to conduct the highly specialized tasks described in the CS-388 RFP and contract. Because of the episodic nature of the work, it would be unreasonable to establish a City workforce capable of these specialized tasks.

## B. Reason for the request for modification:

Extend contract duration and amount to close project

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

- A. Specify required skills and/or expertise: Proven expertise and experience in physical process-based river restoration approaches, river ecosystem science, and collaborative development of ecosystem-based instream flow recommendations for regulated river systems in California.
- 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, a qualified contractor will utilize equipment like catarafts (boats for large river flow measurement), thermisters (small temperature recording devices), and time lapse cameras (for recording change over time).

**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.  
Currently, there are no civil service classes that perform this work as the work is highly specialized.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, these services are highly specialized and are only required on an as-needed 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 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 07/09/14, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

Address: 525 Golden Gate Ave., San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4064-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 08/25/2014

## July 02, 2012 Regular Meeting

### MINUTES Regular Meeting July 2, 2012

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

#### CALL TO ORDER

2:00 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

**0263-12-8      Review of request for approval of proposed personal services contract.  
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-12/13	Airport Commission	\$300,000	SFO requires a Contractor to provide services to install operating system upgrade and MDI Access Control System application upgrade new servers, database client licenses, and deploy the new system to production. This system provides SFO with its ID card access and alarm application, with several Airport security systems. The Access Control System contains proprietary software and hardware components custom designed by MDI. Support and parts for the MDI Access Control System is only available via authorized dealers who are required to have staff certified in the version of software they are supporting. This project will result in virtualizing the servers for the application, database and reporting. The Contractor will provide MDI support for the following: 1) Custom application programming logic; 2) Proprietary communication software components; 3) Proprietary software interfaces to the computer aided dispatch system; and 4) Custom database implementation.	Regular	06/30/17
4001-12/13	Public Health	\$65,000	This contract will provide access to a proprietary, web-based software application to enable DPH to maximize State reimbursement for DPH's administration of the Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) programs. In 2012-13 new State requirements will take effect which will expand the annual staff time surbey required by the State, to ensure as much administrative time as possible is claimed for reimbursement.	Regular	06/30/15

J

<p>4064-08/09</p>	<p>Public Utilities Commission</p>	<p>Increase Amount \$2,000,000 New Amount \$3,500,000</p>	<p>Conduct hydrologic, geomorphic, biological and related river ecosystem science work on an as-needed basis. The work will be conducted in support of the Upper Tuolumne River Ecosystem Project and other related SFPUC river and stream ecosystem management efforts (CS-946). This modification of the Upper Tuolumne River Ecosystem Project will (1) satisfy existing instream flow commitments (2) implement the SFPUC Water Enterprise environmental stewardship policy on the Upper Tuolumne River, and (3) assist the U.S. National Park Service with development of the Tuolumne Wild and Scenic River Plan. Failure to approve this PSC will result in the SFPUC renegeing on existing commitments per Raker Act stipulations and SFPUC policy. This modification is necessary to continue technical support for (1) implementation of the SFPUC Water Enterprise environmental stewardship policy, (2) implementation of studies and monitoring required by the Water System Improvement Program Final Programmatic Environmental Impact Report, (3) implementation of updated O'Shaughnessy Dam instream flows, and (4) support for related efforts on Alameda, Pilarcitos, and San Mateo Creeks to plan, develop, and implement conditions of new or existing agreements related to instream flow needs.</p>	<p>Modification</p>	<p>04/19/18</p>
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**Speakers:**

Cynthia Avakian and Jeff Hoglind, Airport Commission and Donna Kotake, Department of Human Resources spoke on PSC #4130-08/09.

**Action:**

Adopted the report; Approved the request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 43868 - 14/15)

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

Type of Service: Personal Assisted Employment Services (PAES) Counseling and Pre-Vocation Services

Funding Source: Work Order

PSC Original Approved Amount: \$7,560,000

PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)

PSC Mod#1 Amount: \$3,503,266

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$11,625,000

PSC Mod#2 Duration: 07/01/20-06/30/25 (5 years 1 day)

PSC Cumulative Amount Proposed: \$22,688,266

PSC Cumulative Duration Proposed: 10 years 2 days

**1. Description of Work**

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

Contractors are to provide triage screening for employability and disability and behavioral health and pre-vocational assessment with linkage to community services in the Department of Human Service (HSA) County Adult Assistance Programs (CAAP). Triage Screening provides brief assessment of CAAP applicants and recipients to determine if they have unmet health needs and whether they have disabilities that limit their ability to work or possibly meet the eligibility criteria for SSA Disability Benefits. The PAES Behavioral Health Assessment Service is an Integrated Behavioral Health Outpatient Program with a vocational focus that provides a comprehensive assessment of clients who have demonstrated barriers to employment during their participation in vocational services. This component assists in identifying employment barriers and offering community linkages. Pre-vocational services work with HSA's workforce Development Dept. to provide psycho-educational groups/workshops/ Learning Needs Assessments/On-the-Job Assessment/Hire-Ability programs to equip clients with skills/abilities/attitudes relevant to obtaining/retaining employment. Short term behavior health services will be provided including assessment, individual and group support, case management, medication management; psychological testing, as well as consultation and outreach.

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

The Triage screening ensures that clients with disabling conditions are exempted from the requirement that CAAP recipients perform work in return for the cash assistance. If the service was not provided, many clients with disabilities would fail the work requirement and lose the financial stipend which will cause a risk of homelessness for failure to pay rent. The city would also be placed in legal jeopardy for requiring clients with disabilities to perform work. Without the PAES Behavioral Health Assessment Service, clients enrolled in employment services who have access to assessment and treatment referral services that would help accommodate and manage their disabilities so that they could succeed in employment services.

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 43868 - 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:

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:

The City does not presently have civil service staff who can provide these targeted employment services for this special population (substance abusers and people with mental illnesses), which differ from employment services provided by eligibility workers or other related staff, as they require specific behavioral health assessment and employment knowledge, skills and abilities. (Please see supplemental information attached.)

B. Reason for the request for modification:

Extend duration and increase amount correspondingly

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have a State-licensed and Commission-approved facility with trained and licensed staff as applicable to provide services in a mental health, substance abuse, and/or primary care setting.

B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2574, Clinical Psychologist; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2920, Medical Social Worker; 2930, Psychiatric Social Worker; 2935, Sr Marriage, Fam & Cld Cnslr;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide on-site assessment services within Human Service Agency (HSA) County Adult Assistance Program facility.

## 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.

Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in partnership with

contractors, which are mostly non-profit organizations, and through these collaborations the City is able to offer higher quality, more accessible mental health and substance abuse treatment services to its residents.

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: The City currently has Civil Service classifications that are used to provide a portion of these services.

**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 of civil service employees.

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

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

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

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

**7. Union Notification:** On 10/11/19, 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# 43868 - 14/15  
DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 01/06/2020

Civil Service Commission Action:



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

San Francisco, CA 94103

Office: 415-914-7345

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of jacquie.hale@sfdph.org  
Sent: Friday, October 11, 2019 6:04 PM  
To: jacquie.hale@sfdph.org; sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me;  
leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Kbasconcillo@swater.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; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org;  
jtanner940@aol.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; Timothy Mathews  
<tmathews@ifpte21.org>; Kristen Schumacher <kschumacher@ifpte21.org>; Paul Kim <pkim@ifpte21.org>; Amihan  
Milman <amakayan@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; DHR <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Modification Request to PSC # 43868 - 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 \$11,625,000 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/10964>  
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@swater.org Ricardo.lopez@sfgov.org leah.berlanga@seiu1021.org  
Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org

## **Additional Attachment(s)**



City and County of San Francisco  
London Breed, Mayor

## San Francisco Department of Public Health

Dr. Grant Colfax  
Director of Health

DATE: December 11, 2019

TO: Suzanne Choi, DHR PSC Coordinator

FROM: Jacquie Hale, DPH PSC Coordinator,  
DPH Office of Contract Management and Compliance, DPH Business Office

RE: PSC 43868-14/15 Personally Assisted Employment Services (PAES)

This is to request that the Personal Services Contracts above be calendared for the January 6, 2020, meeting of the Civil Service Commission.

IFPTE Local 21 asked for information and to meet about this PSC.

The Department of Public Health (DPH) met with Local 21 on November 20, 2019, and has responded to its requests for information.

At the conclusion of the meeting, Local 21 indicated that it did not have any further questions or issues with this PSC (see notes of the meeting, uploaded into the PSC database.)

Please let me know if you need further information.

Thank you.

## Hale, Jacquie (DPH)

---

**From:** Hale, Jacquie (DPH)  
**Sent:** Thursday, December 12, 2019 11:05 AM  
**To:** 'Timothy Mathews'; 'Vivian Araullo'  
**Cc:** 'Kristen Schumacher'; DHR-PSCCoordinator, DHR (HRD); Batongbacal, Edwin (DPH); Pacheco, Mary (HSA); Girma, Mahlet (DPH); Nate Wong (nathaniel.wong@sfdph.org)  
**Subject:** RE: Receipt of Modification Request to PSC # 43868 - 14/15 - MODIFICATIONS  
**Attachments:** 1819 RAMS-PAES Amd 2.pdf; PSC 43868-1415 PAES IFPTE Mtg 11-20-19 Notes.pdf

Timothy and Vivian,

In follow up to our meeting on November 20, 2019, please find attached:

- Notes from our meeting; and
- The second amendment to the contract covered by this PSC, with Richmond Area Multi-Services (RAMS), which has the current scope of work and budget for the Personally Assisted Employment Program.

Thank you,

Jacquie Hale  
PSC Coordinator  
Department of Public Health, City and County of San Francisco  
1380 Howard Street, Room 421b, San Francisco, CA 94103  
(415) 255-3508

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

**From:** Hale, Jacquie (DPH)  
**Sent:** Tuesday, November 19, 2019 2:59 PM  
**To:** Timothy Mathews <tmathews@ifpte21.org>; Vivian Araullo <varaullo@ifpte21.org>  
**Cc:** Kristen Schumacher <kschumacher@ifpte21.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Girma, Mahlet (DPH) <mahlet.girma@sfdph.org>  
**Subject:** RE: Receipt of Modification Request to PSC # 43868 - 14/15 - MODIFICATIONS

Timothy,

Yes, we can meet at our offices, 1380 Howard Street (corner of 10th Street). Please check in with the 5th floor reception desk. They'll let us know when you arrive and then we'll come and get you. We'll also have a speaker phone at the meeting for anyone who needs to join the meeting by phone.

Thank you,

Jacquie Hale  
PSC Coordinator  
Department of Public Health, City and County of San Francisco

1380 Howard Street, Room 421b, San Francisco, CA 94103  
(415) 255-3508

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

From: Timothy Mathews <tmathews@ifpte21.org>  
Sent: Tuesday, November 19, 2019 2:25 PM  
To: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; Vivian Araullo <varaullo@ifpte21.org>  
Cc: Kristen Schumacher <kschumacher@ifpte21.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Girma, Mahlet (DPH) <mahlet.girma@sfdph.org>  
Subject: RE: Receipt of Modification Request to PSC # 43868 - 14/15 - MODIFICATIONS

Jacquie,

We are available to meet, tomorrow 11/20 from 3:30-4:30.

My colleague Vivian Araullo and I will likely be able to meet in-person, but might have a member-leader join over the phone.

Are you able to host, or shall I reserve a room at my office?

Thank you.

-Timothy

---  
Timothy Mathews  
Acting Representative

IFPTE Local 21  
Professional Engineers Chapter  
City and County of San Francisco

1167 Mission Street, 2nd Floor  
San Francisco, CA 94103

Direct: 415-914-7345

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

From: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>  
Sent: Friday, November 15, 2019 4:05 PM  
To: Timothy Mathews <tmathews@ifpte21.org>  
Cc: Kristen Schumacher <kschumacher@ifpte21.org>; DHR <dhr-psccordinator@sfgov.org>; Girma, Mahlet (DPH) <mahlet.girma@sfdph.org>  
Subject: FW: Receipt of Modification Request to PSC # 43868 - 14/15 - MODIFICATIONS

Timothy,

My apologies, I see that you did, in fact, request to meet about 49869-17/18, Behavioral Health Services - Residential, and I am informed that the meeting time we're available has been arranged for both PSCs 43868-14/15, Personally Assisted Employment Services (PAES) Counseling and Pre-Vocational Services and 49869-17/18, Behavioral Health Services - Residential.

We look forward to hearing back from you regarding meeting about both PSCs on November 20, 2019, from 3:30 p.m.-4:30 p.m.

Thank you,

Jacquie Hale  
Manager, Pre-award Unit of the Office of Contract Management & Compliance, Business Office Department of Public Health, City and County of San Francisco  
1380 Howard Street, Room 421b, San Francisco, CA 94103  
(415) 255-3508

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

From: Hale, Jacquie (DPH)  
Sent: Friday, November 15, 2019 3:29 PM  
To: Timothy Mathews <tmathews@ifpte21.org>  
Cc: Girma, Mahlet (DPH) <mahlet.girma@sfdph.org>  
Subject: RE: Receipt of Modification Request to PSC # 43868 - 14/15 - MODIFICATIONS

Timothy,

We are able to meet about 43868-14/15, Personally Assisted Employment Services (PAES) Counseling and Pre-Vocational Services, on November 20, 2019, from 3:30 p.m.-4:30 p.m.  
Please let us know if you are also available.

I was not aware that Local 21 wanted to meet about 49869-17/18, Behavioral Health Services - Residential.  
We will check on available times to meet about that PSC and email you again to schedule a meeting.

Thank you,

Jacquie Hale  
Manager, Pre-award Unit of the Office of Contract Management & Compliance, Business Office Department of Public Health, City and County of San Francisco  
1380 Howard Street, Room 421b, San Francisco, CA 94103  
(415) 255-3508

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

From: Timothy Mathews <tmathews@ifpte21.org>  
Sent: Wednesday, November 13, 2019 1:16 PM  
To: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>  
Subject: RE: Receipt of Modification Request to PSC # 43868 - 14/15 - MODIFICATIONS

Hi Jacquie,

Sorry for my slow response - we had difficulty getting our committee together to review PSC # 43868 - 14/15 and PSC # 49869 - 17/18.

Could we find a time to meet next week?

Thank you.

-Timothy

---  
Timothy Mathews  
Acting Representative

IFPTE Local 21  
Professional Engineers Chapter  
City and County of San Francisco

1167 Mission Street, 2nd Floor  
San Francisco, CA 94103

Direct: 415-914-7345

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

From: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>  
Sent: Wednesday, October 16, 2019 11:13 AM  
To: Timothy Mathews <tmathews@ifpte21.org>; sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC) <kbasconcillo@sfgov.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; WendyWong26@yahoo.com; wendywong26@yahoo.com; Kristen Schumacher <kschumacher@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; DHR <dhr-psccordinator@sfgov.org>  
Cc: Vivian Araullo <varaullo@ifpte21.org>; Katherine General <kgeneral@ifpte21.org>; Debra Grabelle <debra.grabelle@ifpte21.org>; Isen, Carol (HRD) <carol.isen@sfgov.org>; Girma, Mahlet (DPH) <mahlet.girma@sfdph.org>  
Subject: RE: Receipt of Modification Request to PSC # 43868 - 14/15 - MODIFICATIONS

Timothy,

Thank you for your email. We'll work on getting you the requested information. We'll also be sending you 2-3 dates/times when we have staff available to meet. In the meantime, please send any additional questions you may have, so that we can work on having as many responses to them prior to and/or at the meeting as we can.

Thank you,



Jacquie Hale  
PSC Coordinator  
Department of Public Health, City and County of San Francisco  
1380 Howard Street, Room 421b, San Francisco, CA 94103  
(415) 255-3508

This e-mail is not a secured data transmission for Protected Health Information (PHI) as defined by the Healthcare Portability and Accountability Act (HIPAA), and it is the responsibility of all parties involved to take all reasonable actions to protect this message from non-authorized disclosure. This e-mail is intended for the recipient only. If you receive this e-mail in error, you should notify the sender and destroy the e-mail immediately. Disclosure of the information contained herein could subject to disclosure to civil or criminal penalties under state and federal privacy laws.

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

From: Timothy Mathews <tmathews@ifpte21.org>

Sent: Wednesday, October 16, 2019 10:24 AM

To: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.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; WendyWong26@yahoo.com; wendywong26@yahoo.com; Kristen Schumacher <kschumacher@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Cc: Vivian Araullo <varaullo@ifpte21.org>; Katherine General <kgeneral@ifpte21.org>; Debra Grabelle <debra.grabelle@ifpte21.org>; Isen, Carol (HRD) <carol.isen@sfgov.org>

Subject: RE: Receipt of Modification Request to PSC # 43868 - 14/15 - MODIFICATIONS

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Per the Local 21 MOU paragraph 108, at this time the Union objects to this modification PSC #43686.

The Union requests a meeting to discuss the service contemplated to be contracted out. In order to prepare for this meeting, the Union requests the following:

- a) The original RFP (including all addendums and appendices) leading to the first 5 year duration from ~2015.
- b) The executed contract (including all addendums and appendices) with Richmond Area Multi-Services.

Our committee looks forward to receiving and reviewing the above requests, and hope to schedule a meeting to discuss our concerns and questions before the Department's request moves forward to DHR.

Thank you.

-Timothy

---  
Timothy Mathews  
Research Specialist

IFPTE Local 21  
1167 Mission Street, 2nd Floor

**DPH Informational Meeting with IFPTE Local 21, November 20, 2019**

The meeting addressed two PSCs:

- PSC 43868-14/15 Personal Assisted Employment Services Counseling/Pre-Vocation Services
- PSC 49869-17/18 Behavioral Health Services – Residential

**Present:**

<b>Name</b>	<b>Title</b>	<b>Organization</b>
Timothy Matthews	Research Associate	IFPTE Local 21
Vivian Araullo	Union Representative	IFPTE Local 21
Sarah Larson	MH Treatment Specialist	IFPTE Local 21
Edwin Batongbacal	Director, Adult and Older Adult System of Care	SF Dept. of Public Health
Kelly Hiramoto	Special Projects Manager	SF Dept. of Public Health
Mary Pacheco	CHS Acting Manager, PAES	Human Services Agency
Jacque Hale	Office of Contracts Management & Compliance	SF Dept. of Public Health
Mahlet Girma	Office of Contracts Management & Compliance	SF Dept. of Public Health
Nathaniel Wong	Office of Contracts Management & Compliance	SF Dept. of Public Health

**Notes:**

**43868-14/15 – Personal Assisted Employment Services (PAES) Counseling & Pre-Vocation Services**

- Why not do a new PSC instead of a mod?  
While these are continuing services, we are trying to move toward having our PSCs correspond to our RFPs. By practice, the Civil Service Commission generally does not approve PSCs longer than five years, so a PSC of another 5 year was needed to match the current RFP.
- What programs are included in these? Are these vocational programs?  
No, it's not a vocational program, rather, it is a pre-vocational program. Program services include client support, case management, medication management, consultation and outreach services. Also included is an assessment of whether or not a client needs to be in the County Adult Assistance Program (CAAP).
- What is the funding source?  
The funding source is the General Fund, through a work order from the Human Services Agency to the Department of Public Health.
- Can you email us the contract?  
Yes.
- When initial RFP was being developed, did DPH try to do the work in house?  
No, since we were aware that we lacked the capacity to provide these services.
- Why can't you just use the pre-vocational program at the Hospital?  
That program is provided under a contract with the University of California at San Francisco (UCSF) under a contract (the "UCSF Citywide Case Management" contract).
- How long have you had this contract?  
The current contract started in 2015, however the services have been provided since approximately 2000 under a different contractor.

IFPTE Local 21 stated that they had no further questions.



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED  
MAYOR

*Sent Via Electronic Mail*

September 21, 2018

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS 40194-17/18; 42680-17/18; 43103-18/19; 46751-17/18; 26741-18/19; 41388-17/18; 45366-18/19; 40295-18/19; 49961-18/19; 46107-17/18; 41422-17/18; 43498-17/18; 47395-17/18; 47705-18/19; 48095-17/18; 49000-18/19; 43877-18/19; 45859-17/18; 44970-18/19; 43672-14/15; 38535-13/14; 43868-14/15; AND 47083-13/14.**

At its meeting on September 17, 2018 the Civil Service Commission had for its consideration the above matter.

The Commission took the following actions:

1. Approved PSC #41388-17/18 with the condition to amend under Scope of Work to include ...all necessary "installation", maintenance and services to provide all three buildings with attractive green rooftops.
2. Approved PSC #45366-18-19 with the condition to amend the justification to include the lack of "specialized equipment, location and facilities within the City and County of San Francisco."
3. Approved PSC #47395-17/18 with the condition to report back in September of 2019 regarding the progress.
4. Approved PSC #48095-17/18 with the condition to report back in September of 2019 regarding the progress and recruitment efforts.
5. Approved PSC #45859-17/18 with the condition to report back within three (3) months on the status and continue discussions with the union.
6. Adopted the report. Approved the remaining requests for proposed Personal Services Contracts and notified the Office of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.

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

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN  
Executive Officer

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

Home >

## Posting For September 17, 2018

### Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2018-09-17

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
43672 - 14/15 - MODIFICATIONS 2018	September 17, 2018	AIRPORT COMMISSION -- ATR	\$1,000,000	\$2,500,000	To provide San Francisco International Airport (SFO) with general investment advisory services on an as-needed basis. This includes review of the investment policy and best practice recommendations for \$680 million of debt service reserve funds; advisory service on portfolio structure, security selection and periodic re-balancing of the portfolio; and preparation of detailed holding, activity or market condition reports on a daily, monthly or quarterly basis.	08/01/2018	06/30/2022	REGULAR
38535 - 13/14 - MODIFICATIONS 2018	September 17, 2018	PUBLIC HEALTH -- DPH	\$67,200	\$134,400	Provide confidential hospital and palliative care for staff who provide care for seriously ill and/or dying patients in order to address the emotional impact on the team. Facilitate and mentor team professional growth and maturation to address issues of communication, dying, death, grief and burnout.	07/01/2019	06/30/2023	REGULAR
43868 - 14/15 - MODIFICATIONS 2018	September 17, 2018	PUBLIC HEALTH -- DPH	\$3,503,266	\$11,063,266	Contractors are to provide triage screening for employability and disability and behavioral health and pre-vocational assessment with linkage to community services in the Department of Human Service (HSA) County Adult Assistance Programs (CAAP). Triage Screening provides brief assessment of CAAP applicants and recipients to determine if they have unmet health needs and whether they have disabilities that limit their ability to work or possibly meet the eligibility criteria for SSA Disability Benefits. The PAES Behavioral Health Assessment Service is an Integrated Behavioral Health Outpatient Program with a vocational focus that provides a comprehensive assessment of clients who have demonstrated barriers to employment during their participation in vocational services. This component assists in identifying employment barriers and offering community linkages. Pre-vocational services work with HSA's workforce Development Dept. to provide psycho-educational groups/workshops/ Learning Needs Assessments/On-the-Job Assessment/Hire-Ability programs to equip clients with skills/abilities/attitudes relevant to obtaining/retaining employment. Short term behavior health services will be provided including assessment, individual and group support, case management, medication	07/01/2018	06/30/2020	REGULAR



PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					management; psychological testing, as well as consultation and outreach.			
47083 - 13/14 - MODIFICATIONS 2018	September 17, 2018	PUBLIC HEALTH -- DPH	\$3,700,000	\$7,480,000	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.	11/01/2019	06/30/2024	REGULAR

**TOTAL AMOUNT \$8,270,466**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 49869 - 17/18)

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

Type of Service: Behavioral Health Services - Residential

Funding Source: Medi-Cal, General Fund

PSC Original Approved Amount: \$120,400,000

PSC Original Approved Duration: 01/01/18 - 12/31/22 (5 years)

PSC Mod#1 Amount: \$191,500,000

PSC Mod#1 Duration: 01/01/23-12/31/27 (5 years 1 day)

PSC Cumulative Amount Proposed: \$311,900,000

PSC Cumulative Duration Proposed: 10 years 1 day

**1. Description of Work**

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

Contractors will provide mental health/behavioral health services in a residential setting for adults who would otherwise be a risk of hospitalization or other institutional placement as part of the City's Adult/Older Adult Systems Of Care (SOC), including services related to an urgent care center, acute diversion units, Institute for Mental Disease (IMD)-alternatives long-term mental health residential programs, older adult mental health residential programs, and mental health transitional residential treatment for mothers with young children. Approximately 21,000 San Francisco residents have serious mental illness and resulting significant functional impairments, including serious mood, schizophrenic/psychotic, anxiety, adjustment and other mental disorders, which may co-occur with substance use disorders and significant primary care, functional impairment and quality of life issues. In partnership with civil service staff, services provided by contractors provide flexible, integrated, seamless services based on the level and type of needs of the client, and responding as clients' needs change over time.

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

Without these services, adults and older adults will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress disorder, violence, trauma, post-trauma, and other symptoms. There will also be a generalized sense of increased collective helplessness throughout the community, when related to the untreated mental illness, leading communities to feel besieged and victimized. Not providing the services may result in increased lawsuits and related costs, as well as disallowance of State and Federal funding for failing to expend funds within regulatory guidelines.

**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 49869 - 17/18

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

Yes, as 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:

The city does not have the appropriate facilities (buildings) or capacity to provide these mental health residential services, which provide an integral part of the City's System of Care for people with behavioral health treatment needs and help clients to avoid institutionalization.

B. Reason for the request for modification:

To extend duration and increase funding for residential mental health programs.

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

- A. Specify required skills and/or expertise: Contractors must be Mental Health Medi-Cal and/or Medicare providers with proper licenses and service facilities, appropriately trained licensed and certified staff and facilities which comply with applicable State laws and regulations, as well as experience in providing the needed services to the identified target population(s), including working collaboratively with families, support systems, and other agencies/providers to ensure continuity and coordination of care, and with high-risk clients, using strategies to help clients discharged from hospitals and long-term care to engage with needed services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2305, Psychiatric Technician; 2552, Dir of Act, Therapy & Vol Svcs; 2574, Clinical Psychologist; 2574, Clinical Psychologist; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2706, Housekeeper/Food Service Clnr; 2822, Health Educator; 2908, Hospital Eligibility Worker; 2910, Social Worker; 2920, Medical Social Worker; 2930, Psychiatric Social Worker; 2935, Sr Marriage, Fam & Cld Cnslr;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The City is not able to acquire and operate facilities needed to provide the community-based residential care services for this target population, who otherwise would be at risk of institutionalization. In addition to providing the needed appropriate facilities (buildings), mental health residential contractors are a crucial part of the mental health System Of Care and enable the system to provide more accessible, culturally competent, and flexible services to be available in order to provide the best patient care, as well as responding to funding/legislative requirements to ensure that the County utilizes "available private and private non-profit mental health resources and facilities in the county prior to developing new county-operated resources or facilities when these private and private non-profit resources or facilities are of at least equal quality and cost as county-operated resources and facilities and shall utilize available county resources and facilities of at least equal quality and cost prior to new and private nonprofit resources and facilities....(and to make) optimum use...of appropriate and local public and private organizations, community professional personnel, and state agencies." (California Welfare and Institutions Code, Sections 5652.5 and 5653) (State Medi-Cal legislation)

**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.**

Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in partnership with contractors, which are non-profit organizations, and through these collaborations the City is able to offer high quality, more accessible mental health and substance abuse treatment services to its residents. The mental health and substance abuse treatment services System Of Care relies on community-based service providers with the needed expertise--which is often specific to the target population and/or communities they service--who have the trust of and credibility in the community, as well as linkages and resources unavailable at a comparable level to the City, and they are able to operate the small, flexible, community-based programs required by State law and found to be most effective in treatment residents who are mentally ill.

**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 classifications currently serve in the positions listed in this PSC, however, demand for residential mental health services exceeds the capacity of City facilities to provide, so that City uses contractors to meet as many of the clients' needs as possible.

**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 purpose of this PSC is to provide residential mental health services, so no formal training of civil service staff is included.

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

No.

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

No.

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

No.

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

Positive Resource Center (Baker Places); Progress Foundation

**7. Union Notification: On 10/11/19, the Department notified the following employee organizations of this PSC/RFP request:**



SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU 1021 Miscellaneous; Professional & Tech Engrs,  
Local 21;

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

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

Address: 101 Grove Street, Room 405, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49869 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/06/2020

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

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Friday, October 11, 2019 5:21 PM  
**To:** Hale, Jacquie (DPH); kcartermartinez@cirseiu.org; Sandeep.lal@seiu1021.me; 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; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 49869 - 17/18 - 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 \$191,500,000 for services for the period January 1, 2023 – December 31, 2027. 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/14092>

Email sent to the following addresses: L21PSCReview@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 Sandeep.lal@seiu1021.me kcartermartinez@cirseiu.org

## **Additional Attachment(s)**



City and County of San Francisco  
London Breed, Mayor

## San Francisco Department of Public Health

Dr. Grant Colfax  
Director of Health

DATE: December 11, 2019

TO: Suzanne Choi, DHR PSC Coordinator

FROM: Jacquie Hale, DPH PSC Coordinator,  
DPH Office of Contract Management and Compliance, DPH Business Office

RE: PSC 49869-17/18 Behavioral Health Services – Residential Services

This is to request that the Personal Services Contracts above be calendared for the January 6, 2020, meeting of the Civil Service Commission.

IFPTE Local 21 asked for information and to meet about this PSC. The Department of Public Health (DPH) met with Local 21 on November 20, 2019, and has responded to its requests for information, providing:

- Press releases (4) from the Mayor's Office and DPH on agreements reached by the Mayor, Board of Supervisors, and the ordinance recently approved by the Board of Supervisors for the new Mental Health SF program(s);
- The Legislative Digest for the new ordinance, which summarizes the legislation;
- Information on the Behavioral Health Services trajectory of wellness (continuum of care);
- A summary of the legal mandates related to providing mental health services in the community.

These documents have been uploaded into the PSC database, with notes from the meeting, at which additional information was provided. We have not received any further questions from Local 21.

We would appreciate having approval of this SPC calendared for the January 6, 2019, meeting, so that we might continue with the contracts for these behavioral health residential treatment services, which provide a vital part of the Department's continuum of care for people with mental health and/or substance use disorder issues.

Please let me know if you need further information.

Thank you.

**DPH Informational Meeting with IFPTE Local 21, November 20, 2019**

The meeting addressed two PSCs:

- PSC 43868-14/15 Personal Assisted Employment Services Counseling/Pre-Vocation Services
- PSC 49869-17/18 Behavioral Health Services – Residential

**Present:**

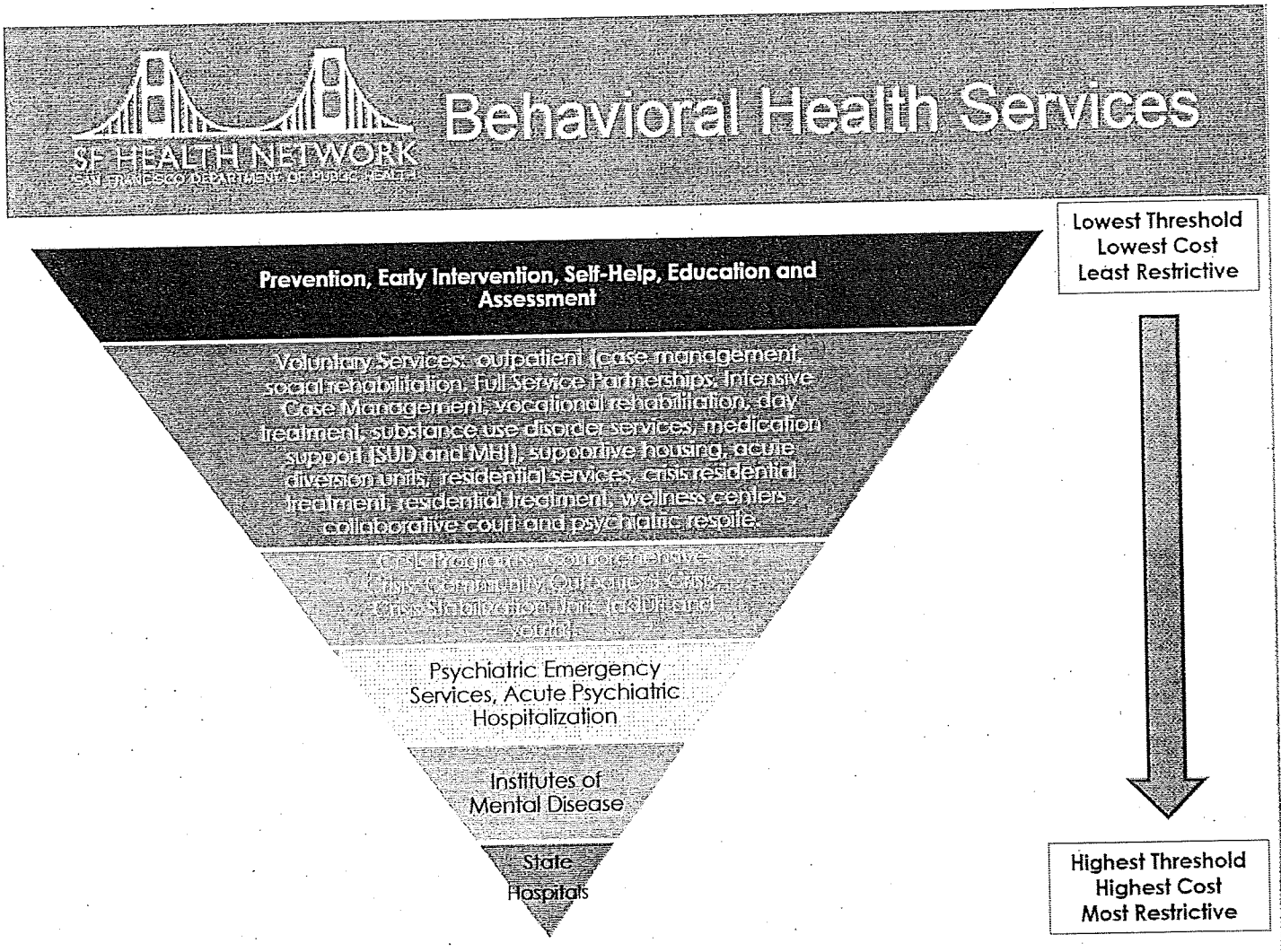
<b>Name</b>	<b>Title</b>	<b>Organization</b>
Timothy Matthews	Research Associate	IFPTE Local 21
Vivian Araullo	Union Representative	IFPTE Local 21
Sarah Larson	MH Treatment Specialist	IFPTE Local 21
Edwin Batongbacal	Director, Adult and Older Adult System of Care	SF Dept. of Public Health
Kelly Hiramoto	Special Projects Manager	SF Dept. of Public Health
Mary Pacheco	CHS Acting Manager, PAES	Human Services Agency
Jacquie Hale	Office of Contracts Management & Compliance	SF Dept. of Public Health
Mahlet Girma	Office of Contracts Management & Compliance	SF Dept. of Public Health
Nathaniel Wong	Office of Contracts Management & Compliance	SF Dept. of Public Health

**Notes:**

**43868-14/15 – Personal Assisted Employment Services (PAES) Counseling & Pre-Vocation Services**

- Why not do a new PSC instead of a mod?  
While these are continuing services, we are trying to move toward having our PSCs correspond to our RFPs. By practice, the Civil Service Commission generally does not approve PSCs longer than five years, so a PSC of another 5 year was needed to match the current RFP.
- What programs are included in these? Are these vocational programs?  
No, it's not a vocational program, rather, it is a pre-vocational program. Program services include client support, case management, medication management, consultation and outreach services. Also included is an assessment of whether or not a client needs to be in the County Adult Assistance Program (CAAP).
- What is the funding source?  
The funding source is the General Fund, through a work order from the Human Services Agency to the Department of Public Health.
- Can you email us the contract?  
Yes.
- When initial RFP was being developed, did DPH try to do the work in house?  
No, since we were aware that we lacked the capacity to provide these services.
- Why can't you just use the pre-vocational program at the Hospital?  
That program is provided under a contract with the University of California at San Francisco (UCSF) under a contract (the "UCSF Citywide Case Management" contract).
- How long have you had this contract?  
The current contract started in 2015, however the services have been provided since approximately 2000 under a different contractor.

IFPTE Local 21 stated that they had no further questions.



12/11/2019

Mayor London Breed, Supervisors Hillary Ronen and Matt Haney Announce Plan to Move Forward with Mental Health SF | Office of the Mayor

Visit our [new website SF.gov](http://www.sfgov.gov)

## Office of the Mayor

### News Releases

The latest news and announcements from Mayor London N. Breed

#### **Mayor London Breed, Supervisors Hillary Ronen and Matt Haney Announce Plan to Move Forward with Mental Health SF**

Posted Date: Tuesday, November 12, 2019

**Mayor and Supervisors to withdraw their respective ballot measures and instead introduce legislation creating compromise version of Mental Health SF, a comprehensive plan to address the mental health and substance use challenges in San Francisco**

San Francisco, CA — Mayor London N. Breed and Supervisors Hillary Ronen and Matt Haney announced today that they have reached an agreement on a comprehensive plan for reforming San Francisco's mental health care system. After months of negotiations, Mayor Breed is co-sponsoring Mental Health SF, which overhauls the City's challenged mental health system and guarantees mental health care to all San Franciscans who lack insurance or who are experiencing homelessness. As part of the agreement, Mayor Breed and the Supervisors will withdraw their respective ballot initiatives intended for the March 2020 ballot and will instead introduce Mental Health SF legislation at today's Board of Supervisors meeting.

"We all agree we need to work immediately to address the serious mental health and substance use challenges on our city's streets," said Mayor Breed. "By collaborating and doing the work in City Hall, we can make real and effective solutions to improve our system of behavioral health care. As we work to reform our entire mental health system, we'll continue prioritizing the most vulnerable people, and providing targeted services to those who are experiencing homelessness, mental illness, and substance use disorder."

Prior to reaching this agreement, Mayor Breed and Supervisors Ronen and Haney had submitted separate initiatives for the March 2020 ballot—UrgentCareSF and Mental Health SF. UrgentCareSF focused on delivering services for the 4,000 people who are homeless and have both mental health and substance use disorders, while Mental Health SF created a universal mental health care system providing mental health care to any San Franciscan with serious mental illness.

[sfmayor.org/article/mayor-london-breed-supervisors-hillary-ronen-and-matt-haney-announce-plan-move-forward](http://sfmayor.org/article/mayor-london-breed-supervisors-hillary-ronen-and-matt-haney-announce-plan-move-forward)

1/3



12/11/2019

Mayor London Breed, Supervisors Hillary Ronen and Matt Haney Announce Plan to Move Forward with Mental Health SF | Office of the Mayor

"All you have to do is walk outside City Hall for a few blocks to see the shocking mental health crisis that now a daily part of all of our lives. It's the biggest crisis facing our city and working together is the only way we're going to solve it," said Supervisor Ronen. "I'm proud that we've been able to take our differing viewpoints and found ways to make this legislation even better. With the Mayor's support, Mental Health SF will change how San Francisco deals with severe mental illness and addiction."

Talks between the Mayor's office, the Supervisors, community stakeholders, and union leaders representing front-line workers led to three major changes to Mental Health SF that have allowed Mayor Breed to co-sponsor the measure.

#### **Prioritizing People Experiencing Homelessness**

The new Mental Health SF will now focus first on serving people who are homeless with serious mental illness or substance use disorders and will prioritize getting people off the street and in to care. Resources will be especially focused on people experiencing homelessness, serious mental illness, and substance use disorders.

#### **Behavioral Health Access Center (BHAC) to become Mental Health Center**

Mental Health SF calls for the creation of a 24/7 Mental Health Center that would serve as an access portal for uninsured and homeless San Franciscans seeking access to mental health care. As part of the compromise, rather than building a new facility, the existing BHAC building located on Howard Street will become the site of the new Mental Health Center. Planning for the new center will begin immediately, with rehabilitation work following as funding is identified.

#### **Office of Private Insurance Accountability**

As it was initially drafted, Mental Health SF provided mental health care to all San Franciscans who needed it—including people with mental illness who had insurance but were not able to access mental health care through their providers because of barriers such as high deductibles and long wait lists. Rather than the City paying for services for these individuals, the compromise creates an Office of Private Insurance Accountability that will advocate for insured people with mental illness to make sure that they receive the care to which they are legally entitled.

"Mental Health SF will make San Francisco the first city in the country to provide universal access to coordinated mental health care and substance use treatment. If you are homeless, uninsured, and diagnosed with a serious mental illness or substance use disorder, Mental Health SF will ensure that you get the medical treatment you need, and if you are insured but not getting the care you are entitled to, the City will help advocate on your behalf," said Supervisor Haney. "Every day, people who are mentally ill or severely addicted are abandoned on the streets, cycling in and out of emergency rooms, leaving our residents and neighborhoods to deal with the consequences. I will not stop fighting until Mental Health SF is fully implemented, funded, and effectively gets people off the streets and into treatment."

Under the new agreement, Mental Health SF will move forward as legislation in City Hall rather than at the ballot, allowing for more expedited implementation of the initiative. Mayor Breed has committed to fast tracking implementation when the legislation passes and will prioritize the hiring of a new Director of Mental Health SF by next summer. Additionally, an implementation working group will be impaneled to begin the process of developing recommendations on how best to reform and expand the City's mental health services.

Mayor Breed and Supervisors Ronen and Haney have also committed to working together to secure the approximately \$100 million annually needed for Mental Health SF's implementation. The City will continue making investments immediately and in the upcoming budget to meet the goals of Mental Health SF, however, several elements of Mental Health SF will be dependent on identifying new revenue sources. Mayor Breed and Board of Supervisors President Norman Yee have asked the Controller to convene a process to reform the City's business tax, which could provide a new revenue stream for Mental Health SF. The City Administrator and the Capital Planning Committee are also looking at moving up a Public Health Bond for the November 2020 election to help pay for capital improvements.

12/11/2019

Mayor London Breed, Supervisors Hillary Ronen and Matt Haney Announce Plan to Move Forward with Mental Health SF | Office of the Mayor

As the Mayor and Supervisors work to identify funding for the longer-term elements of Mental Health SF, the City will continue providing mental health and substance use treatment services to as many homeless individuals as possible.

This immediate action includes continuing to prioritize healthcare and housing for the most vulnerable of the 4,000 who are experiencing homelessness, and have both a mental illness and a substance use disorder, as identified by the Department of Public Health. As part of the compromise agreement, the City will continue to expand treatment capacity and reduce administrative barriers to eliminate wait times for services. This will include adding new behavioral health treatment beds, creating new meth sobering centers and managed alcohol facilities, expanding access to existing City services, and ensuring there are navigators and case managers to help people get into care. These improvements will be folded into Mental Health SF as the new program becomes operational.

"The Department of Public Health thanks Mayor Breed and Supervisors Ronen and Haney for reaching this agreement that unifies the City and reinforces our ongoing work to serve the San Franciscans in greatest need," said Dr. Grant Colfax, Director of Health. "With transformative investments in our workforce, evidence-based solutions, and our community partners, we will help our neighbors experiencing homelessness, mental illness and substance use disorders to achieve wellness and recovery."

"Anyone who lives in or visits our city knows the condition of our streets is unacceptable," said Assemblymember Phil Ting, an early supporter of Mental Health SF. "Making a real difference will take all of San Francisco's leaders working together to help those struggling with mental health challenges in public and behind closed doors. That's why I am encouraged by today's partnership, which will ensure every San Francisco resident who needs it has access to affordable, quality mental health services and treatment."

###



**FOR IMMEDIATE RELEASE:**

Tuesday, December 10, 2019

Contact: Mayor's Office of Communications, 415-554-6131

**\*\*\* PRESS RELEASE \*\*\***

**MENTAL HEALTH SF LEGISLATION APPROVED  
UNANIMOUSLY BY BOARD OF SUPERVISORS**

*Comprehensive plan put forward by Mayor London Breed, Supervisors Hillary Ronen, Matt Haney will help address mental health and substance use challenges in San Francisco*

**San Francisco, CA** — Today the Board of Supervisors voted unanimously in favor of Mental Health SF, which is an overhaul of San Francisco's mental health system and guarantees mental health care to all San Franciscans who lack insurance or who are experiencing homelessness. Mayor London N. Breed, Supervisors Hillary Ronen, and Supervisor Matt Haney co-sponsored the legislation.

"With the passage of Mental Health SF, we can keep moving ahead to address the serious mental health and substance use challenges on our city's streets," said Mayor Breed. "As we work to reform our entire mental health system, we'll continue prioritizing the most vulnerable people, and providing targeted services to those who are experiencing homelessness, mental illness, and substance use disorder."

Mayor Breed is committed to fast tracking implementation of the legislation and will prioritize the hiring of a new Director of Mental Health SF by next summer. Additionally, a 13-person implementation working group will be impaneled to begin the process of developing recommendations on how best to reform and expand the City's mental health services.

Prior to introducing the Mental Health SF legislation, Mayor Breed and Supervisors Ronen and Haney had submitted separate initiatives for the March 2020 ballot. Talks between the Mayor's office, the Supervisors, community stakeholders, and union leaders representing front-line workers led to a compromise proposal focused on those most in need, allowing both previous versions to be withdrawn from the ballot. Mental Health SF prioritizes people experiencing homelessness, includes a central access location for behavioral health services, and creates a new Office of Private Insurance Accountability.

"Supervisor Haney and I began this work to reform our mental health care system two years ago, in partnership with nurses and front-line mental health care workers," said Supervisor Ronen. "I am thrilled that Mayor Breed has now joined us as a co-sponsor of Mental Health SF, and that the Board unanimously passed this legislation today. This is a concrete plan that will help vulnerable people who are suffering from mental illness and substance abuse. It's long past due for City Hall to take action on our mental health crisis and I'm so pleased that we were able to come together to make it happen."



### **Prioritizing People Experiencing Homelessness**

Mental Health SF will focus first on serving people who are homeless with serious mental illness or substance use disorders and will prioritize getting people off the street and into care. The program is also open to the uninsured and those who the Department of Public Health already serves. The system improvements targeting the homeless population will extend to the broader populations served as well.

### **Mental Health Service Center**

Mental Health SF calls for the creation of a Mental Health Service Center that will serve as a central access portal for uninsured and homeless San Franciscans seeking access to mental health care. Mental Health SF will expand a centralized drop-in center for people in need of immediate behavioral health care, including those who come in voluntarily and providing another drop-off destination for first responders and the jail, strengthening coordination with law enforcement partners. The Center will provide expanded capacity for several levels of care, including pharmacy services and care coordination.

### **Office of Private Insurance Accountability**

The Mental Health SF legislation creates an Office of Private Insurance Accountability that will advocate for insured people with mental illness to make sure that they receive the care to which they are legally entitled.

“Passing Mental Health SF is a huge step forward, but we still have a long way to go,” said Supervisor Haney. “Supervisor Ronen and I are committed to working with the Mayor, our colleagues, and stakeholders to ensure that Mental Health SF is fully implemented and fully funded. We will not rest until every component of this program is up and running. The crisis on our streets continues to have a devastating impact on our residents and neighborhoods, and Mental Health SF is the solution we urgently need.”

Mayor Breed and Supervisors Ronen and Haney have committed to working together to secure the approximately \$100 million annually needed for Mental Health SF’s implementation. The City will continue making investments immediately and in the upcoming budget to meet the goals of Mental Health SF, however, several elements of Mental Health SF will be dependent on identifying new revenue sources. Mayor Breed and Board of Supervisors President Norman Yee have asked the Controller to convene a process to reform the City’s business tax, which could provide a new revenue stream for Mental Health SF. The City Administrator and the Capital Planning Committee are also looking at moving up a Public Health Bond for the November 2020 election to help pay for capital improvements.

As the Mayor and Supervisors work to identify funding for the longer-term elements of Mental Health SF, the City will continue providing mental health and substance use treatment services to as many homeless individuals as possible. This immediate action includes continuing to prioritize healthcare and housing for the most vulnerable of the 4,000 who are experiencing homelessness, and have both a mental illness and a substance use disorder, as identified by the Department of Public Health.

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SAN FRANCISCO



LONDON N. BREED  
MAYOR

The City will continue to expand treatment capacity and reduce administrative barriers to eliminate wait times for services. This will include adding new behavioral health treatment beds, creating new meth sobering centers and managed alcohol facilities, expanding access to existing City services, and ensuring there are navigators and case managers to help people get into care. These improvements will be folded into Mental Health SF as the new program becomes operational.

“Mental Health SF is an opportunity to come together and do great things—this time for San Franciscans experiencing homelessness, mental illness and substance use disorders,” said Dr. Grant Colfax, Director of Health. “An initiative of this magnitude promises to help transform our behavioral health care system. With the support of Mayor Breed and the Board of Supervisors, the expertise of the Department of Public Health, and the wisdom of our community, we can make a difference and save lives.”

###

LEGISLATIVE DIGEST

[Administrative Code - Mental Health SF]

Ordinance amending the Administrative Code to establish Mental Health SF, a mental health program designed to provide access to mental health services, substance use treatment, and psychiatric medications to all adult residents of San Francisco with mental illness and/or substance use disorders who are homeless, uninsured, or enrolled in Medi-Cal or Healthy San Francisco; to establish an Office of Private Health Insurance Accountability to advocate on behalf of privately insured individuals not receiving timely and appropriate mental health care under their private health insurance; to provide that Mental Health SF shall not become operative until either the City's budget has exceeded the prior year's budget by 13%, or the voters have approved a tax that will sufficiently finance the program, or the Board of Supervisors has approved the appropriation of general funds to finance the program; and to establish the Mental Health SF Implementation Working Group to advise the Mental Health Board, the Department of Public Health, the Health Commission, the San Francisco Health Authority, and the Board of Supervisors on the design and implementation of Mental Health SF.

Existing Law

Chapter 15 of the San Francisco Health Code governs the Community Mental Health Service of the City and County of San Francisco ("City"), by:

- Establishing a Community Mental Health Service, as required by state law;
- Establishing the Mental Health Board, consisting of 17 members, to review the City's mental health needs, services, facilities, and special programs, advise the Board of Supervisors, Health Commission, Director of Health, and the Director of Mental Health as to any aspect of local mental health programs, and review and comment on the City and County's performance outcome data and communicate its findings to the State Mental Health Commission, among other duties;
- Enumerating the services that the Community Mental Health Service may provide, including outpatient psychiatric clinics, in-patient psychiatric clinics, rehabilitation services, and psychiatric consultant services, among other services; and
- Declaring the intent of the Board of Supervisors to more specifically delineate the long-range planning and budgetary uses of the San Francisco Community Mental Health Services Plan.

Chapter 15 also requires that the Department of Public Health ("DPH") provide a single standard of mental health services access and care for indigent and uninsured residents of the City and Medi-Cal beneficiaries who are residents of the City.

The San Francisco Treatment on Demand Act, which was enacted by the voters in 2010 as Proposition T, requires that DPH maintain an adequate level of free and low cost medical substance abuse services and residential treatment slots commensurate with the demand for such services. Demand is to be measured by the total number of filled medical substance abuse slots plus the total number of individuals seeking such slots as well as the total number of filled residential treatment slots plus the number of individuals seeking such slots. DPH is required to submit an annual report to the Board of Supervisors with its assessment of the demand for substance abuse treatment and a plan to meet the demand.

#### Amendments to Current Law

The proposed ordinance would establish Mental Health SF, a comprehensive reform of the City's mental health system. Subject to the budgetary and fiscal provisions of the Charter, Mental Health SF would provide services and medications, as clinically indicated, to every San Francisco resident aged 18 years old and over who is experiencing homelessness, is uninsured, or is enrolled in Medi-Cal or Healthy SF or awaiting enrollment in Medi-Cal following release from the County Jail, and who is determined by a licensed healthcare professional to present symptoms of serious mental illness and/or substance use disorder.

To leverage funding for Mental Health SF, the ordinance would require DPH to help eligible participants enroll in existing state and federal health insurance and public benefit programs and seek recovery of costs borne by the City in providing services to individuals with private health insurance who are provided with emergency crisis-level care by the City. The ordinance would also authorize DPH to impose fees based on a sliding fee scale. However, no person would be denied services due to the inability to pay fees.

Mental Health SF would have five key components:

1. **Establishment of a Mental Health Service Center**, which would be a physical building or buildings that would serve as centralized access point for patients who seek access to mental health and/or substance use treatment.
2. **Establishment of an Office of Coordinated Care**, which would oversee the seamless delivery of mental health care and substance use services across the City's behavioral health systems.
3. **Establishment of the Crisis Response Street Team**, which would operate 24 hours per day, 7 days per week, to intervene with people on the street who are experiencing a substance use or mental health crisis, with the goal of engaging them and having them enter into a system of treatment and coordinated care.

4. **Expansion of Mental Health and Substance Use Treatment** to eliminate excessive wait times and to ensure that individuals being served are in the least restrictive environment possible.
5. **Establishment of the Office of Private Health Insurance Accountability**, which would advocate on behalf of San Francisco residents of all ages who have private health insurance when they are not receiving the timely or appropriate mental health care services to which they are entitled under their health insurance policies.

In light of the costs associated with implementing Mental Health SF, the proposed ordinance provides that the program would not become operative until the earliest of the following three occurrences: (1) the Controller certifies in writing to the Mayor and the Clerk of the Board of Supervisors that the budget of the City and County of San Francisco for a fiscal year has exceeded the prior fiscal year's budget by 13%; or (2) the Controller certifies in writing to the Mayor and the Clerk of the Board of Supervisors that the voters have approved a ballot measure imposing a new tax, or modifying an existing tax, that will result in revenue sufficient to finance the activities required under Section 15.104; or (3) the City enacts an appropriation ordinance approving the use of funds from the General Fund to sufficiently finance the costs of Mental Health SF.

Once Mental Health SF is operative, the Director of Mental Health SF would be required to submit a report to the Board of Supervisors every six months summarizing the operational, programmatic, and budgetary aspects of Mental Health SF. Within two years of the operative date, and every four years thereafter, the Controller would be required to conduct an audit of the City's behavioral health system. In addition, DPH would be required to prepare and submit to the Mayor and the Board of Supervisors, an annual implementation plan that describes the services that would be required to meet the behavioral health and housing needs of persons eligible to participate in Mental health SF, the cost of those services, a method of prioritizing those services, and a proposed plan to finance those services.

Lastly, the proposed ordinance would establish the Mental Health SF Implementation Working Group ("Implementation Working Group"), which would be charged with advising the Mental Health Board or any successor agency, the Health Commission, the Department of Public Health, the Mayor, and the Board of Supervisors on the design, outcomes, and effectiveness of Mental Health SF. The Implementation Working Group would evaluate the effectiveness of Mental Health SF in meeting the behavioral health and housing needs of eligible participants, by reviewing program data, and would review and assess the Implementation Plan that DPH is required to submit to the Mayor and the Board of Supervisors. The Implementation Working Group would also work with the Controller to conduct a staffing analysis of both City and nonprofit mental health services providers to determine whether there are staffing shortages that impact the providers' ability to provide effective and timely mental health services, and would prepare proposals for how to reduce the scope of services provided by Mental Health SF if they are estimated to exceed \$150 million annually.



The Implementation Working Group would terminate on September 1, 2026.

### Background Information

DPH's Behavioral Health Services ("BHS") is the largest provider of behavioral health (mental health and substance use) services, including prevention, early intervention, and treatment services, in the City. The annual budget of the BHS system of care as of Fiscal Year 2019-2020 was approximately \$400 million. BHS serves approximately 30,000 individuals with serious mental illness and/or substance use disorders in its clinical care delivery system each year. Yet, San Francisco's behavioral health system has not adequately addressed San Francisco's mental health and substance use crisis.

According to the Department's records, in Fiscal Year 2018-2019, the Department and/or the Department of Homelessness and Supportive Housing ("HSH") served about 18,000 people experiencing homelessness. Of those 18,000 people, 4,000 have a history of both mental health and substance use disorders. These 4,000 people are in critical need of help, as evidenced by their high use of urgent and emergency psychiatric services.

While, as of 2019, the City is home to 24,500 individuals who use injection drugs, as of 2019 the City has only 335 drug treatment spaces available, of which only 68 spaces are qualified to treat people who have both mental illness and a substance use condition.

Individuals who are released from an involuntary detention for evaluation and treatment, also known as a "5150 hold," often face wait times when seeking housing options. For example, as of 2019, some residential care facilities have wait lists of up to seven months, and individuals remain in jail or locked facilities without justification other than the lack of an available, suitable alternative.

As of 2019, an estimated 31,000 people in San Francisco lack health insurance. San Francisco's behavioral health system has not been able to adequately address the challenges faced by uninsured people who need mental health or substance use services.

Individuals who are criminal system-involved are deprioritized by service providers. According to the Workgroup to Re-envision the Jail, which was formed at the urging of the Board of Supervisors to plan for the permanent closure of County Jail Nos. 3 and 4, criminal system-involved individuals awaiting service placement in the San Francisco County Jail have had to wait five times longer than non-criminal system-involved individuals.

A 2018 audit of BHS conducted by the San Francisco Budget and Legislative Analyst ("2018 BHS Audit") found that under the then-current system, which was still operative in 2019, BHS does not systematically track waitlist information for mental health and substance use services. Waitlists, when they are maintained, are generally kept by the individual service providers and not aggregated or evaluated by BHS. Because BHS does not compile and

FILE NO. 191148

track waitlist data in a format that allows for analysis of point-in-time capacity or historical trends, there is limited information about BHS capacity across all mental health and substance use services.

The 2018 BHS Audit concluded that an effective mental health services system must develop protocols to transition long-term intensive case management clients to lower levels of care; create better tools to monitor intensive case management waitlists; and ensure that all intensive case management programs regularly report waitlist, wait time, and staff vacancy data.

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPH Dept. Code: DPH

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

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

Type of Service: Behavioral Health Services - Residential

Funding Source: Medi-Cal, General Fund PSC Duration: 5 years
PSC Amount: \$120,400,000 PSC Est. Start Date: 01/01/2018 PSC Est. End Date: 12/31/2022

1. Description of Work

A. Scope of Work:

Contractors will provide mental health/behavioral health services in a residential setting for adults who would otherwise be a risk of hospitalization or other institutional placement as part of the City's Adult/Older Adult Systems Of Care (SOC), including services related to an urgent care center, acute diversion units, Institute for Mental Disease (IMD)-alternatives long-term mental health residential programs, older adult mental health residential programs, and mental health transitional residential treatment for mothers with young children. Approximately 21,000 San Francisco residents have serious mental illness and resulting significant functional impairments, including serious mood, schizophrenic/psychotic, anxiety, adjustment and other mental disorders, which may co-occur with substance use disorders and significant primary care, functional impairment and quality of life issues. In partnership with civil service staff, services provided by contractors provide flexible, integrated, seamless s services based on the level and type of needs of the client, and responding as clients' needs change over time.

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

Without these services, adults and older adults will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress disorder, violence, trauma, post-trauma, and other symptoms. There will also be a generalized sense of increased collective helplessness throughout the community, when related to the untreated mental illness, leading communities to feel besieged and victimized. Not providing the services may result in increased lawsuits and related costs, as well as disallowance of State and Federal funding for failing to expend funds within regulatory guidelines.

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 4153-09/10

D. Will the contract(s) be renewed? Yes, as funding is available.

2. Union Notification: On 08/12/2017, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse)

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49869 - 17/18

DHR Analysis/Recommendation: 11/20/2017

Commission Approval Required

DHR Approved for 11/20/2017

Approved by Civil Service Commission

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

A. Specify required skills and/or expertise:

Contractors must be Mental Health Medi-Cal and/or Medicare providers with proper licenses and service facilities, appropriately trained licensed and certified staff and facilities which comply with applicable State laws and regulations, as well as experience in providing the needed services to the identified target population(s), including working collaboratively with families, support systems, and other agencies/providers to ensure continuity and coordination of care, and with high-risk clients, using strategies to help clients discharged from hospitals and

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

2110,2305,2552,2574,2589,2591,2593,2574,2706,2822,2908,2910,2920,2930,2935,

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

The City is not able to acquire and operate facilities needed to provide the community-based residential care services for this target population, who otherwise would be at risk of institutionalization. In addition to providing the needed appropriate facilities (buildings), mental health residential contractors are a crucial part of the mental health System Of Care and enable the system to provide more accessible, culturally competent, and flexible

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

A. Explain why civil service classes are not applicable:

Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in partnership with contractors, which are non-profit organizations, and through these collaborations the City is able to offer high quality, more accessible mental health and substance abuse treatment services to its residents. The mental health and substance abuse treatment services System Of Care relies on community-based service providers with the needed

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

No. Existing classifications currently serve in the positions listed in this PSC, however, demand for residential mental health services exceeds the capacity of City facilities to provide, so that City uses contractors to meet as many of the clients' needs as possible.

**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 purpose of the contracts under this PSC is to provide mental health re:	<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 08/12/2017 BY:

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

Address: 101 Grove Street, Room 405 San Francisco, CA 94102