

## City and County of San Francisco



## Department of Human Resources

London Breed  
MayorMicki Callahan  
Human Resources Director

Date: January 17, 2020

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director

A handwritten signature in black ink, appearing to be "Micki Callahan", with the initials "MC" in parentheses to the right.

From: Veronica Martinez, ADP  
Joan Lubamersky, ADM  
Cynthia Avakian, AIR  
William Lee, DEM  
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Ian Hart, HRD  
John Tsutakawa, HSA  
Amy Nuque, MTA  
Genie Wong, POL  
Albie Udom, PRT  
Bill Irwin, PUC  
Henry Gong, SHFSubject: **Personal Services Contracts Approval Request**

This report contains twenty-seven (27) 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 18/19 to date:

Total of this Report	YTD Expedited Approvals FY2019-2020	Total for FY2019-2020
\$323,622,854	\$111,252,237	\$1,892,565,014

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## POSTING FOR

February 03, 2020

### PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

2020-02-03

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
41183 - 19/20	PUBLIC HEALTH	\$85,000,000.00	Contractor will provide check writing services for the Department's Behavioral Health Services (BHS) to enable the Department to provide the following services: Residential Care Facility services ("mom-and-pop" board and care homes); reimbursement to out-of-county mental health service providers when children and adolescents are placed outside of San Francisco; intermittent and as-needed reimbursements of providers who are members of the San Francisco Mental Health Plan's Private Provider Network (PPN); provision of wraparound services (occasional food, tutoring, and other services) for children and adolescents served in San Francisco; assistance with client stabilization in emergency housing, as needed; support of the Parent Institute's trainings, and other as-needed services such as one-time or limited consultation related to the needs of clients with mental health issues and/or substance use disorder diagnoses, as well as as-needed treatment related to eating disorders at Psychiatric Emergency.	July 1, 2020	June 30, 2025	REGULAR
43888 - 19/20	PUBLIC HEALTH	\$10,000,000.00	As part of the optimization phase of the Department of Public Health's roll-out of its new Electronic Health Record system, "Epic," contractor(s) are needed to provide integrated solutions to automate migration and conversion of medical and pharmaceutical prescription data and drugs from the Department's legacy systems and paper or film records to Epic. For paper and film documents such as patient photos, X-rays, insurance cards, identification cards, handwritten chart notes, or prescription use instructions, contractor(s)'s integrated solution will scan and migrate documents directly from end users into Epic. Contractor(s) will assess the Department's data structures, platforms, business goals, and project timeline requirements and extract legacy system data into Contractor(s)'s solution for customization and conversion. Once the data is inspected for quality and compliance, contractor(s) will complete a final extraction into Epic and business as usual will resume. Contractor(s) will execute services for the Department while complying with the Health Insurance Portability and Accountability Act (HIPAA). To ensure a fully supported process with minimal interruptions, contractor(s) will provide intermittent, comprehensive professional services for its proprietary software on an as-needed basis, including implementation support, project management, training, and other as-needed services. Services may also include access to hosted, web-based Software As A Service (SAAS) applications.	February 1, 2020	June 30, 2024	REGULAR



PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
48849 - 18/19	PUBLIC HEALTH	\$3,000,000.00	Contractor will provide food service for Laguna Honda Hospital (LHH) residents while the LHH kitchen floor is being remodeled. Repairs to the LHH kitchen floor are needed in order to mitigate workplace and sanitary hazards that have developed in the tiling and drainage system after eight years of preparing 2,300 meals daily. The contractor will work with LHH Dietitians to provide therapeutic meals tailored to patients' nutritional needs, providing support as needed for menu planning and ordering, and utilizing LHH's existing food and nutrition management system, CBORD (a product of the CBORD Group, a branch of Oracle Hospitality). Repairs are anticipated to take approximately 4-6 months; the 2-year duration shown above is submitted for the period of 1/1/20-12/31/21, which represents the window of time during which the repairs are planned to be made.	January 1, 2020	December 31, 2021	REGULAR
45869 - 19/20	GENERAL SERVICES AGENCY - CITY ADMIN	\$250,000.00	The Contractor will provide as-needed maintenance services on city-owned vehicle service equipment on two new City fleet maintenance facilities: 555 Selby Street and 450 Toland Street, San Francisco.	February 1, 2020	January 30, 2025	REGULAR
49016 - 18/19	GENERAL SERVICES AGENCY - CITY ADMIN	\$550,000.00	GSA Fleet Management Division has an ongoing need to provide comprehensive services for emergency and non-emergency hazardous waste management. The service is needed at our 6 shop locations for labor, materials, and equipment necessary to collect a wide range of used motor oil and industrial wastes, to provide transportation, and delivery of environmental sustainable washing and maintenance service with specialty equipment and chemicals for proper recycling, reuse, or disposal to permitted disposal facilities on an intermittent and as-needed basis. Additionally, hazardous waste emergency spill response service is needed on an as-needed basis.	November 1, 2019	June 30, 2024	REGULAR
42029 - 19/20	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$400,000.00	Professional consulting services for the San Francisco Public Library (SFPL) to create a comprehensive Library Facilities Masterplan to assess the existing network of library locations and guide SFPL's response to community needs for library services through year 2040. <ul style="list-style-type: none"> <li>• Develop a plan for library facilities to encompass current and future facility needs accounting for demographic projections and areas of the city without access to a physical library location in close proximity.</li> <li>• Incorporate priorities from the Library's Strategic Plan, 10-Year Capital Plan, and San Francisco's General Plan.</li> <li>• Develop a community involvement process to engage stakeholders in developing the Plan.</li> <li>• Complete a facilities condition assessment (FCA) for all library facilities, identifying potential for additional sustainability improvements and operational efficiency.</li> <li>• Create a representative facility standard building program.</li> <li>• Assess and make recommendations for capital improvements to enhance the size and/or amenities at branches in the current geographic area.</li> <li>• Establish service standards for SFPL branches to consider future population growth and library service provision for emerging developments and undeserved neighborhoods.</li> <li>• Develop a capital plan that synthesizes needs of facility maintenance and future capital investment.</li> </ul>	May 1, 2020	May 1, 2022	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
45672 - 19/20	PUBLIC UTILITIES COMMISSION	\$800,000.00	<p>The San Francisco Public Utilities Commission (SFPUC) requires the services of four (4) consultants to increase participation of small and micro construction, construction management, and related professional services firms for the advancement of the Water System Improvement Program, Sewer System Improvement Program, Hetchy Capital Improvement Program, Water Enterprise Capital Improvement Program, and Auxiliary Water Supply System Projects.</p> <p>The As-needed Contractor Outreach and Local Business Enterprise (LBE) Certification Services will include work in the following areas:  -Marketing and promoting contracting opportunities  -Regional Construction Contractors Services, SFPUC-LBE Site Visits</p>	June 1, 2020	June 1, 2023	REGULAR
48280 - 19/20	PUBLIC UTILITIES COMMISSION	\$20,000,000.00	This as-needed PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP).	September 1, 2020	August 31, 2025	REGULAR
49037 - 19/20	PORT	\$1,350,000.00	Independent construction management and environmental monitoring services to oversee the proposed construction work at the Mission Bay Ferry Landing (MBFL) to ensure compliance with plan/project specifications, construction and environmental regulatory requirements, and quality assurance.	March 17, 2020	March 16, 2023	REGULAR
46057 - 19/20	PORT	\$34,000,000.00	The Port is soliciting a construction manager-general contractor (CM/GC) for the design and construction of the Mission Bay Ferry Landing (MBFL) at Terry Francois Boulevard and 16th Street. The work will proceed in two phases, pre-construction and construction. For the pre-construction professional services phase, the Port is seeking the services of a construction manager to design and value engineer the project in preparation for the second phase which is the actual construction. The Port will require assistance in the form of specialized knowledge, expertise, and state-of-the-art techniques that it may not be able to meet from within its own staff. The services are highly specialized because they require marine and over-the-water design services. The value of the PSC for these pre-construction services will not exceed \$750,000 over the anticipated seven (7) month duration. The balance of the PSC amount stated above is for the actual construction of the project which is not subject to the PSC.	March 17, 2019	March 16, 2023	REGULAR
40494 - 19/20	POLICE	\$525,000.00	The contractor will provide maintenance and support of the San Francisco Police Department's (SFPD) Body Worn Camera (BWC) System, a law enforcement video data infrastructure with 2200 deployed units. Contracting staff will maintain and support the BWC eco-system of cameras, charging stations, fiber ring network, Azure cloud for evidence, evidence management through the portal and user/device management, desktop and mobile applications for uploading/tagging of metadata, and integrations with Computer Aided Dispatch for Records Management System.	February 24, 2020	February 26, 2021	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
41155 - 19/20	MUNICIPAL TRANSPORTATION AGENCY	\$375,000.00	<p>The contractor (Replica) will provide the Replica Travel Model software-as-a-service, which is a fully calibrated travel model to the San Francisco Bay Area that will allow the San Francisco Municipal Transportation Agency (SFMTA) to monitor what share of trips taken within San Francisco occur via sustainable modes (e.g., biking, walking, transit). This tool will help the SFMTA measure San Francisco's progress towards the City's Climate Action Strategy goal for 80% of trips to be taken by sustainable modes (e.g., walking, biking, public transit) by 2030.</p> <p>Mode share data has typically been collected via a phone survey of Bay Area residents asking them questions about their travel. In order to collect all the needed information, these surveys are lengthy and costly to collect, and the small sample sizes do not provide the full level of detail needed to fully understand travel behavior in San Francisco. For instance, in its last round of mode share data collection, the margin of error for bicycling mode share was too large to adequately answer whether bicycle usage has increased. The SFMTA plans to evaluate the Replica tool against other alternatives for measuring mode share to inform how it will monitor this key metric in the future.</p>	December 1, 2019	June 30, 2023	REGULAR
43672 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$155,000,000.00	<p>The scope of this project is to perform system replacement and mid-life overhaul of 160 standards (40') Hybrid Electric New Flyer vehicles, 111 articulated (60') Hybrid Electric New Flyer vehicles and 60 articulated (60') Electric Trolley vehicles. The Contractor will provide all repairs, warranties, labor, inspections, engineering, tools, materials, parts, facilities and equipment required to complete this work, which includes removing and replacing major vehicle systems such as engines, traction motor, energy storage system, cooling system, axles, brakes, air systems, interior and exterior body work, exterior painting, including pick-up and delivery of the coaches. All rehabilitation work will be performed off-site. The contractor will prepare all required detailed drawings, schematics, design calculations, stress analysis, and other specified technical documentation in connection with this project. The contractor will also support warranties on all rebuilt components.</p>	January 1, 2020	June 30, 2024	REGULAR
42247 - 19/20	HUMAN RESOURCES	\$4,000,000.00	<p>The contractors will conduct nation-wide executive searches to identify highly qualified candidates to participate in the selection processes. In collaboration with the Department of Human Resources (DHR), the contractor shall identify, recruit, screen, recommend candidates, coordinate the interview process, conduct detailed reference checks, and provide assistance during the hiring process for the City and County of San Francisco (City). The contractor will develop a detailed candidate profile for the recruitment and selection process. The contractor will perform the initial selection and assessment of candidates and present top candidates to the City for final selection.</p>	April 1, 2020	March 31, 2025	REGULAR
41892 - 19/20	ADULT PROBATION	\$3,150,000.00	<p>The expertise of the professionals sought is unique and greatly needed by the Adult Probation Department (APD). APD seeks specially certified Batterer Intervention Programs (BIPs) that provide comprehensive domestic violence prevention and treatment services to its clients and other justice-involved San Francisco residents. To get prequalified, applicants will be required to offer very specialized and confidential services, namely court-mandated batterer intervention programs (BIPs) to APD clients under the supervision of the Domestic Violence Unit (California Penal Code 1203.097). Clients will receive adequate programming and services in response to their domestic violence offense, and Probation Officers will be better equipped to perform their duties.</p>	December 1, 2019	October 31, 2024	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
43621 - 19/20	PUBLIC UTILITIES COMMISSION	\$550,000.00	<p>The purpose of this contract is to provide limited Preventive Maintenance, Inspection and As-Needed Repair Services of multiple Standby Generators and Co-Generation equipment throughout the City and County of San Francisco Public Utilities Commission, Wastewater Enterprise (SFPUC-WWE) facilities. Work will entail work that is beyond the expertise, knowledge, and specialized tools needed for specific services and emergency repairs.</p> <p>This scope of work includes specialized knowledge of the existing generator engines, including engines using biogas methane (a biproduct of wastewater treatment) mixture as an engine fuel (co-generataion). Services will be required for a Waukesha cogeneration engine which requires a specialized certification and other miscellaneous engines and equipment.</p>	March 1, 2020	March 1, 2023	REGULAR
43867 - 19/20	PUBLIC UTILITIES COMMISSION	\$1,170,000.00	<p>Maintenance and testing of existing switchgear and switchboard at various East Bay and West Bay Water Supply and Treatment Facilities. This contract is for maintenance and testing of seventeen (17) switchgear and twenty-two (22) switchboards with estimated cost of \$30,000 per switchgear / switchboard or \$1,170,000 for the entire contract.</p>	March 2, 2020	March 2, 2022	REGULAR

**TOTAL AMOUNT \$320,120,000**

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## Posting For February 03, 2020

### Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2020-02-03

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4126 11/12 - MODIFICATIONS	February 3, 2020	ADULT PROBATION -- ADP	\$0	\$1,390,000	San Francisco Adult Probation Department (APD) needs individuals that have dual expertise in reentry and evidence based criminal justice strategies and technical service: facilitation, grant writing, strategic planning, evaluation, capacity building and communications. The expertise of the technical services providers is unique, unrepresented and greatly needed in APD.	01/01/2020	12/31/2020	REGULAR
4043-12/13 - MODIFICATIONS	February 3, 2020	AIRPORT COMMISSION -- AIR	\$100,000	\$1,600,000	During the PBMS Phase II project, SFO would like to implement several enhancements and new functionality to address inefficiencies; optimize system performance and integrate enhanced reporting features; minimize manual entries and error risks, especially for high volume activity billings; address audit concerns and recommendations regarding statistical data reporting; develop policies and procedures; and prepare for external system improvements that impact PMBS. This phase of the project will enhance existing and create new functionality in the Airport's enterprise-wide PMBS used to monitor, track and report revenue and other key business statistics on all SFO property leases, space permits, and other property contracts. See attachment	06/30/2020	12/31/2021	REGULAR
33836 - 18/19 - MODIFICATIONS	February 3, 2020	GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW	\$101,000	\$200,000	This is for design development, documentation, and installation of furnishings for new homeless shelter capital projects. This involves development of a furniture plan for dormitories, offices, and community spaces and furniture specifications to procure the furnishings, and overseeing the installations and completion of punch list items prior to occupancy.	02/08/2020	01/02/2021	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
40949 - 16/17 - MODIFICATIONS	February 3, 2020	ETHICS COMMISSION -- ETH	\$0	\$1,374,750	The Ethics Commission currently contracts with a private vendor to provide an electronic filing system to file ethics forms and maintain its filing records databases. The forms include Fair Political Practices Commission (FPPC) and local campaign finance forms, Statement of Economic Interests, lobbyist reports and campaign consultant reports. The Secretary of State's approval is required for filing systems that submit electronic FPPC campaign finance forms and the Ethics Commission can only contract with vendors on the Secretary of State's certified vendor list. The FPPC's approval is required for filing systems that submit electronic Statement of Economic Interest filings. The Ethics Commission requires a service that includes web-based filing software for filers, a back-office administration system, a database, and a search engine for online public disclosure. This system must be hosted by the vendor's server infrastructure. This personal services contract will include developing additional components for the Ethics Commission's existing electronic filing system, technical support, and system maintenance. The new components include new reporting requirements for Expenditure Lobbyists as required by Measure C (adopted by San Francisco voters in the November 3, 2015 election), new electronic forms required by the Committee on Information Technology (COIT)-funded Efiling Conversion Project, and new lobbyist registration requirements included in Measure T (adopted by San Francisco voters in the November 8, 2016 election). On January 20, 2017, the Mayor signed into law an ordinance requiring the electronic filing of behested payment reports by City boards and commissions, which becomes operative on January 1, 2018. The new contract will also provide flexibility to add additional forms and functionality to the system when new legislation is passed during the contract term.	07/01/2020	06/30/2022	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
44181 - 15/16 - MODIFICATIONS	February 3, 2020	PUBLIC HEALTH -- DPH	\$1,250,000	\$3,750,000	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.	07/01/2019	01/31/2023	REGULAR
32475 - 17/18 - MODIFICATIONS	February 3, 2020	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$330,000	\$430,000	The contractor will provide the system maintenance, software version upgrade, and onsite training for updated features of AssetWorks' FleetFocus software that captures data related to vehicle repairs conducted by General Services Agency (GSA)-Fleet. The proprietary software has been in use since 2010 and GSA-Fleet wish to continue utilizing this software. This is as-needed base maintenance service required by the software version upgrade and training to cover the City's expanded fleet.	06/29/2018	01/31/2025	REGULAR
47383 - 17/18 - MODIFICATIONS	February 3, 2020	HUMAN SERVICES -- DSS	\$0	\$407,014	The contractor will develop a cohesive brand and external communications plan for the Department of Human Service to better identify the three distinct divisions (DAAS, HSA, and OECE) and the services each offers. In order to better engage stakeholders, shape public perception, and to provide quality human services, the contractor will provide the following service: <input type="checkbox"/> - Conduct research <input type="checkbox"/> - Facilitate interviews and focus groups <input type="checkbox"/> - Develop the brand strategy <input type="checkbox"/> - Formulate an external communications plan <input type="checkbox"/> - Compile response data and analyze research findings <input type="checkbox"/> - Deliver final brand strategy and communications plan	01/01/2020	06/30/2020	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
47383 - 17/18 - MODIFICATIONS	February 3, 2020	HUMAN SERVICES -- DSS	\$0	\$407,014	The contractor will develop a cohesive brand and external communications plan for the Department of Human Service to better identify the three distinct divisions (DAAS, HSA, and OECE) and the services each offers. In order to better engage stakeholders, shape public perception, and to provide quality human services, the contractor will provide the following service: <input type="checkbox"/> - Conduct research <input type="checkbox"/> - Facilitate interviews and focus groups <input type="checkbox"/> - Develop the brand strategy <input type="checkbox"/> - Formulate an external communications plan <input type="checkbox"/> - Compile response data and analyze research findings <input type="checkbox"/> - Deliver final brand strategy and communications plan	01/01/2020	06/30/2020	REGULAR
33989 - 14/15 - MODIFICATIONS	February 3, 2020	DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD	\$369,854	\$603,806	Hardware maintenance services and monitoring 24x7 on Computer Aided Dispatch System (CAD).	04/03/2020	12/31/2024	REGULAR
32974 - 18/19 - MODIFICATIONS	February 3, 2020	SHERIFF -- SHF	\$400,000	\$500,000	The San Francisco Sheriff's Department (SFSO) seeks proposals to provide janitorial services for the Woman's Resource Center, located at 930 Bryant St., and the San Bruno Training Center, located at 1 Moreland Dr. The janitorial services will be required 2 days per week during normal business hours.	02/01/2019	01/31/2024	REGULAR
43317 - 17/18 - MODIFICATIONS	February 3, 2020	FIRE DEPARTMENT -- FIR	\$952,000	\$1,050,000	Provide mobile hearing screening tests for all firefighters to determine if they meet NFPA (National Fire Protection Association) Standard 1582 Section 6.5.1. to be able to perform effectively as firefighters and mobile Tuberculosis (TB) screening (using Quantiferon gold TB blood test or equivalent) to ensure members have not been exposed to TB.	01/01/2020	12/31/2022	REGULAR

**TOTAL AMOUNT: \$3,502,854.00**



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

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

Department: ADULT PROBATION -- ADPDept. Code: ADPType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Domestic Violence Prevention and Intervention ServicesFunding Source: General FundsPSC Amount: \$3,150,000PSC Est. Start Date: 12/01/2019PSC Est. End Date 10/31/2024**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The expertise of the professionals sought is unique and greatly needed by the Adult Probation Department (APD). APD seeks specially certified Batterer Intervention Programs (BIPs) that provide comprehensive domestic violence prevention and treatment services to its clients and other justice-involved San Francisco residents. To get prequalified, applicants will be required to offer very specialized and confidential services, namely court-mandated batterer intervention programs (BIPs) to APD clients under the supervision of the Domestic Violence Unit (California Penal Code 1203.097). Clients will receive adequate programming and services in response to their domestic violence offense, and Probation Officers will be better equipped to perform their duties.

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

The Courts mandate domestic violence intervention and prevention services to persons with DV offenses. Specially certified Batterer Intervention Programs (e.g., APD-certified BIPs) are the only agencies able to provide these services to court-mandated APD clients. As these services will be targeting APD-clients, only those specially certified BIPs would be eligible to submit a proposal. The selected BIPs would be required to handle essential protected information about program participants (e.g., legal status, criminal registration requirements, drug-testing results, and health diagnoses) in a secure fashion. The selected BIPs would also be contractually required to comply with provisions and specifications of the California Criminal Offender Record Information (CORI) policy, as well as other federal, state and local statutes and regulations addressing privacy issues. Furthermore, AB 109 and SB 678 have set a new standard for working with offenders. AB 109 requires local supervision of many former state parolees and SB 678 provides incentive funds to counties that see probation violation/prison commitment reductions. The services that APD is seeking as described in Question 1 will help APD meet these legislative provisions. If the PSC is denied, then APD will not be able to provide these needed and required services to the community.

**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.**

APD provided this service previously through a NOFA that targeted non-profit BIP agencies, from which it selected one grantee. APD would now like to expand its list of BIP agencies to expand the pool of service providers, both non-profit and for-profit, by establishing a prequalification list of BIP agencies.

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

Unknown.

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

Not applicable as the PSC requested duration is less than 5 years.

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

- ☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- ☒ 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 Courts mandate domestic violence intervention and prevention services to persons with DV offenses. Specially certified Batterer Intervention Programs (e.g., APD-certified BIPs) are the only agencies able to provide these services to court-mandated APD clients. As these services will be targeting APD-clients, only those specially certified BIPs would be eligible to submit a proposal. The selected BIPs would be required to handle essential protected information about program participants (e.g., legal status, criminal registration requirements, drug-testing results, and health diagnoses) in a secure fashion. The selected BIPs would also be contractually required to comply with provisions and specifications of the California Criminal Offender Record Information (CORI) policy, as well as other federal, state and local statutes and regulations addressing privacy issues. Furthermore, AB 109 and SB 678 have set a new standard for working with offenders. AB 109 requires local supervision of many former state parolees and SB 678 provides incentive funds to counties that see probation violation/prison commitment reductions. The services that APD is seeking as described in Question 1 will help APD meet these legislative provisions. If the PSC is denied, then APD will not be able to provide these needed and required services to the community. In addition, contractors, or service providers, will require a specialized certification status and level of expertise (e.g., mental health provider state license, DV services certification, etc.). APD employees are not eligible or certified to provide domestic violence intervention – nor mental health – services to court-mandated clients, as this would be a conflict of interest. This makes it difficult to point a single civil service class that could perform all the services required at any giving time. It is not feasible to transition the work to City.

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

- A. Specify required skills and/or expertise: Required skills and experience include a understanding of public safety & community corrections, and criminal justice, coupled with experience in providing domestic violence prevention and intervention services to court-mandated clients. In addition, agencies must be specially certified Batterer Intervention Programs as required by APD.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2551, Mental Hlth Treatment Spec; 2574, Clinical Psychologist; 2576, Sprv Clinclal Psychologist; 2922, Senior Medical Social Worker; 2940, Protective Services Worker; 2944, Protective Services Supervisor;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide a confidential meeting space and specialized clinical services whereby licensed mental health professionals and other certified professions will meet clients to provide domestic violence prevention and intervention services.

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

These services are not available within the City.

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

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

Even though some Civil Service classifications may potentially be able to provide said services, all service providers require a specialized certification status and level of expertise (e.g., mental health provider state license, DV services certification, etc.) that City employees may not possess. Furthermore, APD employees are not eligible or certified to provide domestic violence intervention – nor mental health – services to court-mandated clients, as it would pose as a conflict of interest.

### B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class to perform this work. Contractors and service providers require a specialized certification status and level of expertise (e.g., mental health provider state license, DV services certification, etc.) that City employees may not possess. Furthermore, APD employees are not eligible or certified to provide domestic violence intervention – nor mental health – services to court-mandated clients, as it would pose as a conflict of interest.

## 6. Additional Information

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

### B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. No. No, training will be provided to APD employees as APD employees will not be providing domestic violence prevention and intervention services to its clients. Contractors and service providers require a specialized certification status and level of expertise (e.g., mental health provider state license, DV services certification, etc.) that City employees may not possess. Furthermore, APD employees are not eligible or certified to provide domestic violence intervention – nor mental health – services to court-mandated clients, as it would pose as a conflict of interest.

### C. Are there legal mandates requiring the use of contractual services? Yes. Yes - there legal mandates requiring the use of the contractual services. California Penal Code 1203.097 lays out the terms of probation for persons who commit a Domestic Violence (DV) offense. Depending on the categorization of the DV offense, the court can mandate the person committing the DV offense to participate in a batterer intervention program (BIP). In addition, the Adult Probation Department conducts investigations and takes into consideration a probation client's age, medical history, employment and service records, educational background, community and family ties, prior incidents of violence, police report, treatment history, if any, demonstrable motivation, and other mitigating factors in determining which batterer's program would be appropriate for the defendant. Penal Code 1203.097 also stipulates other required activities for persons on probation who commit a DV offense.

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

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

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

Yes. The work that this new PSC calls for may or may not be completed by our current, single, contractor for domestic violence prevention and intervention services. It will depend on whether they submit a proposal that achieves the minimum score threshold or higher, and on whether APD contracts with them (as determined by APD's service needs). The attached current grant agreement for Glide Foundation. The new RFQ that APD plans to release under this PSC's authority will target organizations, such as Glide, that also provide domestic violence prevention and intervention services to expand its pool of pre-qualified service providers.

7. **Union Notification:** On 11/12/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous

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

Name: Veronica Martinez Phone: 415-553-9250 Email: veronica.martinez@sfgov.org

Address: 880 Bryant Street, Room 200 San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41892 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [veronica.martinez@sfgov.org](mailto:veronica.martinez@sfgov.org)  
**To:** [Martinez, Veronica \(ADP\)](#); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Basconcillo, Katherine \(PUC\)](#); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); [Poon, Sin Yee \(HSA\)](#); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [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); [Baeza, Elisa \(ADP\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41892 - 19/20  
**Date:** Tuesday, November 12, 2019 5:39:46 PM

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RECEIPT for Union Notification for PSC 41892 - 19/20 more than \$100k

The ADULT PROBATION -- ADP has submitted a request for a Personal Services Contract (PSC) 41892 - 19/20 for \$3,150,000 for Initial Request services for the period 12/01/2019 – 10/31/2024. 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/14201> 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)**



**State of California**

**PENAL CODE**

**Section 1203.097**

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1203.097. (a) If a person is granted probation for a crime in which the victim is a person defined in Section 6211 of the Family Code, the terms of probation shall include all of the following:

(1) A minimum period of probation of 36 months, which may include a period of summary probation as appropriate.

(2) A criminal court protective order protecting the victim from further acts of violence, threats, stalking, sexual abuse, and harassment, and, if appropriate, containing residence exclusion or stay-away conditions.

(3) Notice to the victim of the disposition of the case.

(4) Booking the defendant within one week of sentencing if the defendant has not already been booked.

(5) (A) A minimum payment by the defendant of a fee of five hundred dollars (\$500) to be disbursed as specified in this paragraph. If, after a hearing in open court, the court finds that the defendant does not have the ability to pay, the court may reduce or waive this fee. If the court exercises its discretion to reduce or waive the fee, it shall state the reason on the record.

(B) Two-thirds of the moneys deposited with the county treasurer pursuant to this section shall be retained by counties and deposited in the domestic violence programs special fund created pursuant to Section 18305 of the Welfare and Institutions Code, to be expended for the purposes of Chapter 5 (commencing with Section 18290) of Part 6 of Division 9 of the Welfare and Institutions Code. Of the moneys deposited in the domestic violence programs special fund, no more than 8 percent may be used for administrative costs, as specified in Section 18305 of the Welfare and Institutions Code.

(C) The remaining one-third of the moneys shall be transferred, once a month, to the Controller for deposit in equal amounts in the Domestic Violence Restraining Order Reimbursement Fund and in the Domestic Violence Training and Education Fund, which are hereby created, in an amount equal to one-third of funds collected during the preceding month. Moneys deposited into these funds pursuant to this section shall be available upon appropriation by the Legislature and shall be distributed each fiscal year as follows:

(i) Funds from the Domestic Violence Restraining Order Reimbursement Fund shall be distributed to local law enforcement or other criminal justice agencies for state-mandated local costs resulting from the notification requirements set forth in subdivision (b) of Section 6380 of the Family Code, based on the annual notification from the Department of Justice of the number of restraining orders issued and

registered in the state domestic violence restraining order registry maintained by the Department of Justice, for the development and maintenance of the domestic violence restraining order databank system.

(ii) Funds from the Domestic Violence Training and Education Fund shall support a statewide training and education program to increase public awareness of domestic violence and to improve the scope and quality of services provided to the victims of domestic violence. Grants to support this program shall be awarded on a competitive basis and be administered by the State Department of Public Health, in consultation with the statewide domestic violence coalition, which is eligible to receive funding under this section.

(D) The fee imposed by this paragraph shall be treated as a fee, not as a fine, and shall not be subject to reduction for time served as provided pursuant to Section 1205 or 2900.5.

(E) The fee imposed by this paragraph may be collected by the collecting agency, or the agency's designee, after the termination of the period of probation, whether probation is terminated by revocation or by completion of the term.

(6) Successful completion of a batterer's program, as defined in subdivision (c), or if none is available, another appropriate counseling program designated by the court, for a period not less than one year with periodic progress reports by the program to the court every three months or less and weekly sessions of a minimum of two hours class time duration. The defendant shall attend consecutive weekly sessions, unless granted an excused absence for good cause by the program for no more than three individual sessions during the entire program, and shall complete the program within 18 months, unless, after a hearing, the court finds good cause to modify the requirements of consecutive attendance or completion within 18 months.

(7) (A) (i) The court shall order the defendant to comply with all probation requirements, including the requirements to attend counseling, keep all program appointments, and pay program fees based upon the ability to pay.

(ii) The terms of probation for offenders shall not be lifted until all reasonable fees due to the counseling program have been paid in full, but in no case shall probation be extended beyond the term provided in subdivision (a) of Section 1203.1. If the court finds that the defendant does not have the ability to pay the fees based on the defendant's changed circumstances, the court may reduce or waive the fees.

(B) Upon request by the batterer's program, the court shall provide the defendant's arrest report, prior incidents of violence, and treatment history to the program.

(8) The court also shall order the defendant to perform a specified amount of appropriate community service, as designated by the court. The defendant shall present the court with proof of completion of community service and the court shall determine if the community service has been satisfactorily completed. If sufficient staff and resources are available, the community service shall be performed under the jurisdiction of the local agency overseeing a community service program.

(9) If the program finds that the defendant is unsuitable, the program shall immediately contact the probation department or the court. The probation department

or court shall either recalendar the case for hearing or refer the defendant to an appropriate alternative batterer's program.

(10) (A) Upon recommendation of the program, a court shall require a defendant to participate in additional sessions throughout the probationary period, unless it finds that it is not in the interests of justice to do so, states its reasons on the record, and enters them into the minutes. In deciding whether the defendant would benefit from more sessions, the court shall consider whether any of the following conditions exists:

- (i) The defendant has been violence free for a minimum of six months.
- (ii) The defendant has cooperated and participated in the batterer's program.
- (iii) The defendant demonstrates an understanding of and practices positive conflict resolution skills.

- (iv) The defendant blames, degrades, or has committed acts that dehumanize the victim or puts at risk the victim's safety, including, but not limited to, molesting, stalking, striking, attacking, threatening, sexually assaulting, or battering the victim.

- (v) The defendant demonstrates an understanding that the use of coercion or violent behavior to maintain dominance is unacceptable in an intimate relationship.

- (vi) The defendant has made threats to harm anyone in any manner.

- (vii) The defendant has complied with applicable requirements under paragraph (6) of subdivision (c) or subparagraph (C) to receive alcohol counseling, drug counseling, or both.

- (viii) The defendant demonstrates acceptance of responsibility for the abusive behavior perpetrated against the victim.

(B) The program shall immediately report any violation of the terms of the protective order, including any new acts of violence or failure to comply with the program requirements, to the court, the prosecutor, and, if formal probation has been ordered, to the probation department. The probationer shall file proof of enrollment in a batterer's program with the court within 30 days of conviction.

(C) Concurrent with other requirements under this section, in addition to, and not in lieu of, the batterer's program, and unless prohibited by the referring court, the probation department or the court may make provisions for a defendant to use his or her resources to enroll in a chemical dependency program or to enter voluntarily a licensed chemical dependency recovery hospital or residential treatment program that has a valid license issued by the state to provide alcohol or drug services to receive program participation credit, as determined by the court. The probation department shall document evidence of this hospital or residential treatment participation in the defendant's program file.

(11) The conditions of probation may include, in lieu of a fine, but not in lieu of the fund payment required under paragraph (5), one or more of the following requirements:

- (A) That the defendant make payments to a battered women's shelter, up to a maximum of five thousand dollars (\$5,000).

- (B) That the defendant reimburse the victim for reasonable expenses that the court finds are the direct result of the defendant's offense.

For any order to pay a fine, to make payments to a battered women's shelter, or to pay restitution as a condition of probation under this subdivision, the court shall make a determination of the defendant's ability to pay. Determination of a defendant's ability to pay may include his or her future earning capacity. A defendant shall bear the burden of demonstrating lack of his or her ability to pay. Express findings by the court as to the factors bearing on the amount of the fine shall not be required. In no event shall any order to make payments to a battered women's shelter be made if it would impair the ability of the defendant to pay direct restitution to the victim or court-ordered child support. When the injury to a married person is caused, in whole or in part, by the criminal acts of his or her spouse in violation of this section, the community property shall not be used to discharge the liability of the offending spouse for restitution to the injured spouse, as required by Section 1203.04, as operative on or before August 2, 1995, or Section 1202.4, or to a shelter for costs with regard to the injured spouse, until all separate property of the offending spouse is exhausted.

(12) If it appears to the prosecuting attorney, the court, or the probation department that the defendant is performing unsatisfactorily in the assigned program, is not benefiting from counseling, or has engaged in criminal conduct, upon request of the probation officer, the prosecuting attorney, or on its own motion, the court, as a priority calendar item, shall hold a hearing to determine whether further sentencing should proceed. The court may consider factors, including, but not limited to, any violence by the defendant against the former or a new victim while on probation and noncompliance with any other specific condition of probation. If the court finds that the defendant is not performing satisfactorily in the assigned program, is not benefiting from the program, has not complied with a condition of probation, or has engaged in criminal conduct, the court shall terminate the defendant's participation in the program and shall proceed with further sentencing.

(b) If a person is granted formal probation for a crime in which the victim is a person defined in Section 6211 of the Family Code, in addition to the terms specified in subdivision (a), all of the following shall apply:

(1) The probation department shall make an investigation and take into consideration the defendant's age, medical history, employment and service records, educational background, community and family ties, prior incidents of violence, police report, treatment history, if any, demonstrable motivation, and other mitigating factors in determining which batterer's program would be appropriate for the defendant. This information shall be provided to the batterer's program if it is requested. The probation department shall also determine which community programs the defendant would benefit from and which of those programs would accept the defendant. The probation department shall report its findings and recommendations to the court.

(2) The court shall advise the defendant that the failure to report to the probation department for the initial investigation, as directed by the court, or the failure to enroll in a specified program, as directed by the court or the probation department, shall result in possible further incarceration. The court, in the interests of justice, may relieve the defendant from the prohibition set forth in this subdivision based upon the defendant's mistake or excusable neglect. Application for this relief shall be filed

within 20 court days of the missed deadline. This time limitation may not be extended. A copy of any application for relief shall be served on the office of the prosecuting attorney.

(3) After the court orders the defendant to a batterer's program, the probation department shall conduct an initial assessment of the defendant, including, but not limited to, all of the following:

- (A) Social, economic, and family background.
- (B) Education.
- (C) Vocational achievements.
- (D) Criminal history.
- (E) Medical history.
- (F) Substance abuse history.
- (G) Consultation with the probation officer.
- (H) Verbal consultation with the victim, only if the victim desires to participate.
- (I) Assessment of the future probability of the defendant committing murder.

(4) The probation department shall attempt to notify the victim regarding the requirements for the defendant's participation in the batterer's program, as well as regarding available victim resources. The victim also shall be informed that attendance in any program does not guarantee that an abuser will not be violent.

(c) The court or the probation department shall refer defendants only to batterer's programs that follow standards outlined in paragraph (1), which may include, but are not limited to, lectures, classes, group discussions, and counseling. The probation department shall design and implement an approval and renewal process for batterer's programs and shall solicit input from criminal justice agencies and domestic violence victim advocacy programs.

(1) The goal of a batterer's program under this section shall be to stop domestic violence. A batterer's program shall consist of the following components:

(A) Strategies to hold the defendant accountable for the violence in a relationship, including, but not limited to, providing the defendant with a written statement that the defendant shall be held accountable for acts or threats of domestic violence.

(B) A requirement that the defendant participate in ongoing same-gender group sessions.

(C) An initial intake that provides written definitions to the defendant of physical, emotional, sexual, economic, and verbal abuse, and the techniques for stopping these types of abuse.

(D) Procedures to inform the victim regarding the requirements for the defendant's participation in the intervention program as well as regarding available victim resources. The victim also shall be informed that attendance in any program does not guarantee that an abuser will not be violent.

(E) A requirement that the defendant attend group sessions free of chemical influence.

(F) Educational programming that examines, at a minimum, gender roles, socialization, the nature of violence, the dynamics of power and control, and the effects of abuse on children and others.

(G) A requirement that excludes any couple counseling or family counseling, or both.

(H) Procedures that give the program the right to assess whether or not the defendant would benefit from the program and to refuse to enroll the defendant if it is determined that the defendant would not benefit from the program, so long as the refusal is not because of the defendant's inability to pay. If possible, the program shall suggest an appropriate alternative program.

(I) Program staff who, to the extent possible, have specific knowledge regarding, but not limited to, spousal abuse, child abuse, sexual abuse, substance abuse, the dynamics of violence and abuse, the law, and procedures of the legal system.

(J) Program staff who are encouraged to utilize the expertise, training, and assistance of local domestic violence centers.

(K) A requirement that the defendant enter into a written agreement with the program, which shall include an outline of the contents of the program, the attendance requirements, the requirement to attend group sessions free of chemical influence, and a statement that the defendant may be removed from the program if it is determined that the defendant is not benefiting from the program or is disruptive to the program.

(L) A requirement that the defendant sign a confidentiality statement prohibiting disclosure of any information obtained through participating in the program or during group sessions regarding other participants in the program.

(M) Program content that provides cultural and ethnic sensitivity.

(N) A requirement of a written referral from the court or probation department prior to permitting the defendant to enroll in the program. The written referral shall state the number of minimum sessions required by the court.

(O) Procedures for submitting to the probation department all of the following uniform written responses:

(i) Proof of enrollment, to be submitted to the court and the probation department and to include the fee determined to be charged to the defendant, based upon the ability to pay, for each session.

(ii) Periodic progress reports that include attendance, fee payment history, and program compliance.

(iii) Final evaluation that includes the program's evaluation of the defendant's progress, using the criteria set forth in subparagraph (A) of paragraph (10) of subdivision (a), and recommendation for either successful or unsuccessful termination or continuation in the program.

(P) A sliding fee schedule based on the defendant's ability to pay. The batterer's program shall develop and utilize a sliding fee scale that recognizes both the defendant's ability to pay and the necessity of programs to meet overhead expenses. An indigent defendant may negotiate a deferred payment schedule, but shall pay a nominal fee, if the defendant has the ability to pay the nominal fee. Upon a hearing and a finding by the court that the defendant does not have the financial ability to pay the nominal fee, the court shall waive this fee. The payment of the fee shall be made a condition of probation if the court determines the defendant has the present ability to pay the fee. The fee shall be paid during the term of probation unless the program

sets other conditions. The acceptance policies shall be in accordance with the scaled fee system.

(2) The court shall refer persons only to batterer's programs that have been approved by the probation department pursuant to paragraph (5). The probation department shall do both of the following:

(A) Provide for the issuance of a provisional approval, provided that the applicant is in substantial compliance with applicable laws and regulations and an urgent need for approval exists. A provisional approval shall be considered an authorization to provide services and shall not be considered a vested right.

(B) If the probation department determines that a program is not in compliance with standards set by the department, the department shall provide written notice of the noncompliant areas to the program. The program shall submit a written plan of corrections within 14 days from the date of the written notice on noncompliance. A plan of correction shall include, but not be limited to, a description of each corrective action and timeframe for implementation. The department shall review and approve all or any part of the plan of correction and notify the program of approval or disapproval in writing. If the program fails to submit a plan of correction or fails to implement the approved plan of correction, the department shall consider whether to revoke or suspend approval and, upon revoking or suspending approval, shall have the option to cease referrals of defendants under this section.

(3) No program, regardless of its source of funding, shall be approved unless it meets all of the following standards:

(A) The establishment of guidelines and criteria for education services, including standards of services that may include lectures, classes, and group discussions.

(B) Supervision of the defendant for the purpose of evaluating the person's progress in the program.

(C) Adequate reporting requirements to ensure that all persons who, after being ordered to attend and complete a program, may be identified for either failure to enroll in, or failure to successfully complete, the program or for the successful completion of the program as ordered. The program shall notify the court and the probation department, in writing, within the period of time and in the manner specified by the court of any person who fails to complete the program. Notification shall be given if the program determines that the defendant is performing unsatisfactorily or if the defendant is not benefiting from the education, treatment, or counseling.

(D) No victim shall be compelled to participate in a program or counseling, and no program may condition a defendant's enrollment on participation by the victim.

(4) In making referrals of indigent defendants to approved batterer's programs, the probation department shall apportion these referrals evenly among the approved programs.

(5) The probation department shall have the sole authority to approve a batterer's program for probation. The program shall be required to obtain only one approval but shall renew that approval annually.

(A) The procedure for the approval of a new or existing program shall include all of the following:

(i) The completion of a written application containing necessary and pertinent information describing the applicant program.

(ii) The demonstration by the program that it possesses adequate administrative and operational capability to operate a batterer's treatment program. The program shall provide documentation to prove that the program has conducted batterer's programs for at least one year prior to application. This requirement may be waived under subparagraph (A) of paragraph (2) if there is no existing batterer's program in the city, county, or city and county.

(iii) The onsite review of the program, including monitoring of a session to determine that the program adheres to applicable statutes and regulations.

(iv) The payment of the approval fee.

(B) The probation department shall fix a fee for approval not to exceed two hundred fifty dollars (\$250) and for approval renewal not to exceed two hundred fifty dollars (\$250) every year in an amount sufficient to cover its costs in administering the approval process under this section. No fee shall be charged for the approval of local governmental entities.

(C) The probation department has the sole authority to approve the issuance, denial, suspension, or revocation of approval and to cease new enrollments or referrals to a batterer's program under this section. The probation department shall review information relative to a program's performance or failure to adhere to standards, or both. The probation department may suspend or revoke an approval issued under this subdivision or deny an application to renew an approval or to modify the terms and conditions of approval, based on grounds established by probation, including, but not limited to, either of the following:

(i) Violation of this section by any person holding approval or by a program employee in a program under this section.

(ii) Misrepresentation of any material fact in obtaining the approval.

(6) For defendants who are chronic users or serious abusers of drugs or alcohol, standard components in the program shall include concurrent counseling for substance abuse and violent behavior, and in appropriate cases, detoxification and abstinence from the abused substance.

(7) The program shall conduct an exit conference that assesses the defendant's progress during his or her participation in the batterer's program.

(d) An act or omission relating to the approval of a batterer's treatment programs under paragraph (5) of subdivision (c) is a discretionary act pursuant to Section 820.2 of the Government Code.

(Amended (as amended by Stats. 2012, Ch. 628, Sec. 1.5) by Stats. 2013, Ch. 144, Sec. 2. (AB 139) Effective January 1, 2014.)



**City and County of San Francisco  
Adult Probation Department**

**Second Amendment**

THIS AMENDMENT (this “Amendment”) is made as of **December 1, 2018**, in San Francisco, California, by and between **THE BOARD OF TRUSTEES OF THE GLIDE FOUNDATION** (“Grantee”), and the City and County of San Francisco, a municipal corporation (“City”), acting by and through its Chief Adult Probation Officer.

**Recitals**

WHEREAS, City and Grantee have entered into the Agreement (as defined below); and

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to increase the contract amount, and update Appendices A and B; and

WHEREAS, the Agreement was competitively procured through RFQ#APD 2018-03 issued on April 18, 2018 and this modification is consistent therewith; and

NOW, THEREFORE, Grantee and the City agree as follows:

**Article 1      Definitions**

The following definitions shall apply to this Amendment:

**1.1      Agreement.** The term “Agreement” shall mean the Agreement dated June 1, 2016 between Grantee and City, as amended by the:

First amendment,                      dated February 1, 2017, and

**1.2      Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

**Article 2      Modifications to the Agreement.**

The Agreement is hereby modified as follows:

**2.1 Section 3.2. Section 3.2 Duration of Term currently reads as follows:**

The term of this Agreement shall commence on the later of (a) **JUNE 1, 2016** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59pm San Francisco time on **MAY 31, 2019.**

**Such section is hereby amended in its entirety to read as follows:**

The term of this Agreement shall commence on the later of (a) **JUNE 1, 2016** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59pm San Francisco time on **MAY 31, 2020.**

**2.2 Appendix A. Appendix A Services to be Provided by Grantee of the Agreement currently reads as follows:**

**Such section is hereby amended in its entirety to read as follows:**

**Appendix A-1-- Services to be Provided by Grantee**

**1. PROGRAM DEFINITIONS AND ROLES & RESPONSIBILITIES**

<b>Program:</b> Men in Progress (MIP), a Batterers Intervention Program offered by Grantee through this Agreement
<b>City:</b> San Francisco Adult Probation Department (SFAPD).
<b>City's Program Manager:</b> Lee Hudson
<b>Grantee:</b> The Board of Trustees of the GLIDE Foundation
<b>Grantee's Program Team:</b> <ul style="list-style-type: none"><li>• Senior Director of Programs</li><li>• Violence Intervention Program Manager</li><li>• Clinical Director</li><li>• BIP Case Managers (2)</li><li>• Administrative Assistant</li><li>• Quality Assurance Assistant</li></ul>

<b>Grantee's Senior Program Director:</b> Oversees the strategic direction, evaluation plans, and ongoing fundraising efforts for the Program.
<b>Grantee's Program Manager:</b> Responsible for implementing the Program and reporting to the <b>City's Program Manager:</b> responsible for the daily operations and Program development, supervision of Program staff, and ongoing Program fundraising efforts. Additionally, serves as a Certified BIP Facilitator for program coverage if BIP Case Manager/ Facilitator are unavailable.
<b>Clinical Director:</b> Supports Program with Participants' assessment development, integration of services with other programs offered by Grantee, Program development (e.g. peer mentorship, alumni support), clinical case conferencing, and evaluation.
<b>BIP Case Manager:</b> Provides 1:1 individual case management and counseling, crisis intervention, and linkage services for Participants; facilitates classes; administers and drafts progress evaluation reports for Participants; and facilitates additional classes/groups to support men in their recovery (e.g. parenting, substance use, etc.).
<b>Quality Assurance Assistant:</b> Enters and maintains intake, enrollment, service activity, and outcome data in electronic client database, Maintains quality of service documentation and client records/charts for Men in Progress, Reviews program forms and enrollment data for completion and accuracy, Provides administrative and operational support for special projects and events (e.g., staff trainings, program celebrations, community outreach events, Performs receptionist and system navigation duties for Men In Progress and Assists with certification review process for Men In Progress
<b>The Duluth Model:</b> The Duluth Model is a program developed to reduce domestic violence against women. It is named after Duluth, Minnesota, the city where it was developed. Also referred to the Domestic Abuse Intervention Project.
<b>Administrative Assistant:</b> Supports the Program's administrative needs, creation and copyedit of Program materials and correspondences, data collection, data entry, liaison between MIP and external partners (e.g., SFAPD), basic clerical duties such as filing, and event planning.
<b>BIP:</b> Batterers Intervention Program
<b>Client:</b> An individual under the supervision of SFAPD by virtue of being on felony probation, Post Release Community Supervision, or Mandatory Supervision pursuant to Penal Code section 1170(h).
<b>DPO:</b> Deputy Probation Officer, a sworn peace officer of SFAPD who provides supervision to Clients, or who conducts presentence investigations on behalf of the Superior Court.
<b>ITRP:</b> Individual Treatment Reentry Plan, a plan created by the DPO and his or her Client that is based on the results of the COMPAS and is used to address one or more criminogenic needs.
<b>Participant:</b> A Client who after being referred to and deemed eligible for the Program and is enrolled in it.

## **1.1 City's Program Manager Roles and Responsibilities**

The City's Program Manager will:

- Coordinate with the Grantee's Program Team to monitor the Grantee's progress on all work and obligations described in this Agreement;
- Approve service acceptance and contract payments;
- Monitor all deliverables, milestones, processes, and documents associated with the Program to ensure they are approved by both the City and Grantee and kept under document version control, as applicable; and
- Regularly review and update Program documentation to reflect and report on the most current Program status.

*City's tasks of overseeing, coordinating and ensuring compliance are for the City's benefit alone in the role of reviewing compliance, and do not relieve Grantee of its obligation to ensure full compliance with its obligations. It remains Grantee's sole responsibility to ensure it is in compliance with all terms of the Agreement.*

## **1.2 Grantee's Violence Intervention Program Manager Roles, Responsibilities, and Main Tasks**

The Grantee's Violence Intervention Program Manager shall:

- Manage the Grantee's Program Team to ensure that it completes all work and obligations described in this Agreement including staffing, timeline, budget, capacity, and budget considerations;
- Have the knowledge, skills, and authority necessary to ensure the Program is on schedule, budget, and scope;
- Be responsible for meeting Grantee's obligations under the Agreement toward a successful implementation;
- Arrange for Grantee personnel (i.e. Program Team) to be available, as needed, to adhere to the Program schedule;
- Track all Program deliverables, milestones, processes, and documents;
- Keep the Program regularly updated through regular review and reporting of any discrepancies, to reflect the most current status of the Program;
- Ensure that all Program activities assigned to Grantee resources are started and completed on schedule and any issues that may cause schedule slippage are promptly identified, the City's Program Manager notified immediately, and that the issues are quickly and properly dealt with;
- Coordinate Program data collection; and
- Provide data and information, as requested and as defined by SFAPD. Requested Program data may include, class attendance, and information that demonstrates progress towards agreed upon Program performance measures and described herein below in Section 3.3 Program Performance Measures. Some of this information may be considered Criminal Offender Record Information (CORI) as defined in California Penal Code Section §§ 13102. Grantee shall acknowledge that unauthorized disclosure or receipt of this information is a crime, see Penal Code §§ 13302-13304, see <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=13001-14000&file=13300-13305>. Grantee shall adhere to any and all guidelines or rules

governing protection of CORI and any other Client information including Penal Code sections described above.

### **1.3 Program Management and Communication**

The Grantee's Program management and communications shall include, but are not limited to the following:

- Ensure that coverage is provided for all scheduled Program sessions and activities. If a facilitator is unable to cover a class, Grantee shall make every effort to arrange for an alternate facilitator in advance of the date requested.
- Attendance to conference calls and meetings with the City's Program Manager as requested by the SFAPD. Grantee shall schedule and coordinate these conference calls and meetings;
- Regular report on Grantee's progress toward implementation of Program (including labor hours, expenses, and deadlines), and Program tasks and deliverables for review, input, decision-making, and approval by the City's Program Manager;
- Written Program progress reports and updates provided by Grantee to the City's Program Manager upon request throughout the term of the Agreement and in accordance with this Agreement;
- Routine phone/email/written communication with DPOs, service providers, Clients, and Participants to ensure that Clients' and Participants' needs are being addressed;
- Promptly respond to any written, electronic, or telephonic communication from SFAPD. For the purpose of this Agreement promptly means within 3 business days.

### **1.4 Hiring and Staff Changes, Securing Contract Staff**

Grantee shall establish and maintain the experienced staff necessary to fill the key administrative and operating positions for this Program. Grantee shall be responsible for recruiting, training and supervising Grantee staff. The minimum age requirement for any employed staff is 18 years of age.

The composition of the Program staff should be designed to be representative of cultural backgrounds of the Program Participants. Consideration should also be given to employing recovering persons and persons with a criminal justice background who meet the minimum job specifications.

When regular staff members are absent, Grantee shall guarantee coverage by personnel capable of performing assigned tasks as evidenced by job description and on-the-job-performance.

Grantee shall ensure that all staff members meet the BIP Certification requirements as appropriate.

### **For The Duluth Model:**

*BIP Case Manager / BIP Certified Facilitator:*

- The BIP Case Managers provide one on one case management and support to address the underlining issues related to the history of violent behavior resulting in program mandate, including housing and homelessness, mental health, family history and reunification in addition to employment needs. BIP Case Managers will also serve as Group Facilitators

while in class session; complete all reports to SFAPD. BIP Case Managers receive additional support and coaching from the Violence Intervention Programs Manager for on-going Program and Staff Development, in addition to coaching about class sessions.

#### **1.4.1 Ongoing Staffing, Training, and Development Plan**

Program staff receives ongoing curriculum and intervention training from Program Manager as well as receive training directly from DAIP (Domestic Abuse Intervention Programs in Duluth, MN, which is where The Duluth Model is based. Staff receives training from Grantee's staff in areas of client engagement, Program rules, operations, administration of evaluation tools, and progress reporting.

#### **1.4.2 Continuing Education and Training for Staff**

In accordance with BIP certification requirements, MIP facilitation staff receives at least 16 hours of continuing education on an annual basis: 8 hours shelter-based and 8 hours of training on related topics – child abuse, senior abuse, trauma-informed care, mental health, etc. In addition to these requirements, Program staff will participate in other City sponsored trainings.

## **2. GENERAL DESCRIPTION OF WORK**

### **2.1 Overview**

The City and County of San Francisco Adult Probation Department supervises approximately 4,500 adult offenders on court-ordered adult probation supervision and diversion programs. SFAPD's commitment to "Protecting the Community, Serving Justice and Changing Lives" is achieved by the implementation and use of evidence-based practices supervision models in collaboration with the Courts, District Attorney, Public Defender, Community-Based Organizations, Reentry Council, Sheriff, Police, and other City Departments. The goal of SFAPD is to reduce victimization, improve outcomes and break the inter-generational cycle of incarceration.

For the past fifty-one years, Glide has worked to create a radically inclusive, just and loving community mobilized to alleviate suffering and break the cycles of poverty and marginalization. Glide has founded and sustained visionary programming and achieved tangible results for countless individuals and families, and continues to serve as a life-changing gateway to comprehensive care that embraces every individual with dignity and respect

Men In Progress (MIP), a violence intervention and prevention program designed to support men to recognize, stop, and unlearn their violence. At the lowest level of motivation, men learn to stop their physical violence and satisfy mandatory conditions of their parole, probation, and court mandates. At the highest level of motivation, men stop their violence at all levels and become change agents in their communities to promote non-violence in their relationships, families, and communities. MIP is modeled after the nationally and internationally recognized Duluth Model and has been an innovator of ways to hold batterers accountable and keep victims safe. The Duluth Model is an ever-evolving way of thinking about how a community works together to end domestic violence.

\*March 2018, Grantee implemented the curriculum phase-out of the *Manalive* program components of the MIP. During this phase-out period. Grantee will ensure that The Duluth

Model will be completely incorporated, and the *Manalive* program will be fully phased-out by November 1, 2018.\*

### **A Community Using the Duluth Model:**

- Has taken the blame off the victim and placed the accountability for abuse on the offender.
- Has shared policies and procedures for holding offenders accountable and keeping victims safe across all agencies in the criminal and civil justice systems from 911 to the courts.
- Prioritizes the voices and experiences of women who experience battering in the creation of those policies and procedures.
- Believes that battering is a pattern of actions used to intentionally control or dominate an intimate partner and actively works to change societal conditions that support men's use of tactics of power and control over women.
- Offers change opportunities for offenders through court-ordered educational groups for batterers.
- Has ongoing discussions between criminal and civil justice agencies, community members and victims to close gaps and improve the community's response to battering.

## **2.2 Description of Program Services**

Grantee shall provide the following services to all Program Participants:

### **1. 52-Week Batterers' Intervention Program (BIP)**

Offer Batterers' Intervention Program (BIP). Not all men referred from SFAPD or the courts are required to complete 52 weeks of classes in order to satisfy their sentence and supervision mandates.

BIP's 52-week program will be offered in two 26-week sessions for a total of 52 weeks. Program participants will cycle through the 26-week session twice offering alternative information for program weekly sessions.

### **2. Sustainable Change: Aftercare Support**

Develop the following initiatives to further the impact of Grantee's MIP/52-week BIP class and supportive services for men enrolled in it, and to create sustainable change in the community by instilling a culture where men support one another to live violence-free lives that extend beyond Program enrollment:

#### **a. Aftercare Support**

Recovering from violence is a lifelong journey and cannot happen without community support. This is especially true for men who may not have the support of their own communities where their violence originally happened and for men who are making other major life transitions (e.g. education, employment, fatherhood, etc.) that may trigger stressors. The Aftercare Support will offer men ongoing recovery support to sustain behavioral changes through case management services, to learn how to build healthy relationships, and to build an alumni community. The initiative will allow Program staff to keep in contact with graduates and intervene with additional support when men show signs of relapse.

### **3. Individual Case Management**

Individual support (e.g. case management, counseling, advocacy) through Grantee's integrated system of care implementation of practicum placements for graduate mental health interns from institutions such as the California Institute of Integral Studies. SFAPD expects Grantee to develop Program's capacity to offer individual counseling and case management alongside the 52-week BIP class and aftercare services for Participants who want the additional support.

### **4. Administrative Services and Quality Assurance**

Grantee shall provide written reports to SFAPD on Participants' progress: enrollment, absence, progress, evaluation, termination, and completion reports. As a part of the Program, men are responsible for requesting the reports they need to satisfy their sentence and supervision mandate reporting from staff by following the established Program protocol for this service. Ad hoc reports are made available directly to SFAPD when necessary in written form or via verbal communication. As a certified BIP, the MIP Program shall also provide enrollment and termination/completion notifications to the victims listed in the police reports provided.

## **2.3 Target Population**

Grantee shall ensure that the Program serve men ages 18 and older. The majority of men served are referred from the City and County of San Francisco – Adult Probation Department, Family Court, etc. To remain accessible to the most socioeconomically disenfranchised men in San Francisco, Grantee shall not require Program fees.

## **2.4 Outreach and Enrollment**

Grantee shall receive ongoing referrals from the City and County of San Francisco to serve men who are mandated by their probation, parole, or other criminal justice mandates. Referrals must be received by Grantee via air mail (GLIDE Men In Progress, 330 Ellis Street, Room 205, San Francisco, CA 94102), email ([rfreemanpatterson@glide.org](mailto:rfreemanpatterson@glide.org)), or confidential fax line (415-230-3973).

Grantee shall accept new enrollment weekly on Tuesdays from 5:00 pm – 7:30 pm at Grantee's main facility at 330 Ellis Street. Clients must register in-person and submit all required supporting documentation (e.g. copy of driver's license, referral slips, etc.). Incomplete registration information will result in non-enrollment.

## **2.5 Program Capacity**

Each group has the capacity to hold 24 participants, currently there are three groups and one Orientation. This capacity will expand as facilitators are able to complete their training and obtain their BIP facilitator certification from SFAPD.

Participants' intakes, class attendance, and other services are logged into Efforts to Outcomes (ETO), Grantee's performance management system, and secured to protect Participants' privacy.

## **2.6 Class Schedule and Location**

Classes are located at Grantee's main facility at 330 Ellis Street in the Tenderloin neighborhood in Room 400 on the 4<sup>th</sup> Floor; this location is ADA compliant. Classes take place weekly:

- Classes are Mondays, 3:00 pm – 5:00 pm, Thursdays 5:00 pm – 7:00pm and



Fridays 3:00 pm –5:00 pm

- Orientation Tuesdays, 5:00 pm – 7:30 pm.

Grantee observes 13 public holidays annually, SFAPD acknowledges that makeup classes are not available.

## **2.7 Ceremonies**

MIP Program will host Acknowledgement Ceremonies to recognize the commitment, dedication, and accomplishments of men who complete the 52-week Program. This will be an opportunity for the participants families to witness and appreciate the hard work of the graduates through the account of program staff and their program peers.

## **2.8 Comprehensive Support Services**

Grantee's comprehensive continuum of human and health services at one location enables MIP Participants to further stabilize their living conditions and well-being. Grantee shall ensure that all Program Participants are aware of additional services available to them:

### **1) Basic Emergency Needs and Crisis Intervention**

- *Food Security and Nutrition:* A full meal is available to program participants during class time in order to ensure individuals are able to focus given a majority of individuals enrolled are homeless or underserved in need of a healthy meal. The Grantee's Daily Free Meals Program will prepare and deliver these provisions to ensure all Participants are able to learn and focus in class on a full stomach, especially those who do not have a regular income or are arriving directly from work or other programming to attend classes in the evening. In addition, Participants may enjoy a hot meal in Grantee's dining room 7 days a week: breakfast from 8:00 am – 9:00 am; lunch from 12:00 pm – 1:30 pm; and dinner from 4:00 pm – 5:30 pm or until tickets are depleted. Dinner to-go meals are distributed on the weekends after the lunch period. The meal program is closed on January 1, New Year's Day.
- *Basic Goods:* Access to basic goods such as hygiene supplies, blankets, and socks from Grantee's GLIDE Goods program.
- *Emergency Shelter Assistance:* Participants can reserve a one-night emergency shelter bed and/or enroll in the 311 waitlists for a 90-day bed through Grantee's Walk-In Center which serves as a CHANGES location for San Francisco's shelters. Young adults and families can also receive assistance completing an intake over the phone for Larkin Street youth shelters or Hamilton Family shelters.
- *Eviction Prevention and Rental Assistance:* Grantee's Walk-In Center partners with specialized organizations to provide eligible clients and their families with emergency funds for delinquent rent, security deposit for move-in's, utilities assistance, medical equipment, moving costs, and furnishings to prevent eviction or achieve more stable and safer housing options.
- *Information and Referrals:* information and referral support for resources internal and external to Grantee to address a myriad of issues including pet care and advocacy, job training, etc.

## 2) Individual Counseling and Case Management

Access to case managers within the MIP Program for one on one counseling and ongoing case management whereby Participants may develop individual goal plans for themselves. Case Managers are also available to assist Participants with public benefits applications. Participants will also have the option of receiving counseling and case management with graduate mental health interns who are completing their practicum at the Grantee's site under the supervision of Grantee's Clinical Director.

## 3) Peer Recovery Support

Access to Grantee's Tuesday and Thursday drop-in Recovery Circles from 11:00 am – 12:30 pm, which are facilitated by staff with credentials in alcohol and drug counseling. Participants gather to provide each other support on a range of recovery issues including substance use and abuse, reunification with children, work stressors, housing stressors, family relationships and dynamics, and self-worth.

## 4) Volunteerism

Participants who need to complete General Assistance Workfare hours, Pretrial Diversion, or Community Service hours can choose to do so in Grantee's Daily Free Meals Program. Volunteer opportunities are also available to men who want to incorporate more structure in their daily schedules and/or want to give back to the community.

## 5) Health and Wellbeing

- HIV/Hep-C Prevention, access to HIV/Hep-C testing and education on how to prevent infection, and/or referrals to necessary services as part of ongoing care through Grantee's HIV/Hep-C Prevention Program
- Acupuncture Clinic, in partnership with the American Traditional College of Chinese Medicine (with CIIS), Participants may also utilize the free weekly acupuncture clinics on-site (1:00 pm - 4:00 pm) to address their health needs.
- Primary and Mental Health Care, access to full-service primary and mental health clinic on-site that is managed and operated by a specialized partner agency. Other health services are made available year-round to Participants through other Grantee's partnerships in the community including vision care (e.g. vision checkup, free prescription glasses) and dental care (e.g. cleaning and minor surgeries).

## 6) Family Resource Center

Access to Grantee's Family Resource Center which provides individual and group support to families.

## 7) High School Diploma, GED, and Education Support

Access to on-site Five Keys Charter Adult School. Program Participants have access to a range of educational opportunities including obtaining their high school diploma or GED, and immersing themselves in other education resources including computer literacy, English as a Second Language, and other electives relevant to job training and development (e.g. Food Safety and Handling). Participants can choose to learn in a classroom setting or develop an individual learning plan to determine their own pace.

8) Legal Assistance

Access to free drop-in legal clinic twice weekly on-site: Mondays and Thursdays from 2:00 pm – 5:00 pm; and to community legal workshops. Program is operated onsite by SF Lawyers' Committee for Civil Rights (LCCR).

**2.3 Appendix B. Appendix B Calculation of Charges of the Agreement currently reads as follows:**

**Appendix B-1 -- Calculation of Charges**

In accordance with Article 5 of this Agreement, the Grantee's total compensation under this Agreement is detailed below, inclusive of all costs and meetings required to complete all work specified in Appendix A. In no event shall the total costs under this Agreement exceed the amount provided in Article 5 of this Agreement.

*Payment Requests and Insurance Documentation should be sent to:*  
San Francisco Adult Probation Department  
880 Bryant Street, Room 200  
San Francisco, CA 94103

**Payments for Deliverables or Tasks**

Payments for deliverables/tasks will be paid on a "not-to-exceed" fixed price basis. "Not-to-exceed" means that Grantee shall perform its obligations under the Agreement for the amounts listed in the Cost and Work Estimate below.

Payments will be made by City to Grantee within 30 days after the City has received Grantee's payment request, provided that:

- 1) The City has accepted as satisfactory, in the City's sole and absolute discretion, the services rendered by the Grantee to the City in accordance with this Agreement;
- 2) A written status report has been provided to the City by Grantee as part of the Grantee's payment request documenting completion of each task in accordance with Appendix A and associated deliverable/task or activity in accordance with the amounts below for which payment is requested; and
- 3) Insurance documentation is current in accordance with Article 10 of the Agreement.

Prior to payment, each status report shall be signed by the Department Liaison indicating her agreement with the Grantee's description of completion in the status report.

Appendix B, Page 1 Document Effective Date: 2/1/17					
<b>ADULT PROBATION DEPARTMENT SUMMARY</b>					
<b>Grantee's Name: Glide Foundation</b>					
(Check One)    New        Renewal <input checked="" type="checkbox"/> Allocation YR 2 and YR 3    Modification _____					
If modification, Effective Date of Mod. _____ No. of Mod. _____					
Program: Batters Intervention Program and Related Supportive Services					
Budget Reference Page No.(s) APD# 2-4	Allocation Year 1	Internal Budget Modification 1 Yr 1	Allocation Year 2	Allocation Year 3	Total Contract Term
Program Term	6/1/16-5/31/17	10/01/2016-5/31/17	6/1/17-5/31/18	6/1/18-5/31/19	6/1/16-5/31/19
<b>Expenditures</b>			TBD	TBD	
Salaries & Benefits	\$227,016	\$223,350	\$223,350	\$223,350	\$670,050
Operating Expense	\$59,938	\$63,604	\$63,604	\$63,604	\$190,812
<b>Subtotal</b>	<b>\$286,954</b>	<b>\$286,954</b>	<b>\$286,954</b>	<b>\$286,954</b>	<b>\$860,862</b>
Indirect Percentage (%)	15%	15%	15%	15%	
Indirect Cost	\$43,046	\$43,046	\$43,046	\$43,046	\$129,138
Capital Expenditure	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$330,000</b>	<b>\$330,000</b>	<b>\$330,000</b>	<b>\$330,000</b>	<b>\$990,000</b>
Prepared by: Tonya Jones _____			Telephone No.: 415-553-1953		Date: 2/1/2017
Division Director Approval: _____			Date: _____		
<b>APD #1</b>					

**Such section is hereby amended in its entirety to read as follows:**

### Appendix B-2 - Calculation of Charges

In accordance with Article 5 of this Agreement, the Grantee's total compensation under this Agreement is detailed below, inclusive of all costs and meetings required to complete all work specified in Appendix A. In no event shall the total costs under this Agreement exceed the amount provided in Article 5 of this Agreement.

*Payment Requests and Insurance Documentation should be sent to:*

San Francisco Adult Probation Department  
880 Bryant Street, Room 200  
San Francisco, CA 94103

#### Payments for Deliverables or Tasks

Payments for deliverables/tasks will be paid on a "not-to-exceed" fixed price basis. "Not-to-exceed" means that Grantee shall perform its obligations under the Agreement for the amounts listed in the Cost and Work Estimate below.

Payments will be made by City to Grantee within 30 days after the City has received Grantee's payment request, provided that:

- 1) The City has accepted as satisfactory, in the City's sole and absolute discretion, the services rendered by the Grantee to the City in accordance with this Agreement;

2) A written status report has been provided to the City by Grantee as part of the Grantee's payment request documenting completion of each task in accordance with Appendix A and associated deliverable/task or activity in accordance with the amounts below for which payment is requested; and

3) Insurance documentation is current in accordance with Article 10 of the Agreement.

Prior to payment, each status report shall be signed by the Department Liaison indicating her agreement with the Grantee's description of completion in the status report.

### Budget:

ADULT PROBATION DEPARTMENT SUMMARY									
Appendix B, Page 1 Document Effective Date: 12/4/18									
<b>Grantee's Name: Glide Foundation</b>									
(Check One)    New        Renewal <u>Allocation YR 2, YR 3, and YR 4</u> Modification <input checked="" type="checkbox"/> X									
If modification, Effective Date of Mod.                      No. of Mod.									
Program: Batters Intervention Program and Related Supportive Services		2/1/2017	Actual Expenditures		Actual Expenditures				
Budget Reference Page No.(s) APD# 2-4	Allocation 1	Allocation 1 Budget Mod 1	Allocation 1 Budget Mod 2	Allocation 2	Allocation 2 Budget Mod 1	Allocation 3	Allocation 3 Bud Mod 1	Allocation 4	Total Contract Term
Program Term	6/1/16-5/31/17	6/1/16-5/31/17	6/1/16-5/31/17	6/1/17-5/31/18	6/1/17-5/31/18	6/1/18-5/31/19	6/1/18-5/31/19	6/1/19-5/31/20	6/1/17 - 5/31/20
<b>Expenditures</b>									
Salaries & Benefits	\$227,016	\$223,350	\$133,368	\$223,350	\$135,861	\$223,350	\$260,612	\$179,848	\$709,688
Operating Expense	\$59,938	\$63,604	\$47,960	\$63,604	\$50,268	\$63,604	\$26,604	\$26,604	\$151,435
<b>Subtotal</b>	\$286,954	\$286,954	\$181,327	\$286,954	\$186,129	\$286,954	\$287,216	\$206,451	\$861,123
Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%	15%
Indirect Cost	\$43,046	\$43,046	\$27,199	\$43,046	\$27,919	\$43,046	\$43,082	\$30,675.72	\$129,168
<b>Total Expenditures</b>	\$330,000	\$330,000	\$208,526	\$330,000	\$214,048	\$330,000	\$330,298	\$237,127	\$990,000
<div style="display: flex; justify-content: space-between;"> <div>Prepared by: Tonya Jones</div> <div>Telephone No.: 415-553-1953</div> <div>Date: 12/04/2018</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Division Director Approval: _____</div> <div>Date: _____</div> </div>									
<b>APD #1</b>									

### Article 3        Effective Date

Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

### Article 4        Legal Effect

Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

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

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADMDept. Code: ADMType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Equipment maintenanceFunding Source: General FundPSC Duration: 5 yearsPSC Amount: \$250,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Contractor will provide as-needed maintenance services on city-owned vehicle service equipment on two new City fleet maintenance facilities: 555 Selby Street and 450 Toland Street, San Francisco.

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

City mechanics perform vehicle maintenance and repairs on the municipal fleet using various power tools and vehicle service equipment such as 40-ton vehicle lifts, 5-ton overhead bridge cranes, 66-foot refinishing paint booths, high-capacity tire and parts storage carousels, and many others. To ensure employees have safe tools and service equipment with which to work and to avoid unexpected equipment breakdowns, Central Shops is seeking a Contractor to perform scheduled preventive maintenance and as-needed repairs on city-owned vehicle service equipment in accordance with original equipment manufacturer (OEM) recommendations and standards. Denial of this request will result in an increased risk to employee safety and potential premature failure of City-owned vehicle service equipment.

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

Previously, as-needed services were individually bid for each type of equipment, which is neither economical nor efficient. The Department has been advised to a Personal Services Contract.

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

Unknown.

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

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

**REASON FOR CHECKING OTHER:**

Civil service classes do not meet the warranty requirements.

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

- A. Specify required skills and/or expertise: Contractor shall be the original equipment manufacturer's authorized warranty and service provider. Contractor shall be factory trained, hold the appropriate up-to-date trade license(s), and have the knowledge and experience to perform maintenance and repairs on the Department's diverse vehicle service equipment.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7332, Maintenance Machinist;
- 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?**

City staff is not factory trained and does not have the knowledge and experience to maintain and inspect the department's the department's diverse vehicle service equipment.

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

- A. Explain why civil service classes are not applicable.  
City staff is not factory trained and does not have the knowledge and experience to work on vehicle service 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. The maintenance and inspection work is on an as-needed/seasonal, less than full-time basis. Also, civil service classes would not meet the requirements of the equipment warranties.

**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 11/21/2019, the Department notified the following employee organizations of this PSC/RFP request:

Automotive Machinists, Local 1414

☒ 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# 45869 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020



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

## Lubamersky, Joan (ADM)

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**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Thursday, November 21, 2019 8:47 PM  
**To:** Lubamersky, Joan (ADM); agonzalez@iam1414.org; speedy4864@aol.com; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45869 - 19/20

RECEIPT for Union Notification for PSC 45869 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 45869 - 19/20 for \$250,000 for Initial Request services for the period 02/01/2020 – 01/30/2025. 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/14209> 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 - CITY ADMIN -- ADMDept. Code: ADMType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Hazardous Waste Management ServicesFunding Source: General fundPSC Duration: 4 years 34 weeksPSC Amount: \$550,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

GSA Fleet Management Division has an ongoing need to provide comprehensive services for emergency and non-emergency hazardous waste management. The service is needed at our 6 shop locations for labor, materials, and equipment necessary to collect a wide range of used motor oil and industrial wastes, to provide transportation, and delivery of environmental sustainable washing and maintenance service with specialty equipment and chemicals for proper recycling, reuse, or disposal to permitted disposal facilities on an intermittent and as-needed basis. Additionally, hazardous waste emergency spill response service is needed on an as-needed basis.

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

Fleet Management Division provides vehicle and equipment maintenance to over 30 departments to operate their City vehicles. The maintenance or repair of vehicles often involves changing of oils/coolants/lubricants, and debris from the work are also a source of contamination. Proper hazardous waste disposal and maintenance of waste storage containers/sites are highly important as they have a direct impact on the employees' health and work environment. The aforementioned are also required by regulatory authorities. The City must manage its hazardous wastes in a manner that protects the environment and the health of its residents and employees. The City must comply with state and federal laws and regulations regarding the management of hazardous wastes. Denial of the services will have negative safety, environmental, and legal consequences.

**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 an annual Open Market Purchase (OMP) Purchasing Authority.

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

The OMP contracts will be renewed on an annual basis.

**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:  
Vendors provide their specialized equipment.

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

- A. Specify required skills and/or expertise: Requires expertise in the management of chemical hazards and a thorough knowledge of federal and state requirements pertaining to the transportation and disposal of hazardous wastes. The work must be done by persons meeting Occupational Safety and Health Act (OSHA) training and medical monitoring requirements. Vehicle drivers must possess a license with a hazardous materials certification.
- 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 contractors will use permitted and specialized equipment they have that is necessary to complete the contracted work.

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

These services are not available within the City.

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

- A. Explain why civil service classes are not applicable.  
The contracted work requires specialized and skilled labor and equipment, as well as other supporting activities such as record keeping and regulatory reporting to associated authorities. There are no civil service classes related to the required processes.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This type of service would not be in the best interest of the City to attempt to provide.

**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 10/30/2019, 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: 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# 49016 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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

## Lubamersky, Joan (ADM)

---

**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Wednesday, October 30, 2019 11:55 AM  
**To:** Lubamersky, Joan (ADM); seichenberger@local39.org; camaguey@sfmea.com (contact);  
ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com;  
WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org;  
kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com;  
eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org;  
Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me;  
pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org;  
Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org;  
agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org;  
gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com;  
djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org;  
pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon,  
Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org;  
jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org;  
L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us;  
david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org;  
L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net;  
speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com;  
thomas.vitale@seiu1021.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR  
(HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49016 - 18/19

RECEIPT for Union Notification for PSC 49016 - 18/19 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 49016 - 18/19 for \$550,000 for Initial Request services for the period 11/01/2019 – 06/30/2024. 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/13347> 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: HUMAN RESOURCES -- HRDDept. Code: HRDType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Executive Recruitment ServicesFunding Source: General FundPSC Amount: \$4,000,000PSC Est. Start Date: 04/01/2020PSC Est. End Date 03/31/2025**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractors will conduct nation-wide executive searches to identify highly qualified candidates to participate in the selection processes. In collaboration with the Department of Human Resources (DHR), the contractor shall identify, recruit, screen, recommend candidates, coordinate the interview process, conduct detailed reference checks, and provide assistance during the hiring process for the City and County of San Francisco (City). The contractor will develop a detailed candidate profile for the recruitment and selection process. The contractor will perform the initial selection and assessment of candidates and present top candidates to the City for final selection.

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

It is necessary for DHR to engage the expertise of an executive search firm in order to identify qualified individuals and attract them into the applicant pool. The value of an executive search firm is their ability to identify and engage highly qualified individuals who may not necessarily be seeking a new employment opportunity and invite them into the process. It is expected that the executive search firms have a large network of qualified professionals in place to perform the necessary outreach. If approval is denied, DHR may not be able to complete recruitment in a timely manner.

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

PSC# 44970 - 18/19

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

If there is a need for the service.

**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:**

DHR is relying on the contractor's network of qualified professionals to perform the necessary outreach. The City currently maintains classifications of employees who perform generalist work that is similar.



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

- A. Specify required skills and/or expertise: Ability to identify, recruit, engage and screen qualified individuals into the applicant pool and proven expertise in quickly and effectively assessing and screening for the most qualified candidates for recommendation to the City for final consideration.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1250, Recruiter;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

DHR does not have the resources to conduct nation-wide executive searches.

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

- A. Explain why civil service classes are not applicable.  
Civil services are not applicable. The primary service provided by a contractor is their skill in effectively identifying and recruiting the most qualified candidates for recommendation to the City for final consideration. The City does not currently have the outreach resources, staffing, and/or data on potential quality applicants to engage in the selection process.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The City currently maintains classifications of employees who perform generalist work that is similar.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. There is no transfer of knowledge component because DHR is relying on the contractor's network of qualified professionals to perform the necessary outreach.
- 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 11/26/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech

Engrs, Local 21; Professional & Tech Engrs, SFAPP

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

Name: Ian Hart    Phone: 415-557-4912    Email: Ian.Hart@sfgov.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42247 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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

## Brusaca, Christina

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**From:** dhr-psccordinator@sfgov.org on behalf of Ian.Hart@sfgov.org  
**Sent:** Tuesday, November 26, 2019 3:57 PM  
**To:** Hart, Ian (HRD); 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; Choi, Suzanne (HRD); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42247 - 19/20

RECEIPT for Union Notification for PSC 42247 - 19/20 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 42247 - 19/20 for \$4,000,000 for Initial Request services for the period 04/01/2020 – 03/31/2025. 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/14256> 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: HUMAN RESOURCES -- HRDDept. Code: HRDType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Executive Recruitment ServicesFunding Source: General FundPSC Amount: \$400,000PSC Est. Start Date: 08/01/2018PSC Est. End Date: 06/30/2020**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractors will conduct nation-wide executive searches to identify highly qualified candidates to participate in the selection processes.

In collaboration with the Department of Human Resources (DHR), the contractor shall identify, recruit, screen, recommend candidates, coordinate the interview process, conduct detailed reference checks, and provide assistance during the hiring process for the City and County of San Francisco (City). The contractor will develop a detailed candidate profile for the recruitment and selection process. The contractor will perform the initial selection and assessment of candidates and present top candidates to the City for final selection.

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

It is necessary for DHR to engage the expertise of an executive search firm in order to identify qualified individuals and attract them into the applicant pool. The value of an executive search firm is their ability to identify and engage highly qualified individuals who may not necessarily be seeking a new employment opportunity and invite them into the process. It is expected that the executive search firms have a large network of qualified professionals in place to perform the necessary outreach. If approval is denied, DHR may not be able to complete recruitments in a timely manner.

**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.****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:**

DHR is relying on the contractor's network of qualified professionals to perform the necessary outreach. The City currently maintains classifications of employees who perform generalist work that is similar.

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

A. Specify required skills and/or expertise: Ability to identify, recruit, engage and screen qualified individuals into the applicant pool and proven expertise in quickly and effectively assessing and screening for the most qualified candidates for recommendation to the City for final consideration.

B. Which, if any, civil service class(es) normally perform(s) this work? 1250, Recruiter;

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

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

DHR does not have the resources to conduct nation-wide executive searches.

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

A. Explain why civil service classes are not applicable.

Civil services are not applicable. The primary service provided by a contractor is their skill in effectively identifying and recruiting the most qualified candidates for recommendation to the City for final consideration. The City does not currently have the outreach resources, staffing, and/or data on potential quality applicants to engage in the selection process.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The City currently maintains classifications of employees who perform generalist work that is similar.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. There is no transfer of knowledge component because DHR is relying on the contractor's network of qualified professionals to perform the necessary outreach.

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 07/26/2018, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP

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

Name: Kate Howard Phone: 415-557-4944 Email: kate.howard@sfgov.org

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44970 - 18/19

DHR Analysis/Recommendation:

Commission Approval Required

09/17/2018 DHR Approved for 09/17/2018

action date: 09/17/2018

Approved by Civil Service Commission



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

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTADept. Code: MTAType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Travel Model Software as a ServiceFunding Source: Operating FundsPSC Duration: 3 years 30 weeksPSC Amount: \$375,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor (Replica) will provide the Replica Travel Model software-as-a-service, which is a fully calibrated travel model to the San Francisco Bay Area that will allow the San Francisco Municipal Transportation Agency (SFMTA) to monitor what share of trips taken within San Francisco occur via sustainable modes (e.g., biking, walking, transit). This tool will help the SFMTA measure San Francisco's progress towards the City's Climate Action Strategy goal for 80% of trips to be taken by sustainable modes (e.g., walking, biking, public transit) by 2030.

Mode share data has typically been collected via a phone survey of Bay Area residents asking them questions about their travel. In order to collect all the needed information, these surveys are lengthy and costly to collect, and the small sample sizes do not provide the full level of detail needed to fully understand travel behavior in San Francisco. For instance, in its last round of mode share data collection, the margin of error for bicycling mode share was too large to adequately answer whether bicycle usage has increased. The SFMTA plans to evaluate the Replica tool against other alternatives for measuring mode share to inform how it will monitor this key metric in the future.

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

The City adopted a goal for 80% of all trips to be taken by sustainable modes in its Climate Action Strategy. Current methods for measuring mode share have significant limitations that make it difficult to gauge progress. Denial would restrict the SFMTA to the current method and limit its ability to explore new options.

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

The existing method for collecting mode share data is to hire a contractor to conduct a phone survey of Bay Area residents every year (under PSC 42016-15/16).

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

Yes, the initial term of the contract is for one year, with two one-year options to renew.

**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 staff does not have the resources to develop and maintain a travel model software tool.

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

A. Specify required skills and/or expertise: The consultant must have to experience developing travel models, including collecting, processing, and analyzing large complex datasets from various sources to calibrate and validate models. Must also possess the technical expertise to conduct quantitative research in detail; tabulate raw data; develop software tools to analyze, visualize, and interact with data; support software products and provide training to users.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 5289, Transportation Planner III; 5290, Transportation Planner IV;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will develop and host the travel model software-as-a-service.

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

The SFMTA has contracted these services out in the past. SFMTA also consulted with the Department of City Planning and the San Francisco County Transportation Agency, who both develop and maintain models. Both agencies have expressed interest in this tool as their current models do not provide this level of information.

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

A. Explain why civil service classes are not applicable.

Some civil service classifications are applicable; however, developing a travel model software tool is a significant undertaking that the City does not have the staff resources to support. Additionally, some of the methods utilized by the travel model software tool are proprietary and the City does not have access to them.

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, there are already applicable civil service classes. However, the City does not have the resources to support the development of such a tool on its own.

**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. Yes, the following support will be provided primarily to Transportation Planners: • Initial Training: On-premises, three-day, training sessions for all authorized users. • Bi-Annual, on-premises, two-hour training sessions to authorized users. • Monthly, one-hour video-conference, meetings • On-demand access to customer support staff
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 10/31/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21

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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

\*\*\*\*\*

#### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41155 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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

## Nuque, Amy

---

**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Thursday, October 31, 2019 1:54 PM  
**To:** Nuque, Amy; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41155 - 19/20

RECEIPT for Union Notification for PSC 41155 - 19/20 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 41155 - 19/20 for \$375,000 for Initial Request services for the period 12/01/2019 – 06/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14144> 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: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTAType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: As-Needed Environmental and Transportation Analysis and DocumentationFunding Source: Federal, State and Local Funds PSC Duration: 6 years 6 weeks  
PSC Amount: \$9,800,000 PSC Est. Start Date: 11/17/2015 PSC Est. End Date: 12/31/2021**1. Description of Work****A. Scope of Work:**

Selected contractors will provide specialized, as-needed services in the areas of: 1) Environmental analysis and documentation services (CEQA and NEPA); 2) Transportation analysis and engineering services; 3) Transportation data collection and analytics; and 4) Sustainability data analysis for transportation projects. Work includes analysis of environmental strategy, procedures and level of required review, and preparing/ publishing findings when required by the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA); before and after studies for project implementation, including various modal movement counts; analysis and identification of travel markets, ridership patterns, modal demographics and mode choice, and expertise in applying geospatial analysis techniques to data sets; and drafting design standards and providing design recommendations.

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

This work is crucial from the conceptual phase through project delivery, and it will ensure that the San Francisco Municipal Transportation Agency (SFMTA) business processes adhere to local, national and international best practices and requirements, introduce innovations for delivering the agency's highly visible roadway improvement projects, including transit, bicycle, pedestrian, motor vehicle, parking and taxi facilities, and ensure the division meets the goals and objectives of Vision Zero, MUNI Forward, and the SFMTA Transit First Policy. City staff does not possess the specialized expertise to perform CEQA and NEPA environmental reviews required to proceed with roadway improvement projects. Denial of this request will impact the implementation of future projects required to reduce collisions and roadway fatalities in San Francisco's various High Injury Corridors, as well as

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.

Typically, environmental review of complex projects requires outside consultants with expertise in CEQA, NEPA, and transportation impact analysis. A similar service was provided via PSC #41575-14/15 and PSC #4004-11/12.

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

**2. Union Notification:** On 09/18/2015, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**PSC# 42016 - 15/16

DHR Analysis/Recommendation:

11/16/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 11/16/2015

**3. Description of Required Skills/Expertise****A. Specify required skills and/or expertise:**

The consultant must possess expertise in environmental analysis and the preparation and publication of environmental studies and reports in accordance with CEQA and NEPA; expertise in transportation impact analysis to multiple travel modes; experience in collecting, evaluating, and reporting on multi-modal transportation data, including geospatial data sets; experience using design standards based on industry best practices to design complete streets projects and intermodal facilities to improve traffic circulation patterns for all

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

5298,5299,5207,5241,5288,5290,

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

No.

**4. Why Classified Civil Service Cannot Perform****A. Explain why civil service classes are not applicable:**

This work is highly specialized and relies on expert teams with multiple competencies. Existing staff do not have the experience and specialization required for the topics covered, for example NEPA.

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

No. This work will be performed on a project-by-project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff.

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

**YES NO**

- |  |                          |                                     |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?<br>Training is not included in this PSC.              | <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 09/18/2015 BY:

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

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



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

Department: PORT -- PRTDept. Code: PRTType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Engineering Design and Value EngineeringFunding Source: Port Operating BudgetPSC Amount: \$34,000,000PSC Est. Start Date: 03/17/2019PSC Est. End Date 03/16/2023**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Port is soliciting a construction manager-general contractor (CM/GC) for the design and construction of the Mission Bay Ferry Landing (MBFL) at Terry Francois Boulevard and 16th Street. The work will proceed in two phases, pre-construction and construction. For the pre-construction professional services phase, the Port is seeking the services of a construction manager to design and value engineer the project in preparation for the second phase which is the actual construction. The Port will require assistance in the form of specialized knowledge, expertise, and state-of-the-art techniques that it may not be able to meet from within its own staff. The services are highly specialized because they require marine and over-the-water design services. The value of the PSC for these pre-construction services will not exceed \$750,000 over the anticipated seven (7) month duration. The balance of the PSC amount stated above is for the actual construction of the project which is not subject to the PSC.

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

The services are necessary to design, and value engineer the construction of the MBFL. The MBFL will provide public ferry berthing at Mission Bay to service ferry passengers traveling to and from Vallejo, Oakland, Alameda to the new developments at Mission Bay and Pier 70, including the new Golden State Warriors Arena as well as the surrounding life sciences community. It is projected that the demand for the ferry will vary between 6,000 passengers per workday, with most of these passengers working in the newly constructed office buildings in Mission Bay and Pier 70. It is also anticipated that the Landing will be one of the routes through which the public can exit the City if there is an emergency due to natural disasters or other major disasters. Denial of this PSC may result the construction of the MBFL being delayed or not being constructed at all. This will put increased pressure on the already overburdened transportation system, increase pollution and other adverse environmental impacts, and remove one possible exit route for the public in case of emergencies

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

This is a new service for the Port

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

The Port does not anticipate that the contract will be renewed

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

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:

- The services requested are highly specialized and require unique skills and experience which are not available within the City.
- The work will be performed on as-needed basis, and the duration of the work is short-term.
- Some of the work may require specialized equipment which the City may not have.

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

- A. Specify required skills and/or expertise: Knowledge, skill, and experience in marine and over-the-water engineering
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5219, Senior Structural Engineer; 5241, Engineer; 5314, Survey Associate;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide all equipment necessary to fully perform the work requested in the PSC.

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

The Port consulted with Public Works and determined there are no available resources within the City. The services are highly specialized because they require marine and over-the-water design services

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

- A. Explain why civil service classes are not applicable.  
The services are highly specialized because they require marine and over-the-water design services. There are no civil service classes within the City that can do the work
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work requires extensive training and experience to achieve competency. There is not enough opportunities in the City for this type of work for staff to get the requisite experience.

**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. It is not anticipated that the work will be transitioned into the City so there is no need for staff training.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

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

**7. Union Notification:** On 12/03/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Building Inspectors - 6331, 6333; Building Inspectors - Chief 6334; Operating Engineers, Local 3

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

Name: Albie Udom Phone: 4152740485 Email: Albie.udom@sfport.com

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46057 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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

**From:** [Udom, Albie \(PRT\)](#)  
**To:** [Dtuttle@oe3.org](mailto:Dtuttle@oe3.org)  
**Cc:** [DHR-PSCCoordinator, DHR \(HRD\)](#); [Choi, Suzanne \(HRD\)](#)  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 46057 - 19/20  
**Date:** Tuesday, December 3, 2019 2:46:00 PM  
**Attachments:** [PSC Form 1.pdf](#)  
**Importance:** High

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Good afternoon David:

Please see below, notification of new PSC request for design services for the Mission Bay Ferry Landing. I have also attached the PSC Form 1 herewith. The link for the RFQ/RFP is <https://sfport.com/opportunity/contract-no-2819-mission-bay-ferry-landing>. Please be kind to let me know if you have any questions.

Albie Udom  
Port of San Francisco  
(415) 274 0485

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of Albie.udom@sfport.com  
Sent: Tuesday, December 3, 2019 2:17 PM  
To: Udom, Albie (PRT) <albie.udom@sfport.com>; 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; Udom, Albie (PRT) <albie.udom@sfport.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 46057 - 19/20

RECEIPT for Union Notification for PSC 46057 - 19/20 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC)  
46057 - 19/20 for \$34,000,000 for Initial Request services for the period  
03/17/2019 – 03/16/2023. 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/14251> 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:** [Udom, Albie \(PRT\)](#)  
**To:** [Mark Leach](#)  
**Cc:** [DHR-PSCCoordinator, DHR \(HRD\)](#); [Choi, Suzanne \(HRD\)](#)  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 46057 - 19/20  
**Date:** Tuesday, December 3, 2019 2:49:00 PM  
**Attachments:** [PSC Form 1.pdf](#)  
**Importance:** High

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Good afternoon Mark:

Please see below, notification of new PSC request for design services for the Mission Bay Ferry Landing. I have also attached the PSC Form 1 herewith. The link for the RFQ/RFP is <https://sfport.com/opportunity/contract-no-2819-mission-bay-ferry-landing>. Please be kind to let me know if you have any questions.

Albie Udom  
Port of San Francisco  
(415) 274 0485

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of Albie.udom@sfport.com  
Sent: Tuesday, December 3, 2019 2:17 PM  
To: Udom, Albie (PRT) <albie.udom@sfport.com>; 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; Udom, Albie (PRT) <albie.udom@sfport.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 46057 - 19/20

RECEIPT for Union Notification for PSC 46057 - 19/20 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC)  
46057 - 19/20 for \$34,000,000 for Initial Request services for the period  
03/17/2019 – 03/16/2023. 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/14251> 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:** [dhrrpscordinator@sfgov.org](mailto:dhrrpscordinator@sfgov.org) on behalf of [Albie.udom@sfport.com](mailto:Albie.udom@sfport.com)  
**To:** [@Udom, Albie \(PRT\); 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; Udom, Albie \(PRT\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Udom, Albie (PRT); 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; Udom, Albie (PRT); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46057 - 19/20  
**Date:** Tuesday, December 3, 2019 2:19:59 PM

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RECEIPT for Union Notification for PSC 46057 - 19/20 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC)

46057 - 19/20 for \$34,000,000 for Initial Request services for the period 03/17/2019 – 03/16/2023. 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/14251> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

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

Department: PORT -- PRTDept. Code: PRTType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: 3rd Party Independent Construction Management and Environmental MonitoringFunding Source: Port Operating BudgetPSC Amount: \$1,350,000PSC Est. Start Date: 03/17/2020PSC Est. End Date 03/16/2023**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Independent construction management and environmental monitoring services to oversee the proposed construction work at the Mission Bay Ferry Landing (MBFL) to ensure compliance with plan/project specifications, construction and environmental regulatory requirements, and quality assurance.

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

Under a separate contract, the Port is soliciting a construction prime contractor for the pre-construction and construction of the Mission Bay Ferry Landing (MBFL) using the Construction Manager/General Contractor (CM/GC) project delivery method. The contractor in a CM/GC contract self-manages the progress and performance of the contract. It is therefore important for the Port to have a third party independent contractor to oversee the work of the CM/GC to ensure that the specification and regulatory requirements are fully complied with. Denial of this PSC may mean that the Port will not have effective oversight of the MBFL project and may be subject to repeated notices of violations of regulations, and excessive cost overruns.

**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 requested services are new to the Port.

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

The Port does not anticipate that the contract will be renewed.

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

Not Applicable - PSC is for 3 years

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

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

☒ 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:

Short-term or capital projects requiring diverse skills, expertise and/or knowledge. • The various service tasks that will be required under this PSC will be short-term tasks that will require extensive and specialized skills and experience from experts in different areas of construction management and environmental management profession. Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload). • The services that will be provided under this PSC will not be regular but instead will be intermittent and sporadic. Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator). • Some of the work may require specialized equipment which the City may not have (Sound Monitoring and Water Quality Monitoring). Some of the services that will be required under this PSC will require resources that are not available within the City for instances laboratories for testing samples and equipment for environmental monitoring.

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

- A. Specify required skills and/or expertise: Construction management skills and expertise with emphasis on maritime construction and dredging. Environmental monitoring skills and expertise with emphasis on sound monitoring, water quality monitoring, and marine mammal monitoring.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2482, Water Quality Tech III; 5241, Engineer; 5291, Planner 3; 6137, Assistant Industrial Hygienist; 6138, Industrial Hygienist; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide all facilities and equipment required to perform the services. These range from laboratories for soil and materials testing to equipment for sound and water quality monitoring.

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

There are no available resources within the City to perform the services because they do not fall within the scope of existing civil service classifications. The services are not available from City staff because the services are highly specialized, require extensive training and experience, and are only used occasionally.

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

- A. Explain why civil service classes are not applicable.  
Some of the services and disciplines required in marine construction management and environmental investigation, management, and compliance are beyond the scope of specific civil service classifications. The services that will be requested under this PSC will be intermittent as needed and will not require long term, full-time 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. The work that will be requested under this PSC will be specialty work that will be intermittent, of short duration, one-time, and involve many different areas of professional expertise. It will therefore not be practical for the City to hire staff on a permanent, full time basis for the 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.  
No. It is not anticipated that Port employees will perform the work so there is no need to train them.

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

**7. Union Notification:** On 12/03/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21

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

Name: Albie Udom Phone: 4152740485 Email: Albie.udom@sfport.com

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

\*\*\*\*\*

#### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49037 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [Albie.udom@sfport.com](mailto:Albie.udom@sfport.com)  
**To:** [Udom, Albie \(PRT\); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Udom, Albie \(PRT\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Udom, Albie (PRT); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Udom, Albie (PRT); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49037 - 19/20  
**Date:** Tuesday, December 3, 2019 1:49:52 PM

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RECEIPT for Union Notification for PSC 49037 - 19/20 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC)

49037 - 19/20 for \$1,350,000 for Initial Request services for the period 03/17/2020 – 03/16/2023. 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/14263> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

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

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Intermittent Support of Administration of Client Stabilization ProgramsFunding Source: Federal, State and General FundPSC Duration: 5 yearsPSC Amount: \$85,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide check writing services for the Department's Behavioral Health Services (BHS) to enable the Department to provide the following services: Residential Care Facility services ("mom-and-pop" board and care homes); reimbursement to out-of-county mental health service providers when children and adolescents are placed outside of San Francisco; intermittent and as-needed reimbursements of providers who are members of the San Francisco Mental Health Plan's Private Provider Network (PPN); provision of wraparound services (occasional food, tutoring, and other services) for children and adolescents served in San Francisco; assistance with client stabilization in emergency housing, as needed; support of the Parent Institute's trainings, and other as-needed services such as one-time or limited consultation related to the needs of clients with mental health issues and/or substance use disorder diagnoses, as well as as-needed treatment related to eating disorders at Psychiatric Emergency.

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

As the County's mental health agency, the Department of Public Health (DPH) is responsible for the protection and promotion of the health of all San Franciscans, which includes providing safety net health services to residents who need it and fulfilling State and County requirements to provide mental health and substance use disorder treatment services necessary to stabilize clients at the lowest level of care possible. The services reimbursed through this contract are primarily those where the Department requires the service capacity that is only available through multiple small vendors, where these vendors lack capacity to enter into City agreements, (e.g., reimbursement of residential facility board-and-care homes, emergency housing stabilization rooms and related expenses), or the service required is for one-time or limited-time (e.g., reimbursement for a single-patient out-of-State hospitalization) and an emergent need that may require immediate reimbursement (e.g., client supplies). These services enable stabilization of mental health and elderly clients with mental health issues. If unavailable, they would be detrimental to the Department's ability to achieve client stability, or to provide timely reimbursement to small and/or often nonprofit businesses. The Department is able to obtain these services through the reimbursement mechanism in the contract covered by this PSC.

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

This service was previously approved under PSC 2011-08/09.

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

Yes, if funding is available.

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

The Department expects the need for these services to continue.

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

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

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

- B. Explain the qualifying circumstances:

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

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

- A. Specify required skills and/or expertise: Provider must have appropriate experience to provide responsible, compliant, and responsive check-writing services and meet all reporting requirements.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1650, Accountant I; 1652, Accountant II; 1654, Accountant III; 1657, Accountant IV;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contract under this PSC, for check-writing and reimbursement enables contractors serving clients/patients to provide services in licensed and approved facilities in the community, and supports the City's work to stabilize clients in housing and to help children, adolescents and their families to address their intermittent needs with wraparound services.

## **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 due to the nature of the payments required. The reimbursement to the contractor currently providing these services is equal to approximately \$70,000 annually which is equal to the value of the per-check rate multiplied by all of the checks written in a given fiscal year. The rest of the funding in the PSC is utilized for reimbursements for the actual services provided in the categories identified above.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The funding paid to the vendor for the administrative services is less than the value of 1.0 Full Time Equivalent. Additionally, the services paid by the administrative services provider are not services that the Department has the capacity or funding to bring into civil service, for example, when the contractor pays for emergency housing to a hotel owner through the contract under this PSC. It would not be feasible for the Department to purchase and operate the hotel where the client is placed.

## **6. Additional Information**

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

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

**7. Union Notification:** On 12/09/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21

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

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

Address: 1380 Howard Room, 421b San Francisco, CA 94103

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#### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41183 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

## **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:** Monday, December 09, 2019 5:32 PM  
**To:** Hale, Jacquie (DPH); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Girma, Mahlet (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41183 - 19/20

RECEIPT for Union Notification for PSC 41183 - 19/20 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41183 - 19/20 for \$85,000,000 for Initial Request services for the period 07/01/2020 – 06/30/2025. 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/14294> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

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

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As-Needed Specialized Info. Technology Licensing, Solutions, Component Tools & ConsultingFunding Source: Grant Funding, General FundsPSC Duration: 4 years 21 weeksPSC Amount: \$10,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

As part of the optimization phase of the Department of Public Health's roll-out of its new Electronic Health Record system, "Epic," contractor(s) are needed to provide integrated solutions to automate migration and conversion of medical and pharmaceutical prescription data and drugs from the Department's legacy systems and paper or film records to Epic. For paper and film documents such as patient photos, X-rays, insurance cards, identification cards, handwritten chart notes, or prescription use instructions, contractor(s)'s integrated solution will scan and migrate documents directly from end users into Epic. Contractor(s) will assess the Department's data structures, platforms, business goals, and project timeline requirements and extract legacy system data into Contractor(s)'s solution for customization and conversion. Once the data is inspected for quality and compliance, contractor(s) will complete a final extraction into Epic and business as usual will resume. Contractor(s) will execute services for the Department while complying with the Health Insurance Portability and Accountability Act (HIPAA). To ensure a fully supported process with minimal interruptions, contractor(s) will provide intermittent, comprehensive professional services for its proprietary software on an as-needed basis, including implementation support, project management, training, and other as-needed services. Services may also include access to hosted, web-based Software As A Service (SAAS) applications.

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

If services are denied, patient data needed for accurate diagnosis and treatment may be compromised, since critical information (such as patient photos, X-rays, proof of insurance, and drug formulation records) must document and match patient charts in Epic accurately in order to provide quality patient care, meet regulatory requirements, and obtain maximum reimbursements. Inability to maintain accurate charts and related information within Epic may cause interruptions in hospital care and operations, including possible jeopardization of patient safety.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**  
These are new services.**D. Will the contract(s) be renewed?**

Yes, if there is a continued need and available funding.

**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:

As the Department continues its transition to its new Electronic Health Records system, needs for software to complete the transition to full use of Epic requires the migration of large volumes of data from legacy systems. For the services described in this PSC, the Department is currently preparing two Requests For Proposals (RFPs) related to prescription data: (1) Prescription Conversion; and (2) Prescription Remote Scanning. These are short-term projects. Once the software solutions are implemented, the need for services for ongoing maintenance or SAAS services is expected to be on an as-needed, intermittent basis.

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

- A. Specify required skills and/or expertise: Provider must have a solution that is flexible, scalable, cost-effective, and meets all applicable healthcare regulatory requirements, including those of the Health Insurance Portability and Accountability Act (HIPAA). Provider staff must have advanced degrees in related fields, and 5-7 years or more experience in project management. Experience must include development of project plans, functional and technical requirements, project charters, communication plans, budgeting and other project management artifacts or by-products and experience in migration or conversion of patient medical, prescription and drug data. Provider must also have experience in complex, multi-site environments in an institution similar in size and complexity to the Department.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1824, Pr Administrative Analyst; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: In the performance of the services, contractor(s) may provide or utilize proprietary software or methods to assist in the analysis of data on a large scale.

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

The City does not possess the resources to create or current use of proprietary software to provide these services. Initial services will be short-term. Once the software solutions are implemented, the need for services for ongoing maintenance or SAAS services is expected to be on an as-needed, intermittent basis.

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

- A. Explain why civil service classes are not applicable.  
The services needed require short-term or intermittent work only, and involve proprietary software which must be installed and maintained by its owner(s).

- 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 selected contractor(s) will only be needed on a short-term, intermittent, as-needed basis. As projects are completed, the need for contractors will be reduced.

## 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. While employee training is not the focus of the services, the Department will encourage knowledge transfer to build capacity. Civil service staff will have the opportunity to work with contractors to learn needed skills.
- 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 11/22/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21

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

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

Address: 1380 Howard Street, 4th Floor San Francisco, CA 94103

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### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43888 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

## **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, November 22, 2019 1:44 PM  
**To:** Hale, Jacquie (DPH); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Girma, Mahlet (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43888 - 19/20

RECEIPT for Union Notification for PSC 43888 - 19/20 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 43888 - 19/20 for \$10,000,000 for Initial Request services for the period 02/01/2020 – 06/30/2024. 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/14207> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

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

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Food & Kitchen services at Laguna Honda HospitalFunding Source: General FundPSC Duration: 2 yearsPSC Amount: \$3,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide food service for Laguna Honda Hospital (LHH) residents while the LHH kitchen floor is being remodeled. Repairs to the LHH kitchen floor are needed in order to mitigate workplace and sanitary hazards that have developed in the tiling and drainage system after eight years of preparing 2,300 meals daily. The contractor will work with LHH Dietitians to provide therapeutic meals tailored to patients' nutritional needs, providing support as needed for menu planning and ordering, and utilizing LHH's existing food and nutrition management system, CBORD (a product of the CBORD Group, a branch of Oracle Hospitality). Repairs are anticipated to take approximately 4-6 months; the 2-year duration shown above is submitted for the period of 1/1/20-12/31/21, which represents the window of time during which the repairs are planned to be made.

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

The LHH kitchen is continuing to experience significant leaks as a result of the need for improvements to its drainage system and damage to the Hospital's current kitchen flooring, which is made from reclaimed glass. While some repairs have been made to small areas of the kitchen, the largest area—which serves 2,300 meals a day—must be closed while it is being repaired. During that closure, in order to provide meals to residents and staff, LHH must temporarily contract with a food service provider to deliver meals. Meal service is vital to LHH services. Most residents are not able to find other ways of securing food. Meal service is reimbursable by Medi-Cal and other insurers, and it is required by State regulations. Without these repairs, there will be significant workplace and sanitary hazards in the kitchen, and the LHH café dining room—which is frequented by staff as well as residents—will be closed, as leaks have already severely damaged part of the café ceiling. Without meal service, residents will likely suffer nutritionally, leading to rapid exacerbation of existing physical and mental health issues, as well as exposing the Hospital to lawsuits, penalties, and potential closure.

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

These services have been provided in the past by civil service staff and will be again once the kitchen area is repaired.

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

Only if there are delays in repairs which prevent normal use of the kitchen.

**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):

- ☒ Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- ☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- ☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

Flooring repair is needed in the Laguna Honda Hospital (LHH) kitchen area. The LHH kitchen will not be operable during floor repair, so meal service for LHH patients must be provided by outside vendor while repairs are done.

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

- A. Specify required skills and/or expertise: Ability to prepare 2,300 meals each day, 7 days a week at a non-LHH facility and to transport them to LHH. The facility at which the meals are prepared must be local, in order to avoid any delays due to traffic and to maintain necessary food temperature. Meals must be delivered to LHH 7 days a week in temperature-controlled trucks. Meals must be pre-cooked, packaged meals meeting the various dietary requirements of LHH patients, as directed by LHH Dietary staff, which will include but is not limited to diabetic, low sodium, renal, mechanically altered, and pureed diets. Meals must follow the current 28-day cycle of menu variation as closely as possible, and must provide the nutrients necessary for the daily recommended intake needs of LHH residents, as directed by LHH staff. A Hazard Analysis Critical Control Point (HACCP) food safety monitoring system must be utilized to identify and control biological, chemical, and physical hazards for meals, as well as a food defense plan to prevent, respond to, and recover from any intentional or unintentional contamination incidents.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2604, Food Service Worker; 2606, Senior Food Service Worker; 2608, Supply Room Attendant; 2650, Assistant Cook; 2654, Cook; 2656, Chef;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide its own facility and temperature-controlled trucks to prepare and deliver meals.

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

No resources within the City are capable of fulfilling these services. None are available.



**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 Department's other large institutional kitchens do not have the required capacity. The Department investigated using the kitchens at Zuckerberg San Francisco General Hospital and at the San Francisco Behavioral Health Center, as well as the kitchen at Youth Guidance Center (which is nearby), however, all are designed for their current capacity and/or do not have the capacity to produce an additional 2,300 meals per day, as needed. Civil service staff will return to providing these services as soon as repairs are completed.

**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 needed on a temporary basis. When the services are no longer needed, civil service employees will return to providing the services on-site at LHH.****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 required as civil service classes already perform this work.

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

No.

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

No.

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

No.

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

No.

**7. Union Notification: On 10/24/2019, the Department notified the following employee organizations of this PSC/RFP request:**

SEIU 1021 Miscellaneous; SEIU Local 1021

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

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

Address: 1380 Howard Street, Room 421b San Francisco, CA, 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48849 - 18/19

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 02/03/2020

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:** Thursday, October 24, 2019 1:19 PM  
**To:** Hale, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Rossi, Ron (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 48849 - 18/19

RECEIPT for Union Notification for PSC 48849 - 18/19 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 48849 - 18/19 for \$3,000,000 for Initial Request services for the period 01/01/2020 – 12/31/2021. 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/12700> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

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

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Generator Maintenance Service(133245)Funding Source: Wastewater Enterprise Operating Budget PSC Duration: 3 yearsPSC Amount: \$550,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The purpose of this contract is to provide limited Preventive Maintenance, Inspection and As-Needed Repair Services of multiple Standby Generators and Co-Generation equipment throughout the City and County of San Francisco Public Utilities Commission, Wastewater Enterprise (SFPUC-WWE) facilities. Work will entail work that is beyond the expertise, knowledge, and specialized tools needed for specific services and emergency repairs.

This scope of work includes specialized knowledge of the existing generator engines, including engines using biogas methane (a biproduct of wastewater treatment) mixture as an engine fuel (co-generataion). Services will be required for a Waukesha cogeneration engine which requires a specialized certification and other miscellaneous engines and equipment.

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

WWE standby generators are critical in maintaining the operation of WWE facilities in the event of a power outage. Consequences of denial include decreased reliability of the standby generators and potential interruption of wastewater processing, permit violations, and potential public health hazards due to power outages and the loss of services. Additionally, our co-generation engines help to reduce the City's overall carbon footprint.

**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, we had a previous generator maintenance contract from 2/6/2017-2/5/2019. The contract ID is 1000000489. We are requesting for a new service contract for generator maintenance as the previous one had expired.

**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:

SFPUC Wastewater Enterprise is requesting this service contract to provide maintenance, inspections, and repairs of generators and other equipment to ensure the equipment is fully functioning and reliable on an as-needed basis. This work requires specific expertise and skills in order for the SFPUC to maintain its National Pollutant Discharge Elimination System permit compliance.

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

- A. Specify required skills and/or expertise: Service technicians and diesel engine mechanics must have the ability to maintain and diagnose 1000+ horsepower engines from various manufacturers and maintain ASE certification. Technicians must maintain factory authorized training from Waukesha and other engine manufacturers. Service mechanics must have the ability perform factory required maintenance and repairs. Specialized technicians are required to diagnose and optimize co-generation fuel systems.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will maintain technical and proprietary testing gear, tools, and equipment to perform diagnostic testing and repairs.

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

We have reached out to General Service Agency (Central Shops), they have stated that they cannot provide this service to SFPUC - WWE.

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

- A. Explain why civil service classes are not applicable.  
Currently our City staff does perform some maintenance, repairs, and troubleshooting on our engines. However, there is specific expertise and manufacturer certification required and due to their importance to our critical Wastewater Treatment processes, it is prudent to have a contract in place so that trained technicians can respond in a timely manner.
- 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. Our current civil service staff cannot perform this work due to the lack of proper certifications and qualified training to operate proprietary controls and the specialized tools and equipment necessary to perform the work listed above. At this time, the scope of work does not warrant the effort to develop a new job class.

**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, the contractor will not need to train employees. City staff may be escorting the contractor to our site and observing their actions for potential better troubleshooting on our part, however there will be no official training aspect to this contract.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 12/31/2019, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfgwater.org

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

\*\*\*\*\*

#### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43621 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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



## Irwin, William

---

**From:** dhr-psccordinator@sfgov.org on behalf of wirwin@sfwater.org  
**Sent:** Tuesday, December 31, 2019 11:07 AM  
**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; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43621 - 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 43621 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 43621 - 19/20 for \$550,000 for Initial Request services for the period 03/01/2020 – 03/01/2023. 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/14399> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

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

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Switchgear and Switchboard Maintenance and Testing(10027759).Funding Source: Water Supply and Treatment Operating BudgePSC Duration: 2 yearsPSC Amount: \$1,170,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Maintenance and testing of existing switchgear and switchboard at various East Bay and West Bay Water Supply and Treatment Facilities. This contract is for maintenance and testing of seventeen (17) switchgear and twenty-two (22) switchboards with estimated cost of \$30,000 per switchgear / switchboard or \$1,170,000 for the entire contract.

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

This service is necessary to ensure the existing switchgear and switchboard are properly maintained and operational through the equipment's life cycle. Denial of this service will cause the existing switchgear and switchboard to fail faster and purchase replacement equipment earlier than what the electrical equipment was designed for.

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

No, this service has not been provided in the past.

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

No.

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

not applicable

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

☒ 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:**

The need for this work is sporadic and can occur years apart. Most of the time, there would be no work to do for this specific service. This work is highly specialized based on maintenance testing requirements of switchgear and switchboard.

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

A. Specify required skills and/or expertise: Bidder shall be an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET), accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards and have sufficient technical knowledge and a minimum of five (5) years of experience performing maintenance, inspection, service, troubleshooting, cleaning, and testing of switchgears / switchboards.

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. Switchgear testing equipment is highly specialized. The rarity of need for such testing makes owning the equipment by the City to be uneconomic.

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

None. The need for this is so limited, that City-owned resources would be impractical and uneconomic.

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

A. Explain why civil service classes are not applicable.

Switchgear and switchboard maintenance and testing typically requires expertise from an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET), accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards, which civil service staff cannot provide.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The need for this work is sporadic and can occur years apart. Most of the time, on average 99 percent or greater, there would be no work to do for City employees to perform this specific service.

**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. Switchgear and switchboard testing is highly specialized, and requires either an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET) accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards, which the City does not have.

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

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

**7. Union Notification:** On 12/30/2019, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfgov.org

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

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#### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43867 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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

## Irwin, William

---

**From:** dhr-psccordinator@sfgov.org on behalf of wirwin@sflower.org  
**Sent:** Monday, December 30, 2019 4:14 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; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43867 - 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 43867 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 43867 - 19/20 for \$1,170,000 for Initial Request services for the period 03/02/2020 – 03/01/2022. 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/14390> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

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

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As-Needed Contractor Outreach and SFPUC Local Business Enterprise Certification Services(0162)Funding Source: Infrastructure Operating BudgetPSC Duration: 3 yearsPSC Amount: \$800,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Public Utilities Commission (SFPUC) requires the services of four (4) consultants to increase participation of small and micro construction, construction management, and related professional services firms for the advancement of the Water System Improvement Program, Sewer System Improvement Program, Hetchy Capital Improvement Program, Water Enterprise Capital Improvement Program, and Auxiliary Water Supply System Projects.

The As-needed Contractor Outreach and Local Business Enterprise (LBE) Certification Services will include work in the following areas:

-Marketing and promoting contracting opportunities

-Regional Construction Contractors Services, SFPUC-LBE Site Visits

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

A denial would interrupt the continuing need to engage/outreach with contractors, construction management, and related professional services firms that have expressed interest to participate on SFPUC projects located locally and regional in the Hetch Hetchy water service territory. In addition, a denial will prevent small and micro businesses from receiving LBE certification and ineligibility to engage or compete on future contracting opportunities.

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

This service was provided previously under PSC No.45314-15/16 with a focus to provide contracting and small business certification support services for SFPUC Capital Improvement Programs (water, wastewater, and power).

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

No.

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

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

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

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

B. Explain the qualifying circumstances:

The SFPUC promotes the advancement of small business development for small and micro firms to engage, outreach, and learn about upcoming projects.

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

A. Specify required skills and/or expertise: Minimum of eight (8) years of experience and expertise developing strategies to identify contractors and consultants that have not participated on SFPUC contracts. Additionally, a minimum of 10 years of experience and expertise developing marketing plans and graphic designs for the promotion of construction, construction management, and related professional services contracting opportunities.

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 2992, Contract Compliance Officer 1;

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

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

No efforts have been made because the work is seasonal, and there is not enough work to hire a full time Civil Service Employee.

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

A. Explain why civil service classes are not applicable.

The work is on an as-needed basis as project demands arise periodically.

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 class due to the specialized and temporary nature of contracting activities for SFPUC projects as determined by the SFPUC Infrastructure Division.

**6. Additional Information**

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

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

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



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

No.

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

No.

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

No.

**7. Union Notification:** On 12/06/2019, 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 Ave 8th Floor San Francisco, CA 94102

\*\*\*\*\*

#### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45672 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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

## Irwin, William

---

**From:** dhr-psccordinator@sfgov.org on behalf of wirwin@sflower.org  
**Sent:** Friday, December 06, 2019 1:26 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; Kwon, Daniel; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45672 - 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 45672 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45672 - 19/20 for \$800,000 for Initial Request services for the period 06/01/2020 – 06/01/2023. 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/14284> 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 # 45314 - 15/16)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Contractor Engagement Support Services (PRO.0040)Funding Source: Infrastructure BudgetPSC Original Approved Amount: \$1,000,000PSC Original Approved Duration: 08/01/16 - 07/30/21 (4 years 52 weeks)PSC Mod#1 Amount: \$100,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$400,000PSC Mod#2 Duration: no duration addedPSC Cumulative Amount Proposed: \$1,500,000PSC Cumulative Duration Proposed: 4 years 52 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Public Utilities Commission (SFPUC) is seeking the services of six (6) consultants to increase the participation of small and micro construction, construction management, and related professional services firms for the advancement of the Water System Improvement Program (WSIP), Sewer System Improvement Program (SSIP), Hetchy Capital Improvement Projects (HCIP) and Auxiliary Water Supply System (AWSS) projects.

The Contractor Engagement Support Services will include work in the following areas:

1. Marketing and promoting of contracting opportunities;
2. Regional construction contractors services, SFPUC- Local Business Enterprise (LBE) Program site visits;
3. Specialized Technical Support Services; and
4. Creating economic development strategies to enhance the LBE Program.

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

A denial would interrupt the continuing need to engage with contractors, construction management, and related professional services firms that have expressed interest to participate on SFPUC projects located locally and regionally in the Hetch Hetchy water service territory. In addition, a denial will prevent the creation of economic development strategies to promote contracting opportunities for small, local business and result in the lack of hiring of local workers.

- 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 will be provided via PSC No. 45314-15/16.

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

No.

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

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

- A. Display all that apply

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

Explain the qualifying circumstances:

City staff lacks connections to community based organizations to perform the services due to their lack of experience in outreach to local, regional, and national construction firms and related and supportive community-based organizations, including employment and job training programs.

- B. Reason for the request for modification:

To align the PSC amount with the Contract amount.

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

- A. Specify required skills and/or expertise: Minimum of eight (8) years of experience and expertise developing strategies to identify contractors and consultants that have not participated on SFPUC contracts. Additionally, minimum of 10 years of experience and expertise developing strategic marketing plans for the promotion of construction, construction management, and related professional services contracting opportunities.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II;

- 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 City staff lacks connections to community based organizations to perform the services due to their lack of experience in outreach to local, regional, and national construction firms and related and supportive community-based organizations, including employment and job training programs.

- 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 class due to the specialized nature of contracting activities for SFPUC projects as determined by the SFPUC Infrastructure Division.

**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. City staff lacks connections to community based organizations to perform the services due to their lack of experience in outreach to local, regional, and national construction firms and related and supportive community-based organizations, including employment and job training programs.
- 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 07/20/17, 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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45314 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required  
Approved by DHR on 08/01/2017



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

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As-Needed HHWP Support Services(PRO.0167)Funding Source: Hetch Hetchy Operating and Capital Budgets PSC Duration: 5 yearsPSC Amount: \$20,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This as-needed PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP).

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

Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: water supply development to meet contractual obligations, Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and groundwater sampling and testing, and natural resources management and species monitoring. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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

Similar services have been provided in the past via PSC#48095-17/18 (PRO.0114), PSC #41873-14/15 (CS-391) and PSC #4162-08/09 (CS-229).

**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).

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

B. Explain the qualifying circumstances:

PRO.0167 will support short-term, technical and highly specialized work. If the lead for the HHWP department that would normally perform the work establishes that the department has insufficient resources to perform the work or does not have the skillsets internally to perform the work, contract PRO.0167 will be used to augment HHWP staff in meeting its operational obligation.

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

- A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management including hydrological modeling, electrical engineering, mechanical engineering, surveying, waste water plant operations, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset management, performance assessment and health and safety services. Our staff will be working collaboratively with the consultant to broaden our in-house skill sets for these specialized tasks. This contract may be used to provide "stop-gap" services when positions are vacant. The remote location of the work can lengthen the hiring process. Contractors will mentor and train the incoming staff when the vacant positions are filled.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1062, IS Programmer Analyst; 1093, IT Operations Support Admn III; 1094, IT Operations Support Admin IV; 1820, Junior Administrative Analyst; 1822, Administrative Analyst; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5362, Engineering Assistant; 5602, Utility Specialist; 6318, Construction Inspector; 6319, Senior Const Inspector; 7318, Electronic Maintenance Tech;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Possibly. There may be new and improved technology available within the next five years to, for example, monitor vegetation around power transmission/distribution lines or monitoring of dams which will improve our ability to meet our regulatory requirements.

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

The contract is needed because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. For example, it would not be practical for the City to permanently hire a technically-specialized expert in naturally occurring asbestos to do one time studies that are necessary to meet regulatory requirements and protect worker health.

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

- A. Explain why civil service classes are not applicable.  
This work is short-term, technical and highly specialized 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. For specialized, short-term, technical and highly specialized work, there is currently no staff to perform the work. Regarding current vacancies, it is taking up to two years to fill vacancies and there is insufficient staff to provide the needed "stop-gap" 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.  
Yes. We are having difficulty filling vacant positions. This contract will be used to fill hiring stop gaps due to retirements. These same contractors will be used to mentor incoming staff once the vacant positions are filled. Our largest gaps are with information technology staff, mechanical engineers and electrical engineers.
- 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; Electrical Workers, Local 6; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48280 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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

## Irwin, William

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**From:** dhr-psccordinator@sfgov.org on behalf of wirwin@sfwater.org  
**Sent:** Friday, November 08, 2019 9:51 AM  
**To:** Irwin, William; sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Kathy; 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; amakayan@ifpte21.org; oashworth@ibew6.org; khughes@ibew6.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 # 48280 - 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 48280 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48280 - 19/20 for \$20,000,000 for Initial Request services for the period 09/01/2020 – 08/31/2025. 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/14181> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**

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

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Operations & maint water supply,storage,transport,power,wastewater treatment srvc (PRO.0114)Funding Source: Hetch Hetchy Operating and Capital Budget PSC Duration: 5 yearsPSC Amount: \$20,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This as-needed PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP).

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

Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: water supply development to meet contractual obligations, Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and groundwater sampling and testing, and natural resources management and species monitoring. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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

Similar services have been provided in the past via PSC No. 41873-14/15 (CS-391) and PSC #4162-08/09 (CS-229).

**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 agreement term as written in Request for Proposal(RFP) PRO-0114 is five (5) years. Hetch Hetchy Water & Power will always have various small projects that need to be performed as regulatory requirements change or new requirements come into play. Services procured through this contract will be used to meet this operational need when it exceeds existing staff resources or skillset. A modification will be requested for this PSC if the SFPUC wishes to extend the contract beyond the initial five years.

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

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

- ☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- ☒ Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

PRO.0114 will support short-term, technical and highly specialized work. If the lead for the HHWP department that would normally perform the work establishes that the department has insufficient resources to perform the work or does not have the skillsets internally to perform the work, contract PRO.0114 will be used to augment HHWP staff in meeting its operational obligation.

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

- A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management including hydrological modeling, electrical engineering, mechanical engineering, surveying, waste water plant operations, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset management, performance assessment and health and safety services. Our staff will be working collaboratively with the consultant to broaden our in-house skill sets for these specialized tasks. This contract may be used to provide "stop-gap" services when positions are vacant. The remote location of the work can lengthen the hiring process. Contractors will mentor and train the incoming staff when the vacant positions are filled.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1093, IT Operations Support Admn III; 5207, Assoc Engineer; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5362, Engineering Assistant; 5602, Utility Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Possibly. There may be new and improved technology available within the next five years to, for example, monitor vegetation around power transmission/distribution lines or monitoring of dams which will improve our ability to meet our regulatory requirements.

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

The contract is necessary because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. For example, it would not be practical for the City to permanently hire a technically-specialized expert in naturally occurring asbestos to do one time studies that are necessary to meet regulatory requirements and protect worker health.

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

- A. Explain why civil service classes are not applicable.  
Civil services classes are not applicable because this work is short-term, technical and 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. For specialized, short-term, technical and highly specialized work, there is currently no staff to perform the work. Regarding current vacancies, it is taking up to two years to fill vacancies and there is insufficient staff to provide the needed "stop-gap" 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.  
Yes. We are having difficulty filling vacant positions. This contract will be used to fill hiring stop gaps due to retirements. These same contractors will be used to mentor incoming staff once the vacant positions are filled. Our largest gaps are with information technology staff and electrical engineers.
- 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 07/12/2018, 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: 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# 48095 - 17/18

DHR Analysis/Recommendation:

action date: 09/17/2018

Commission Approval Required

Approved by Civil Service Commission with conditions

09/17/2018 DHR Approved for 09/17/2018

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

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 41873 - 14/15)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Professional Support Services for Hetch Hetchy Water and Power Operations (CS-391)Funding Source: Capital Improvement Program FundPSC Original Approved Amount: \$16,000,000PSC Original Approved Duration: 12/01/14 - 11/01/19 (4 years 47 weeks)PSC Mod#1 Amount: \$2,000,000PSC Mod#1 Duration: 11/02/19-07/30/20 (38 weeks 6 days)PSC Cumulative Amount Proposed: \$18,000,000PSC Cumulative Duration Proposed: 5 years 34 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Water Enterprise is responsible for managing the transmission, treatment, storage and distribution of potable water to SF's customers plus the operation and maintenance of the storage of non-potable reservoirs, hydroelectric and power facilities (switchyards, transmission lines and distribution lines) and the roads and bridges within the Hetch Hetchy Water and Power (HHWP) project. Contractors will provide services related to operations and management of the HHWP Division. The work includes short duration services in water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services. These as-needed tasks include work to meet Federal and State environmental and regulatory agency reporting requirements, conduct ongoing studies and implementation planning to meet the requirements of the Hetchy System Improvement Program (HSIP), as well as support for projects like the San Joaquin Pipeline (SJPL) inspection program. More highly experienced technical support will be required for dam and facility inspections.

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

HHWP often has insufficient resources to meet the short-term operational and technical needs. In addition, HHWP has new regulatory challenges on the power side and requires training of staff on how best address and meet these new challenges. Not meeting these regulatory operational requirements may result in regulatory fines of \$1,000 to \$1,000,000 per day.

**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. 41873-14/15 (CS-391).

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

No.

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

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

- A. Display all that apply

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

Explain the qualifying circumstances:

These services are specialized and on an as-needed basis. There is no guarantee that there will be a consistent need for this type of work.

- B. Reason for the request for modification:

This modification is being requested is being to continue using staff augmentation to support ongoing operational responsibilities.

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

- A. Specify required skills and/or expertise: Engineering support will assist with HHWP design projects and other service needs to support on-going operations including the critical infrastructure protection standards, underground detection and inspection services and maintenance project coordination. More highly experienced technical support will be required for dam and facility inspections and geotechnical support following small slides. Experience must include experience in steel pipe inspections using the multi-flux tool and interpretation of data.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5362, Engineering Assistant; 5602, Utility Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide electromagnetic inspection equipment to inspect HHWP's pre-stressed concrete cylindrical pipes. The City does not own this equipment or the expertise to perform the condition assessments.

## **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.

For design projects and short-term operational support, staff performing these activities must be available in Moccasin. Resources are needed to supplement staff on an as-needed basis and staff is not always available from within the San Francisco Public Utilities Commission to be temporarily reassigned to Moccasin (125 mi. from San Francisco). For special inspections, the frequency of these activities varies from annually to five years.

- 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 on an as-needed basis. There is no guarantee that there will be a consistent need for this type of work.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Training will not be provided as these services are specialized and on an as-needed basis.
- 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.  
Amec Foster Wheeler/SonikaJV(A)Black&Veatch Corporation(B)MWH(C)

**7. Union Notification:** On 03/08/17, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfwater.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41873 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/20/2017

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

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4162-08/09)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Specialized&Technical As-Needed Services, Water Enterprise(CS-229,CS-1015,CS-387RR,CS-361)Funding Source: WE Capital and Operating BudgetsPSC Original Approved Amount: \$9,000,000PSC Original Approved Duration: 09/01/09 - 09/01/14 (5 years 1 day)PSC Mod#1 Amount: \$9,000,000PSC Mod#1 Duration: 09/02/14-01/01/17 (2 years 17 weeks)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 01/02/17-11/30/17 (47 weeks 4 days)PSC Mod#3 Amount: \$200,000PSC Mod#3 Duration: no duration addedPSC Mod#4 Amount: \$300,000PSC Mod#4 Duration: 12/01/17-11/30/19 (2 years)PSC Cumulative Amount Proposed: \$18,500,000PSC Cumulative Duration Proposed: 10 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; and enterprise operations and management services. The San Francisco Public Utilities Commission (SFPUC) is requesting a modification of the existing Personal Services Contract(PSC) for CS-971 due to its anticipation of additional work required. The additional work anticipated stems from continuing Federal and State environmental and regulatory agency reporting requirements, ongoing studies and implementation planning to meet the requirements of the Water System Improvement Program, and additional short term, technical, highly specialized tasks.

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

Federal and State Environmental and Regulatory Agencies require reporting and compliance in numerous areas including Water Quality, Hazardous Materials, Waste, Health and Safety Services, The as-needed services provided by these contracts include, but are not limited to: Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and ground water sampling and testing, regulatory agency liaison services, and code of safe practices development. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

**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. 4162-08/09 (CS-229/CS-1015).

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:

Please see attachment.

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

A. Display all that apply

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

Explain the qualifying circumstances:

This work is as-needed for short-term, technical and highly specialized work.

B. Reason for the request for modification:

To align the PSC & Contract amount.

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

A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management including hydrologic modeling, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, process optimization, risk assessment, business planning, sustainability analysis, asset management, performance assessment and health and safety services.

B. Which, if any, civil service class(es) normally perform(s) this work? 5148, Water Operations Analyst; 5602, Utility Specialist; 5620, Regulatory 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.

Civil service classes are performing some of the applicable work as project managers. However, the contract is needed because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. It would not be practical for the City to permanently hire the technically-specialized experts regarding naturally occurring asbestos to do one-time studies that are necessary in order to meet regulatory requirements and protect worker health.

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

adopt a new civil service class to perform this work because it is as-needed for short-term, technical and highly specialized work.

**6. Additional Information**

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

**7. Union Notification:** On 11/12/15, the Department notified the following employee organizations of this PSC/RFP request:

Stationary Engineers, Local 39; 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@sfwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4162-08/09

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/25/2015

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

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Library Master Planning Consulting ServicesFunding Source: Library Preservation Fund (Library Fund)PSC Amount: \$400,000PSC Est. Start Date: 05/01/2020PSC Est. End Date 05/01/2022**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Professional consulting services for the San Francisco Public Library (SFPL) to create a comprehensive Library Facilities Masterplan to assess the existing network of library locations and guide SFPL's response to community needs for library services through year 2040.

- Develop a plan for library facilities to encompass current and future facility needs accounting for demographic projections and areas of the city without access to a physical library location in close proximity.
- Incorporate priorities from the Library's Strategic Plan, 10-Year Capital Plan, and San Francisco's General Plan.
- Develop a community involvement process to engage stakeholders in developing the Plan.
- Complete a facilities condition assessment (FCA) for all library facilities, identifying potential for additional sustainability improvements and operational efficiency.
- Create a representative facility standard building program.
- Assess and make recommendations for capital improvements to enhance the size and/or amenities at branches in the current geographic area.
- Establish service standards for SFPL branches to consider future population growth and library service provision for emerging developments and undeserved neighborhoods.
- Develop a capital plan that synthesizes needs of facility maintenance and future capital investment.

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

The city of San Francisco is growing, and the pace of technological and cultural change is rapid. The library system needs to adapt to these changes, anticipating growth and providing state of the art services now and into the future. The previous library facility masterplan was created in 2001 and served as the basis for the Branch Library Improvement Program bond. It was useful for that purpose but is now very out of date. The library requires a masterplan which will serve as a roadmap for the library's investment for the next 10 and 20 years. Without a masterplan the library is unable to proactively anticipate change and make good investments



- 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.

There are no recent circumstances where specialist library capital planning or master planning services have been provided by a civil service class or consultant contractor.

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

No, this is a onetime effort.

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

## 2. Reason(s) for the Request

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

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

- B. Explain the qualifying circumstances:

The San Francisco Public Library needs a masterplan that anticipates required future growth, service trends, and ongoing assessment of facility conditions for maintenance upkeep. The library and other City agencies that support the library do not possess the specialized skillset and experience to provide such a comprehensive deliverable. The masterplan project is a singular effort and not an ongoing need within the library so training or hiring specialists to allocate dedicated staff to the project is not desirable from an ongoing operational point of view. Therefore, seeking Requests for Proposal and selecting from qualified vendors of these specialized services is the preferred approach.

## 3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Consultant or consultant team must possess the following skills: Possess subject matter expertise in the public library industry and/or detailed knowledge of public library facilities with specific expertise in current library trends for service provision and building design; ability to perform financial planning for future capital expenditure based on detailed demographic analysis; ability to understand and/or interact with city planners and planning concepts to assist in creating alternatives for the future growth of the library system; ability to facilitate community engagement process.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5268, Architect;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
No, proposed provider is for professional services and will not be providing facilities or equipment.

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

City resources will be part of the project. The library and Public Works will both be participants in the master planning process and be providing specific portions of the work for synthesis into the plan by the consultant.

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

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

The proposed services are for a unique professional specialty and are not part of the current civil service classifications.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical. Proposed services are limited term and specialized, requiring higher professional degrees in library sciences.

**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 a required part of the project scope. The contractor's deliverable will be a masterplan document which requires no special expertise to utilize.
- 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 11/13/2019, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Unrepresented Management; Unrepresented Miscellaneous

☒ 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 St. 4th floor San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42029 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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

**From:** [dhrrpscordinator@sfgov.org](mailto:dhrrpscordinator@sfgov.org) on behalf of [alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)  
**To:** [Burns.Alexander \(DPW\)](mailto:Burns.Alexander@DPW); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [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); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Macaranas.Belle \(DPW\)](mailto:Macaranas.Belle@DPW); [DHR-PSCCoordinator.DHR \(HRD\)](mailto:DHR-PSCCoordinator.DHR@HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42029 - 19/20  
**Date:** Wednesday, November 13, 2019 5:26:48 PM

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RECEIPT for Union Notification for PSC 42029 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 42029 - 19/20 for \$400,000 for Initial Request services for the period 05/01/2020 – 05/01/2022. 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/dhrrupal/node/14180> 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: MUNICIPAL TRANSPORTATION AGENCY -- MTADept. Code: MTAType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Perform replacement and mid-life overhaul of various systems on both hybrid and trolley coachesFunding Source: Local and Federal FundsPSC Duration: 4 years 25 weeksPSC Amount: \$155,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The scope of this project is to perform system replacement and mid-life overhaul of 160 standards (40') Hybrid Electric New Flyer vehicles, 111 articulated (60') Hybrid Electric New Flyer vehicles and 60 articulated (60') Electric Trolley vehicles. The Contractor will provide all repairs, warranties, labor, inspections, engineering, tools, materials, parts, facilities and equipment required to complete this work, which includes removing and replacing major vehicle systems such as engines, traction motor, energy storage system, cooling system, axles, brakes, air systems, interior and exterior body work, exterior painting, including pick-up and delivery of the coaches. All rehabilitation work will be performed off-site. The contractor will prepare all required detailed drawings, schematics, design calculations, stress analysis, and other specified technical documentation in connection with this project. The contractor will also support warranties on all rebuilt components.

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

The proper functioning of the systems listed above is critical to provide reliable service. Replacing and rehabilitating these systems will bring the coaches into a state of good repair, thereby increasing vehicle reliability and improving service levels. Furthermore, it will reduce unscheduled maintenance and repair costs. Denial of this request will have a negative impact on the condition and service reliability of the vehicles and also on SFMTA's operating budget due to increase overtime work and unbudgeted parts purchase.

**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 service contract has been provided in the past through Personal Services Contract # 4059-11/12.

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

No

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

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

B. Explain the qualifying circumstances:

The scope of the project exceeds available resources and facilities. The Contractor will use their facility for all project work. Additionally, the contractor will have all of the major system rehabilitation work done at certified OEM repair shops with OEM parts, tools and certified mechanics which will enable the contractor to support the warranty requirements of the SFMTA contract. SFMTA does not have the necessary facility space, certified mechanics or tools to perform this coach rehabilitation project of this scale in-house.

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

- A. Specify required skills and/or expertise: The skills and expertise required to perform this work include the skills possessed by 7371 and 7381 Automotive Mechanics and include removing and replacing major vehicle components such as engines, traction motor, energy storage system, cooling system, axles, brakes, and air systems. Additionally, the rehabilitation of major systems like the engine, traction motor, and energy storage system requires that the mechanics performing this work be certified by the Original Equipment Manufacturer (OEM) and that OEM approved tools and parts be used in order to support the warranty provided by the OEM manufacturer.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 7249, Automotive Mechanic Sprv 1; 7254, Automotive Machinist Sprv 1; 7313, Automotive Machinist; 7381, Automotive Mechanic; 7382, Automotive Mechanic Asst Sprv; 7410, Automotive Service Worker; 7340, Maintenance Controller; 7371, Electrical Transit System Mechanic;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The Contractor will use their facility for all project work. Additionally, the contractor will have all of the major system rehabilitation work done at certified OEM repair shops with OEM parts, tools and certified mechanics which will enable the contractor to support the warranty requirements of the SFMTA contract. SFMTA does not have the necessary facility space, certified mechanics or tools to perform this coach rehabilitation project of this scale in-house.

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

Fleet Engineering sent out emails to Transit's Bus Maintenance, Scott Center, Central Shop and Airport with the Midlife Overhaul work scope on 7.25.2019. The email is to enquire if their department or unit is interested to perform the overhaul work and had requested to reply by COB 8.9.2019. Fleet Engineering received no reply COB 8.9.2019. For SFMTA Transit's Bus Maintenance, they declined due to lack of staffing.

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

- A. Explain why civil service classes are not applicable.
- The civil service class listed above in (F) specializes in the maintenance of these vehicles, not in the rehabilitation of the vehicles. Due to the scale of the project scope of work, there is a need to outsource this work in order to complete the project in a timely manner by certified mechanics and technicians. In addition, the scope of work described exceeds the availability of in-house resources, facility space, stocked parts and materials needed to the work on assembly-line production levels. The City purchasing system is not designed for a production type of work such as this project and therefore cannot provide the parts in a timely manner. Potential contractors have the capacity to do the rehabilitation work on a much larger scale, in a more timely fashion, and on an assembly-line production level. In addition, civil service hiring timelines are incompatible with project timeframes.

- 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 civil service class exists to perform part of this project scope of work, but as explained above, the scope of the project exceeds available resources and 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. The scope of this project does not affect or change City and County employee's normal works. Therefore, training is not needed.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 08/16/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Automotive Machinists, Local 1414; Electrical Workers, Local 6;  
Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; TWU -  
Automotive Service Worker; TWU - Miscellaneous

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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

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### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43672 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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



## Nuque, Amy

---

**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Friday, August 16, 2019 1:49 PM  
**To:** Nuque, Amy; rmittchell@twusf.org; amakayan@ifpte21.org; Osha Ashworth; khughes@ibew6.org; agonzalez@iam1414.org; speedy4864@aol.com; 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; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43672 - 18/19

RECEIPT for Union Notification for PSC 43672 - 18/19 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 43672 - 18/19 for \$155,000,000 for Initial Request services for the period 01/01/2020 – 06/30/2024. 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/13271> 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)**

January 7, 2020

Sandra Eng  
Acting Executive Officer  
Civil Service Commission  
25 Van Ness Avenue, Suite 270  
San Francisco, CA 94102-6033

RE: Request to schedule PSC # 43672 18/19 for 02/03/2020 Civil Service Commission Meeting

Dear Ms. Eng and Commissioners:

This is to request scheduling Personal Services Contract PSC# 43672 18/19 for the 02/03/2020 Civil Service Commission meeting.

The San Francisco Municipal Transportation Agency (SFMTA) began its fleet replacement program in 2013 and these New Flyer Coaches have reached their midlife point. In order to maintain the vehicles reliability and service availability, the SFMTA will conduct the midlife overhaul program on these coaches. This project will address the oldest vehicles of this New Flyer fleet of hybrid coaches, 160 40' motor coaches, 111 60' motor coaches, and 60 60' trolley coaches.

As one of the conditions to fund the purchase of these vehicles back in 2013, the SFMTA had committed to our funding agency, the San Francisco County Transportation Authority (SFCTA), to maintain the vehicles in a state of good repair and to perform a midlife overhaul program to allow these vehicles to meet or exceed expectations of their useful lives per the Federal Transit Administration (FTA) guidelines to ensure that the vehicle continues to operate reliably for the remainder of its useful life. Midlife overhauls differ from regular preventative maintenance cycles in that entire subsystems are replaced, new technologies are deployed, and major exterior repairs are completed as part of a month-long effort for each vehicle.

During this PSC process, the SFMTA had met with Local 6 to discuss this PSC and addressed their questions in three separate meetings on 09/25/2019, 11/04/2019, and 01/06/2020. During these meetings, the SFMTA has explained the scope of this mid-life overhaul project is not just performing Remove and Replace (R&R) on subsystems, it incorporates upgrades and overhauls which requires engineering design, structural modification, component relocation, Finite Element Analysis, testing to verify the design, Vansco PLC programming and Kiepe programming, and system commissioning. It is not the same as campaign work that our maintenance division performed on individual subsystem. However, Local 6 insisted that works should be kept in-house.

Due to the scope of this project, as mentioned above, the SFMTA faces several constraints, 1) facility and staffs, 2) material purchase and storage, and 3) schedule.

### **Facility and Staffs**

To carry out an overhaul project in this scale requires a dedicated facility and to hire and train staffs from all different trades. To find another overhaul facility for this overhaul project in such a high demand city like San Francisco is extremely challenging. The overhaul facility needs to have at least 10 to 15 bays of working space, from the schedule and the scope of this work, a paint booth that can accommodate 60' length bus and a well-organized storage division to keep the production flow. As a reference, Potrero Division is scheduled to be demolished and rebuilt in the near future and the SFMTA is trying to come up with an interim plan while Potrero is in construction but still maintaining our daily trolley service to the customers without interruptions. The current most promising plan is to utilize MME (LRV facility) as a parking yard for the Potrero trolley buses and to use Marin as a dispatching and regular preventative maintenance yard. All heavy-duty repairs will have to be conducted at Presidio. As another reference, SFMTA currently does not have a 60' paint booth and the Maintenance division has been requesting for the last 10 years.

In addition, the SFMTA do not have the expertise and capabilities to perform such design and proprietary software programming work. The SFMTA is in the process of hiring a number of staffs to backfill the existing maintenance vacancies and having extremely difficulties of finding qualified candidates. Hiring additional staffs for a new overhaul facility and training them to be OEM certified mechanics will take years.

The timing of having a facility and trained staffing be immediately available to conduct the overhaul work is nearly impossible.

### **Material Purchase and Storage**

To have the overhaul project run smoothly, parts are required to be purchased in advance and stored in a warehouse so that it can be retrieved in a timely manner. The City purchasing protocols to procure parts may not be able to keep up with the production type of work such as this overhaul project. Also, the SFMTA currently does not have a warehouse that can accommodate this additional large quantity of parts.

### **Schedule**

As mentioned earlier, the earliest New Flyer Coaches have reached their midlife point already. With the facility and material purchase and storage constraints, the SFMTA would not be able to perform the work in-house and meet the project schedule by completing a minimum of two coaches per week.

This midlife overhaul project is a very important piece of the SFMTA fleet program. Performing timely Mid-Life overhauls also reduces the impact to the riding public, as work is performed on a predictable basis. In lieu of approving this Mid-Life overhaul PSC, the SFMTA would need to

address component failures on a case-by-case, reactive basis, which would diminish the overall availability and reliability of this critical fleet. This is costly and disruptive to customers and would result in higher rates of fleet failures while in service.

The SFMTA requests that the Civil Service Commissioners' consideration to approve this PSC so that we can start the project.

Sincerely,

A handwritten signature in black ink that reads "Enoch Chu". The signature is written in a cursive, slightly slanted style.

Enoch Chu  
Project Manager  
SFMTA, Transit Division

**CITY AND COUNTY OF SAN FRANCISCO  
SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY**

**TECHNICAL SPECIFICATIONS**

**FOR**

**Mid-Life Overhaul of the 40' & 60' Hybrid Electric Coaches  
and  
60' Electric Trolley Coaches**

**VOLUME 2**

**CONTRACT PROPOSAL NO. SFMTA-2019-50  
(CCO No. 19-1505)**

**FINAL**

**Revision 0**

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Online Link:

[http://apps.sfgov.org/dhrdrupal/sites/default/files/sfmta-2019-50-fta\\_-\\_volume\\_2\\_-\\_technical\\_specifications\\_01-07-20.pdf](http://apps.sfgov.org/dhrdrupal/sites/default/files/sfmta-2019-50-fta_-_volume_2_-_technical_specifications_01-07-20.pdf)



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

4058-11/12 \$200K  
4069-11/12 \$22M  
RECEIVED DEC 14 2011

December 13, 2011

E. DENNIS NORMANDY  
PRESIDENT

KATE FAVETTI  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4056-11/12  
THROUGH 4063-11/12 AND 4064-07/08.

At its meeting of December 5, 2011 the Civil Service Commission had for its consideration the above matter.

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

The Commission:

- (1) Withdrew PSC #4060-11/12 at the request of the Public Utilities Commission.
- (2) Adopted the report; Approved the request for PSC #4058-11/12 on the condition that the Municipal Transportation Agency submit an annual status report beginning with the first meeting of December 2012. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION :

*Andra*  
ANITA SANCHEZ FOR  
Executive Officer

Attachment

c: Cynthia Avakian, Airport Commission  
Parveen Boparai, Municipal Transportation Agency  
Micki Callahan, Human Resources Director  
Carina Carlos, Department of Public Works  
Gordon Choy, Department of Public Works  
Marie de Vera, Department of Human Resources  
Jacquie Hale, Department of Public Health  
Shamica Jackson, Public Utilities Commission  
Florence Kyaun, Public Utilities Commission  
Maria Ryan, Department of Human Resources  
Commission File  
Chron

# POSTING FOR

12/5/2011

## PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4056-11/12	27	Airport Commission	Regular	\$300,000	Provide as-needed individualized and small group instruction (e.g., one-on-one instruction and leadership development) to senior and managerial staff, based on the SFO Competency Model, strategic management skills in an aviation environment aviation and airport strategic planning, aviation financial management and analysis for non-financial managers, execution in a civil service environment, strategic innovation in the public sector, change management, advanced communication skills, and negotiation skills), with an emphasis on achieving the Airport's 5 year strategic goals, organizational objectives and core values. General objectives of the contract are: - Assessment of managerial employees' development and learning needs; - Leadership curriculum development, leadership curriculum implementation; - Recommendation of leadership readiness (and at what stage: from moderately ready to high performer readiness).	12/19/2011 - 12/31/2016
4057-11/12	27	Airport Commission	Regular	\$2,000,000	As part of the Airport's 5-Year Capital Plan, Airport staff will need support services with: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning experience will be required.	12/19/2011 - 12/31/2016
4058-11/12	35	Municipal Transportation Agency	Regular	\$300,000	Contractor will perform scheduled preventive maintenance including cleaning, adjustments, and equipment replacement or upgrades on hardware and software of San Francisco Municipal Transportation Agency (SFMTA) fixed asset video surveillance systems in at least twelve (12) SFMTA sites.	12/1/2011 - 11/30/2014
4059-11/12	35	Municipal Transportation Agency	Regular	\$22,000,000	The scope of this project is to rehabilitate various systems on 80 to 90 standard (40') Neoplan motor coaches. The contractor will provide all repairs, warranties, labor, inspections, engineering, tools, materials, parts, facilities and equipments required to complete this work which includes removing and replacing major vehicle systems such as engines, transmissions, radiators, brakes, doors and air supply systems, interior and exterior body work, exterior painting, including pick-up and delivery of the coaches. All rehabilitation work will be performed off-site. Contractor will prepare all required detailed drawings, design calculations and other specified technical documentation in connection with this project. Contractor will support warranties on all rebuilt components.	1/1/2012 - 1/31/2015
4060-11/12	40	Public Utilities Commission	Regular	\$500,000	The City and County of San Francisco owns and maintains approximately 18,500 cobra-head type high pressure sodium (HPS) streetlight luminaires, located throughout the City's forty-nine square miles. The LED Street Light Conversion Project will replace existing HPS street light luminaires with dimmable Light Emitting Diode (LED) street light luminaires and an integrated wireless communication monitoring and control system (smart controls). The work includes lighting design for San Francisco's street lighting system and construction.	12/5/2011 - 12/30/2013

# POSTING FOR

12/5/2011

## PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No.	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4061-11/12	40	Public Utilities Commission	Regular	\$2,700,000	The contractor will provide database development, consulting and maintenance services for the City's existing Power Enterprise Meter Data Management System (PE MDMS) as well as continued documentation and training of staff to assume full responsibility for continued development and maintenance. Additional capacity is included, if necessary, to allow development response to added requirements of replacement of the PG&E Interconnection Agreement, Scheduling coordinator change, implementation of Community Choice Aggregation (CCA) and interfacing with new scheduling software.	2/1/2012 - 1/31/2016
4062-11/12	40	Public Utilities Commission	Regular	\$9,000,000	Provide technical evaluation, project development, financial analysis, design, permitting, and construction management of renewable energy and energy storage technologies.	1/1/2012 - 1/1/2017
4063-11/12	90	Public Works	Regular	\$1,200,000	As needed land surveying duties such as a single, 2-person or 3-person crew to assist with topographic, boundary and construction surveys, photogrammetric work, laser 3D scanner field and office assistance and training, Autocad Civil 3D drafting, help with special projects (monumentation, GIS mapping, GPS network, etc.). BSI Surveying Services anticipate awarding up to 12 as-needed contracts, each not to exceed 5 years.	1/2/2012 - 1/2/2016

Total Amount - Regular: \$38,000,000

# POSTING FOR

12/5/2011

## PROPOSED PERSONAL SERVICES CONTRACTS MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date- End Date
4064-07/08	82	Public Health	Regular	\$850,000	\$2,850,000	This modification will provide the One-Time installation and on-going support of new system modules funded by a major grant from the Mental Health Services Administration (MHSA) relating to client access to electronic medical records as well as additional application enhancements required to be in compliance with Federal ARRA and HITECH Meaningful Use of Electronic Medical Records Mandates. Professional services are required to assist the Department Behavioral Health IT staff in the implementation of the new technology and to provide staff training and on-going support to assist in the deployment of the new modules to the DPH's 3,000 clinicians and system users. The system will provide an integrated information system that combines the functionality of the billing information system with that of an electronic clinical patient record to optimize efficiency and eliminate redundancy in operations and data entry. Significant application-specific technical functionality is needed to provide interoperability with State and local systems.	1/1/2008 -12/31/2018

Sum of Modified Amounts: \$850,000

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

Department: POLICE -- POLDept. Code: POLType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Body Worn Camera Infrastructure Maintenance and SupportFunding Source: General FundPSC Duration: 1 year 3 daysPSC Amount: \$525,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide maintenance and support of the San Francisco Police Department's (SFPD) Body Worn Camera (BWC) System, a law enforcement video data infrastructure with 2200 deployed units. Contracting staff will maintain and support the BWC eco-system of cameras, charging stations, fiber ring network, Azure cloud for evidence, evidence management through the portal and user/device management, desktop and mobile applications for uploading/tagging of metadata, and integrations with Computer Aided Dispatch for Records Management System.

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

It is critical for the SFPD to maintain the BWC system which impacts the evidence/camera footage for the SFPD and public. Denial of this request would jeopardize the infrastructure support system of the SFPD Body Worn Camera system.

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

This is a new PSC request. Service is now being provided by a contractor approved by the City's Technology Marketplace.

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

It will be renewed if we are not able to secure requested Civil Service Classification positions.

**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 SFPD currently does not have the positions to cover the work needed.



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

- A. Specify required skills and/or expertise: The contractor staff must have experience including, but not limited to, (1) Enterprise Software Solutions, (2) Audio Video streaming to cloud-based storage systems such as Microsoft Azure, (3) Ticketing Systems such as ServiceNow, (4) Troubleshooting and resolving Axon mobile application issues.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

The Department has requested four positions. Two positions have recently been approved and will be filled after interviews and SFPD, Department of Justice, and Federal Bureau of Investigations background checks.

**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 will be used to perform the work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil Service classifications are available to cover the work.

**6. Additional Information**

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

**7. Union Notification:** On 12/12/2019, 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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40494 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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

**From:** [dhrrpscordinator@sfgov.org](mailto:dhrrpscordinator@sfgov.org) on behalf of [Genie.Wong@sfgov.org](mailto:Genie.Wong@sfgov.org)  
**To:** [Wong, Genie \(POL\); 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; Wong, Genie \(POL\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Wong, Genie (POL); 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; Wong, Genie (POL); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40494 - 19/20  
**Date:** Thursday, December 12, 2019 8:34:22 AM

---

RECEIPT for Union Notification for PSC 40494 - 19/20 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 40494 - 19/20 for \$525,000 for Initial Request services for the period 02/24/2020 – 02/26/2021. 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/dhrrupal/node/14301> 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)**



**LONDON N. BREED**  
MAYOR

CITY AND COUNTY OF SAN FRANCISCO  
**POLICE DEPARTMENT**  
HEADQUARTERS  
1245 3<sup>RD</sup> Street  
San Francisco, California 94158



**WILLIAM SCOTT**  
CHIEF OF POLICE

Date: December 12, 2019

To: Suzanne Choi  
Citywide PSC Coordinator  
Department of Human Resources

Sandra Eng  
Deputy Director  
Civil Service Commission

From: Genie Wong   
Contracts Manager  
San Francisco Police Department

RE: Request Civil Service Commission Review of PSC 40494-19/20

---

## Background

The San Francisco Police Department's (SFPD) Body Worn Camera project has been implemented since 2016 and requires specialized technical service experience including, but not limited to:

- Video synchronization for software with a Body Camera ecosystem and body camera hardware with network routing for video upload and retrieval;
- Working with enterprise software support solutions; and
- Working Audio Video streaming to storage systems in Microsoft Azure cloud space.

On October 23, 2019, the San Francisco Police Department (SFPD) Technology Division submitted a Personal Services Request (PSR) to the City's Technology Marketplace for a Body Worn Camera Technical Support Contractor for maintenance and support of the network of Body Worn Cameras (BWC), SFPD's law enforcement video data infrastructure. This \$524,160 request is for a one year period from February 24, 2020-February 26, 2021. This request is a continuation of current work already underway by a contractor approved the City's Technology Marketplace. Denial of this request would jeopardize the infrastructure support system of the SFPD Body Worn Camera system. Local 21 now objects to the SFPD contracting out this service. Below is a timeline of SFPD correspondence with Local 21.

## Timeline

October 23, 2019 – SFPD notified Local 21 of procurement request for Body Worn Camera Support Contractor

October 30, 2019 - Miles Aiello of Local 21 notified SFPD by e-mail that "The Union objects to this submission because it is inappropriate to contract out ongoing work".

November 1, 2019 – Amanath Ali, SFPD Director of Information Technology, spoke with Miles Aiello. Both parties agreed there would be a meeting to confer.

November 5, 2019- Amanath Ali followed-up by e-mail to inquire about meeting with Local 21. Miles Aiello responded by email that he is working on available dates of Local 21 representatives and will send dates when he has them.

November 18, 2019, Amanath Ali reached out to Local 21 by e-mail, but did not receive a response.

November 26, 2019 – Paul Cheng of Office of Contract Administration sent e-mail to Local 21 to inquire about status of objection and requested a response by December 2, 2019 for soonest available schedule.

November 27, Dandy Wong, SFPD Project Manager, also reached out to L21 by e-mail and did not receive a response.

December 2, 2019 - Dandy Wong, SFPD Project Manager, reached out again by e-mail again and received a response on December 3, 2019.

December 4, 2019 – Local 21 and SFPD met and conferred, but was not able reach an agreeable solution. Local 21 recommended "working with DT to job-order TEX (temporary exempt)/PEX (permanent exempt) positions. However, the SFPD does not have such positions. Both parties agreed to request the Civil Service Commission review this matter and make a final determination.

### **Permanent Civil Service Positions**

The SFPD has requested four Civil Service Classification positions to fulfill this staffing need since 2016. However, the 1093 examination, recruitment and hiring process has had considerable delays. In addition, applicants will need to pass a thorough background check from the SFPD, Department of Justice and Federal Bureau of Investigations to be hired as an SFPD civilian employee. Consultants will train new 1093 in their duties. Contracting is a temporary stop-gap measure to handle workload due to shortage of 1093 staff. We have recently been approved for two 1094 positions and anticipate we will be able to hire 1094s by the summer of 2020 to assist in performing the needed work.

### **Request**

The SFPD is requesting this PSR be reviewed by the Civil Service Commission as soon as possible. We appreciate your immediate feedback and assistance. Please contact me at (415) 837-7208 or Amanath Ali at (415) 837-7306 if you have any questions or concerns.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ADULT PROBATION

Dept. Code: ADP

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4126 11/12)

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

Type of Service: Reentry Technical Services: Facilitator, Grant Writers, Strategic Planners, Evaluators, etc.

Funding Source: Private Foundation and other

PSC Original Approved Amount: \$500,000

PSC Original Approved Duration: 07/01/12 - 06/30/17 (5 years)

PSC Mod#1 Amount: \$890,000

PSC Mod#1 Duration: 09/15/14-12/31/17 (26 weeks 2 days)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 12/31/17-12/31/18 (1 year)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 01/01/19-12/31/19 (1 year)

PSC Mod#4 Amount: no amount added

PSC Mod#4 Duration: 01/01/20-12/31/20 (1 year 1 day)

PSC Cumulative Amount Proposed: \$1,390,000

PSC Cumulative Duration Proposed: 8 years 26 weeks

**1. Description of Work**

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

San Francisco Adult Probation Department (APD) needs individuals that have dual expertise in reentry and evidence based criminal justice strategies and technical service: facilitation, grant writing, strategic planning, evaluation, capacity building and communications. The expertise of the technical services providers is unique, unrepresented and greatly needed in APD.

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

AB 109 and SB 678 set a new standard for working with offenders. AB 109 requires local supervision of many former state parolees and SB 678 provides incentive funds to counties that see probation violation/prison commitment reductions. These services will help APD sustain and maintain the legislatively required supervision changes and enhancements. If the PSC is denied APD will not be able to provided these needed services to the community.

**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 4126 11/12

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

Unknown.



- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:  
Services are contracted on an as needed basis. Not all contracts are executed at the onset of the PSC (July 2012), PCS term duration of more than five years is needed for contracts approved in later years to make the contract term match the PSC duration and expiration date.

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

A. Display all that apply

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

Explain the qualifying circumstances:

No. The service under this PSC will be very sporadic with peaks and valleys regarding the need for them. In addition, the skills needed and requirements for the services are very specific, which makes difficult to point a single civil service class that could perform all the services required at any giving time. It is not feasible to transition the work to City.

B. Reason for the request for modification:

Services are contracted on an as needed basis. Not all contracts are executed at the onset of the PSC (July 2012), PCS term duration of more than five years is needed for contracts approved in later years to make the contract term match the PSC duration and expiration date.

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

- A. Specify required skills and/or expertise: Deep understanding of reentry, corrections and the criminal justice coupled with facilitation, strategic planning, design of evaluation surveys and longitudinal studies, assessment of contractor capacity strengths, deficits and needed growth; reentry branding, marketing, and graphic design.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Projects are varied and short-term, each requiring specialized expertise to complete projects
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No.

**6. Additional Information**

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

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

Training may be provided through these contracts. Specifically, California Penal Code Domestic Violence Training (8 hours a year) to Deputy Probation Officers will be contracted through this PSC.

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

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

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

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

See Attachment: List of current contractors under PSC 4126 11/12

7. **Union Notification:** On 12/05/19, 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: Veronica Martinez Phone: 415-553-9250 Email: veronica.martinez@sfgov.org

Address: 880 Bryant Street, Room 200, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4126 11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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

**From:** Martinez, Veronica (ADP)  
**To:** Baeza, Elisa (ADP)  
**Subject:** FW: Receipt of Modification Request to PSC # 4126 11/12 - MODIFICATIONS  
**Date:** Thursday, December 05, 2019 2:03:24 PM

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Verónica Martínez  
Finance and Administrative Services Division  
Adult Probation Department  
Tel: (415) 553-9250

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of veronica.martinez@sfgov.org  
Sent: Thursday, December 05, 2019 1:57 PM

To: Martinez, Veronica (ADP) <veronica.martinez@sfgov.org>; seichenberger@local39.org;  
camaguey@sfmea.com (contact) <camaguey@sfmea.com>; ablood@cirseiu.org; kcartermartinez@cirseiu.org;  
ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org;  
kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org;  
amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC)  
<kbasconcillo@sfwater.org>; 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@sfewu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org;  
ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org;  
xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>; smcgarry@nccrc.org;  
rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us;  
khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us;  
david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org;  
LiUNA.local261@gmail.com; local200twu <local200twu@sbcglobal.net>; speedy4864@aol.com;  
Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; DHR-PSCCoordinator, DHR (HRD)  
<dhr-psccordinator@sfgov.org>

Subject: Receipt of Modification Request to PSC # 4126 11/12 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

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

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/3917>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org  
kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com  
WendyWong26@yahoo.com ecassidy@ifpte21.com 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@sfwater.org Ricardo.lopez@sfgov.org  
thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org

## **Additional Attachment(s)**

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

Department: ADULT PROBATIONDept. Code: ADPType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4126 11/12)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Reentry Technical Services: Facilitator, Grant Writers, Strategic Planners, Evaluators, etc.Funding Source: Private Foundation and otherPSC Original Approved Amount: \$500,000PSC Original Approved Duration: 07/01/12 - 06/30/17 (5 years)PSC Mod#1 Amount: \$890,000PSC Mod#1 Duration: 09/15/14-12/31/17 (26 weeks 2 days)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 12/31/17-12/31/18 (1 year)PSC Mod#3 Amount: no amount addedPSC Mod#3 Duration: 01/01/19-12/31/19 (1 year)PSC Cumulative Amount Proposed: \$1,390,000PSC Cumulative Duration Proposed: 7 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

San Francisco Adult Probation Department (APD) needs individuals that have dual expertise in reentry and evidence based criminal justice strategies and technical service: facilitation, grant writing, strategic planning, evaluation, capacity building and communications. The expertise of the technical services providers is unique, unrepresented and greatly needed in APD.

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

AB 109 and SB 678 set a new standard for working with offenders. AB 109 requires local supervision of many former state parolees and SB 678 provides incentive funds to counties that see probation violation/prison commitment reductions. These services will help APD sustain and maintain the legislatively required supervision changes and enhancements. If the PSC is denied APD will not be able to provide these needed services to the community.

**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 4126 11/12

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

Unknown.

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

Services are contracted on an as needed basis. Not all contracts are executed at the onset of the

PSC (July 2012), PCS term duration of more than five years is needed for contracts approved in later years to make the contract term match the PSC duration and expiration date.

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

A. Display all that apply

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

Explain the qualifying circumstances:

No. The service under this PSC will be very sporadic with peaks and valleys regarding the need for them. In addition, the skills needed and requirements for the services are very specific, which makes difficult to point a single civil service class that could perform all the services required at any giving time. It is not feasible to transition the work to City.

B. Reason for the request for modification:

Services are contracted on an as needed basis. Not all contracts are executed at the onset of the PSC (July 2012), PCS term duration of more than five years is needed for contracts approved in later years to make the contract term match the PSC duration and expiration date.

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

A. Specify required skills and/or expertise: Deep understanding of reentry, corrections and the criminal justice coupled with facilitation, strategic planning, design of evaluation surveys and longitudinal studies, assessment of contractor capacity strengths, deficits and needed growth; reentry branding, marketing, and graphic design.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Projects are varied and short-term, each requiring specialized expertise to complete projects

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

**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 may be provided through these contracts. Specifically, California Penal Code Domestic Violence Training (8 hours a year) to Deputy Probation Officers will be contracted through this PSC.

- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
See Attachment: List of current contractors under PSC 4126 11/12

7. **Union Notification:** On 12/04/18, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

Name: Veronica Martinez Phone: 415-553-9250 Email: veronica.martinez@sfgov.org

Address: 880 Bryant Street, Room 200, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4126 11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/17/2018



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

Department: ADULT PROBATIONDept. Code: ADP

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4126 11/12)

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

Type of Service: Reentry Technical Services: Facilitator, Grant Writers, Strategic Planners, Evaluators, etc.

Funding Source: Private Foundation and other

PSC Original Approved Amount: \$500,000

PSC Original Approved Duration: 07/01/12 - 06/30/17 (5 years)

PSC Mod#1 Amount: \$890,000

PSC Mod#1 Duration: 09/15/14-12/31/17 (26 weeks 2 days)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 12/31/17-12/31/18 (1 year)

PSC Cumulative Amount Proposed: \$1,390,000

PSC Cumulative Duration Proposed: 6 years 26 weeks

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

San Francisco Adult Probation Department (APD) needs individuals that have dual expertise in reentry and evidence based criminal justice strategies and technical service: facilitation, grant writing, strategic planning, evaluation, capacity building and communications. The expertise of the technical services providers is unique, unrepresented and greatly needed in APD.

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

AB 109 and SB 678 set a new standard for working with offenders. AB 109 requires local supervision of many former state parolees and SB 678 provides incentive funds to counties that see probation violation/prison commitment reductions. These services will help APD sustain and maintain the legislatively required supervision changes and enhancements. If the PSC is denied APD will not be able to provide these needed services to the community.

**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, multiple contracts through this PSC.

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

Unknown.

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

Services are contracted on an as needed basis. Not all contracts are executed at the onset of the PSC (July 2012), PCS term duration of more than five years is needed for contracts approved in later years to make the contract term match the PSC duration and expiration date.

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

A. Display all that apply

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

Explain the qualifying circumstances:

No. The service under this PSC will be very sporadic with peaks and valleys regarding the need for them. In addition, the skills needed and requirements for the services are very specific, which makes difficult to point a single civil service class that could perform all the services required at any giving time. It is not feasible to transition the work to City.

B. Reason for the request for modification:

Duration of term. Request to extend for an additional year until 12/31/2018.

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

A. Specify required skills and/or expertise: Deep understanding of reentry, corrections and the criminal justice coupled with facilitation, strategic planning, design of evaluation surveys and longitudinal studies, assessment of contractor capacity strengths, deficits and needed growth; reentry branding, marketing, and graphic design.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Projects are varied and short-term, each requiring specialized expertise to complete projects

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

**6. Additional Information**

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

No.

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

Training may be provided through these contracts. Specifically, California Penal Code Domestic Violence Training (8 hours a year) to Deputy Probation Officers will be contracted through this PSC.

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

No.

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

No.

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

No.

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

See Attachment: List of current contractors under PSC 4126 11/12

7. **Union Notification:** On 01/30/17, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

Name: Diane Lim Phone: 553-1058 Email: diane.lim@sfgov.org

Address: 880 Bryant Street, Room 200, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4126 11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/10/2017

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

Department: ADULT PROBATIONDept. Code: ADPType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4126 11/12)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Reentry Technical Services: Facilitator, Grant Writers, Strategic Planners, Evaluators, etc.Funding Source: Private Foundation and otherPSC Original Approved Amount: \$500,000PSC Original Approved Duration: 07/01/12 - 06/30/17  
(5 years)PSC Mod#1 Amount: \$890,000PSC Mod#1 Duration: 09/15/14-12/31/17 (26 weeks  
2 days)PSC Cumulative Amount Proposed: \$1,390,000PSC Cumulative Duration Proposed: 5 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

San Francisco Adult Probation Department (APD) needs individuals that have dual expertise in reentry and evidence based criminal justice strategies and technical service: facilitation, grant writing, strategic planning, evaluation, capacity building and communications. The expertise of the technical services providers is unique, unrepresented and greatly needed in APD.

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

AB 109 and SB 678 set a new standard for working with offenders. AB 109 requires local supervision of many former state parolees and SB 678 provides incentive funds to counties that see probation violation/prison commitment reductions. These services will help APD sustain and maintain the legislatively required supervision changes and enhancements. If the PSC is denied APD will not be able to provided these needed services to the community.

**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. PSC #412611/12

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

Unknown.

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

Services are contracted on an as needed basis. Not all contracts are executed at the onset of the PSC (July 2012), this PCS term duration of more than five years is needed for contracts approved in later years to make the contract term match the PSC duration and expiration date.

**2. Reason(s) for the Request****A. Display all that apply**

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

Explain the qualifying circumstances:

No. The service under this PSC will be very sporadic with peaks and valleys regarding the need for them. In addition, the skills needed and requirements for the services are very specific, which makes difficult to point a single civil service class that could perform all the services required at any giving time. It is not feasible to transition the work to City.

B. Reason for the request for modification:

Additional services exceeding the current PSC amount are required.

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

A. Specify required skills and/or expertise: Deep understanding of reentry, corrections and the criminal justice coupled with facilitation, strategic planning, design of evaluation surveys and longitudinal studies, assessment of contractor capacity strengths, deficits and needed growth; reentry branding, marketing, and graphic design.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Projects are varied and short-term, each requiring specialized expertise to complete projects

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

**6. Additional Information**

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

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

Training may be provided through these contracts. Specifically, California Penal Code Domestic Violence Training (8 hours a year) to Deputy Probation Officers will be contracted through this PSC.

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

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

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

No.

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

See Attachment: List of current contractors under PSC 4126 11/12

7. **Union Notification:** On 09/15/14, 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: Phone: 553-1058 Email: diane.lim@sfgov.org

Address: 880 Bryant Street, Room 200, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4126 11/12

DHR Analysis/Recommendation:

10/20/2014

Commission Approval Required

Approved by Civil Service Commission

10/20/2014 DHR Approved for 10/20/2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4043-12/13)

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

Type of Service: SFO's Enterprise-Wide Property Management and Billing System (PMBS) Phase II

Funding Source: Airport Operating Funds

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

PSC Original Approved Duration: 01/01/13 - 12/31/17 (5 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 01/01/18-06/30/20 (2 years 25 weeks)

PSC Mod#2 Amount: \$100,000

PSC Mod#2 Duration: 06/30/20-12/31/21 (1 year 26 weeks)

PSC Cumulative Amount Proposed: \$1,600,000

PSC Cumulative Duration Proposed: 9 years 1 day

**1. Description of Work**

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

During the PBMS Phase II project, SFO would like to implement several enhancements and new functionality to address inefficiencies; optimize system performance and integrate enhanced reporting features; minimize manual entries and error risks, especially for high volume activity billings; address audit concerns and recommendations regarding statistical data reporting; develop policies and procedures; and prepare for external system improvements that impact PMBS. This phase of the project will enhance existing and create new functionality in the Airport's enterprise-wide PMBS used to monitor, track and report revenue and other key business statistics on all SFO property leases, space permits, and other property contracts. See attachment

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

Completing these sub-projects for the implemented system will improve the timeliness and accuracy of data reported for passenger traffic, concessions sales, ground transportation transactions, lease terms and conditions, and revenue data. Denial of these services will jeopardize the Airport's ability to maximize revenues, thereby leaving the Airport vulnerable to airlines in search of a better cost per enplaned passenger.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**  
PSC 4043-12/13

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

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

- 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:  
Need to extend for time and add money.

**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 PBMS Phase II project is a short-term Capital project that requires expertise in access to the proprietary software code of the existing PMBS system (software and hardware) and an understanding of the business requirements for this complex billing system.

B. Reason for the request for modification:

Need to extend for time and add money.

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

A. Specify required skills and/or expertise: Access to the proprietary software code of the existing PMBS system (software and hardware) and an understanding of the business requirements for this complex billing system.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1070, IS Project Director;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classifications are not applicable because IT staff does not have access to the proprietary software.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, since we have existing classes but the proposed work involves access to the proprietary software.

**6. Additional Information**

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

No.



- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
User training, est.300 hours for Property, Aviation and Concession M
- 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, GCR, Inc.

**7. Union Notification:** On 12/27/19, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21;

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

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

Address: P. O. Box 8097, San Francisco, CA 94128

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4043-12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com  
**Sent:** Friday, December 27, 2019 5:00 PM  
**To:** Cynthia Avakian (AIR); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Yen Pang (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 4043-12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$100,000 for services for the period June 30, 2020 – December 31, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/10430>

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: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4043-12/13)

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

Type of Service: SFO's Enterprise-Wide Property Management and Billing System (PMBS) Phase II

Funding Source: Airport Operating Funds

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

PSC Original Approved Duration: 01/01/13 - 12/31/17 (5 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 01/01/18-06/30/20 (2 years 25 weeks)

PSC Cumulative Amount Proposed: \$1,500,000

PSC Cumulative Duration Proposed: 7 years 25 weeks

**1. Description of Work**

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

During the PBMS Phase II project, SFO would like to implement several enhancements and new functionality to address inefficiencies; optimize system performance and integrate enhanced reporting features; minimize manual entries and error risks, especially for high volume activity billings; address audit concerns and recommendations regarding statistical data reporting; develop policies and procedures; and prepare for external system improvements that impact PMBS. This phase of the project will enhance existing and create new functionality in the Airport's enterprise-wide PMBS used to monitor, track and report revenue and other key business statistics on all SFO property leases, space permits, and other property contracts. See attachment

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

Completing these sub-projects for the implemented system will improve the timeliness and accuracy of data reported for passenger traffic, concessions sales, ground transportation transactions, lease terms and conditions, and revenue data. Denial of these services will jeopardize the Airport's ability to maximize revenues, thereby leaving the Airport vulnerable to airlines in search of a better cost per enplaned passenger.

**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 4043-12/13

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

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

**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 covers the anticipated term of the resulting 5 year contract and additional time in preparation for any unforeseen delays for the start of the contract.

**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 PBMS Phase II project is a short-term Capital project that requires expertise in access to the proprietary software code of the existing PMBS system (software and hardware) and an understanding of the business requirements for this complex billing system.

B. Reason for the request for modification:

The PSC is being modified to add more time.

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

A. Specify required skills and/or expertise: Access to the proprietary software code of the existing PMBS system (software and hardware) and an understanding of the business requirements for this complex billing system.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1070, IS Project Director;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classifications are not applicable because IT staff does not have access to the proprietary software.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, since we have existing classes but the proposed work involves access to the proprietary software.

**6. Additional Information**

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

No.

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

User training, est.300 hours for Property, Aviation and Concession M

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 12/11/17, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21;

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

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

Address: P. O. Box 8097, San Francisco, CA 94128

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4043-12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/31/2018

## PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 20, 2012DEPARTMENT NAME: AIRPORT COMMISSIONDEPARTMENT NUMBER: 27
 TYPE OF APPROVAL: ☐ EXPEDITED ☒ REGULAR (OMIT POSTING ☐  
☐ CONTINUING ☐ ANNUAL

TYPE OF REQUEST:

☒ INITIAL REQUEST ☐ MODIFICATIONTYPE OF SERVICE: SFO's Enterprise-Wide Property Management and Billing System (PMBS) Phase IIFUNDING SOURCE: Airport Operating FundsTOTAL PSC AMOUNT: \$ 1,500,000 TOTAL PSC DURATION: 1/01/13-12/31/171. **DESCRIPTION OF WORK**

**A. Concise description of proposed work:** During the PBMS Phase II project, SFO would like to implement several enhancements and new functionality to address inefficiencies; optimize system performance and integrate enhanced reporting features; minimize manual entries and error risks, especially for high volume activity billings; address audit concerns and recommendations regarding statistical data reporting; develop policies and procedures; and prepare for external system improvements that impact PMBS. This phase of the project will enhance existing and create new functionality in the Airport's enterprise-wide PMBS used to monitor, track and report revenue and other key business statistics on all SFO property leases, space permits, and other property contracts. This includes completing a set of sub projects to (a) improve reporting features, (b) develop new custom data extracts, data views and report modifications, (c) expand data quality extracts, (d) implement and refine the Space and Property Management module including GIS interfaces, (e) support integration to the new Ground Transportation Management System (GTMS), (f) integrate existing Utility Management module with the new handheld utility meter readers, (g) incorporate detail from other sources to be included with invoices, (g) interface with data from PASSUR passive radar system for aircraft landings, (h) enhance the user access security module, (i) activate GTU Contingency Billing upon request, (k) conduct annual on-site training and (l) perform other requested modifications as needed to evolve and integrate PMBS with other Airport and City systems.

**B. Explain why this service is necessary and the consequences of denial:** Completing these sub-projects for the implemented system will improve the timeliness and accuracy of data reported for passenger traffic, concessions sales, ground transportation transactions, lease terms and conditions, and revenue data. Denial of these services will jeopardize the Airport's ability to maximize revenues, thereby leaving the Airport vulnerable to airlines in search of a better cost per enplaned passenger.

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

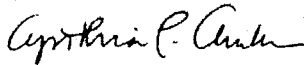
These services have been previously provided under PSC # 4041-06/07.

**D. Will the contract(s) be renewed?** Yes, if there continues to be a need for such services at SFO.

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

IFPTE, Local 21

Union Name



Signature of person mailing/faxing form

August 20, 2012

Date

RFP sent to:

on

Union Name

Date

Signature

\*\*\*\*\*

## FOR DEPARTMENT OF HUMAN RESOURCES USE

 PSC # 4043 -12/13  
 STAFF ANALYSIS/RECOMMENDATION:
Approved 11/5/12

CIVIL SERVICE COMMISSION ACTION:



**3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

**A. Specify required skills and/or expertise:** Access to the proprietary software code of the existing PMBS system (software and hardware) and an understanding of the business requirements for this complex billing system.

**B. Which, if any, civil service class normally performs this work?** Existing IT (1043, 1053, 1054, 1070) staff support the PMBS system, servers that run the application as well as other hardware but they are not able to make major changes to the existing system.

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

**4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**

**A. Explain why civil service classes are not applicable:** Civil service classifications are not applicable because IT staff does not have access to the proprietary software.

**B. Would it be practical to adopt a new civil service class to perform this work? Explain.** No, since we have existing classes but the proposed work involves access to the proprietary software.

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

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

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

**B. Will the contractor train City and County employees?**

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

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

*User training, est. 300 hours for Property, Aviation and Concession Managers and Financial Analysts (24) and other Airport staff (as many as 50 employees)*

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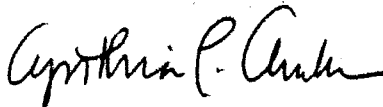
**E. Has a board or commission determined that contracting is the most effective way to provide this service?**

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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**F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The contractor, GCR Inc., was previously selected by from an RFP process.**

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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**THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:**



Signature of Departmental Personal Services Contract Coordinator

**Cynthia P. Avakian**

**(650) 821-2014**

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit  
P.O. Box 8097, San Francisco, CA 94128

Address

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

Department: DEPARTMENT OF EMERGENCY MANAGEMENTDept. Code: ECD

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 33989 - 14/15)

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

Type of Service: Professional Services for E911 CAD SupportFunding Source: General FundPSC Original Approved Amount: \$33,600PSC Original Approved Duration: 10/01/14 - 09/30/15 (52 weeks)PSC Mod#1 Amount: \$200,352PSC Mod#1 Duration: 10/01/15-09/30/20 (5 years 2 days)PSC Mod#2 Amount: \$369,854PSC Mod#2 Duration: 04/03/20-12/31/24 (4 years 13 weeks)PSC Cumulative Amount Proposed: \$603,806PSC Cumulative Duration Proposed: 10 years 13 weeks**1. Description of Work**

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

Hardware maintenance services and monitoring 24x7 on Computer Aided Dispatch System (CAD).

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

Explain why this service is necessary and the consequences of denial: The existing Computer Aided Dispatch(CAD) System is the city-wide high profile and mission critical system which needs to be maintained and supported in 24/7/365 mode to ensure proper operation all the time. CAD project was initiated in June 2012 and now it's in production and this vendor is familiar with the system, thus the best to support the system. The Department of Emergency Management (DEM) does not have the expertise required in this area so if this service is denied, the E911 call and dispatch system will be in risk.

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 - see initial request and modifications

D. Will the contract(s) be renewed?

Yes.

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

The current Computer Aided Dispatch (CAD) system (the City's 9-1-1 system and primary life safety mission critical, communication dispatch software) will be operational until 2024 as the City is in the process of procuring a new system. Until then the current CAD system needs network and hardware support. As such it requires specialized support from an experienced provider. DEM seeks to mitigate the risk wherever possible. The City and County's of San Francisco's current CAD system was installed in 2014 and has been supported by Athena since then. The Department of Emergency Management would like Athena to continue supporting the mission critical CAD system until it is replaced.

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

A. Display all that apply

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

Explain the qualifying circumstances:

The CAD system is the City's 9-1-1 system and primary life safety mission critical, communication dispatch software. As such it requires specialized support from an experienced provider. During the CAD system installation, Athena/Mission Critical Partners (MCP) was the Tiburon/CentralSquare Business Partner who performed the hardware specification, equipment setup/configuration (servers/networking), software installation, system-level testing, and system monitoring on the CAD system in order to meet the "five nines" reliability which is required of this system. Given mission critical nature of the CAD system as the City's life safety system that processes aprox 1.3 million 9-1-1 calls per year, DEM seeks to mitigate the risk wherever possible. Athena/MCP is the only company that has the range of services and performance features that are required by the Department to maintain the system availability level of this essential 9-1-1 IT system.

B. Reason for the request for modification:

This modification is to extend the same service for another four (4) years, three (3) months and eleven (11) days). To support the current Computer Aided Dispatch (CAD) hardware and network system which is the City's 9-1-1 system and primary life safety dispatch software until the new CAD is operational in 2024.

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

A. Specify required skills and/or expertise: Understanding of existing CAD system as well as the overall infrastructure of DEM and SF Public Safety environment.

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: Contractor will not provide parts and services to maintain the existing CAD system.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This is a highly specialized area covered only CAD and infrastructure which requires extensive knowledge the CAD system as well as performance standard in order to meet national public safety requirement.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this is a highly specialized area and only DEM needs it and only for CAD system.<sup>33</sup>

**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 offered because this is a specialized type of service that we only need for the duration of the current CAD
- 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, Athena Advanced Networks.

**7. Union Notification:** On 01/08/20, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

Address: 1011 Turk Street, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 33989 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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

## Brusaca, Christina

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**From:** dhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org  
**Sent:** Wednesday, January 08, 2020 1:26 PM  
**To:** Lee, William (DEM); Meyers, Julie (HSA); seichenberger@local39.org; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Emanuel, Rachel (DEM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 33989 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a modification request for a Personal Services Contract (PSC) for \$369,854 for services for the period April 3, 2020 – December 31, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/4666>

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

## **Additional Attachment(s)**

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

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD Dept. Code: ECDType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☒ Expedited ☐ Regular (☐ Omit Posting)Type of Service: Professional Services for E911 CAD SupportFunding Source: General Fund PSC Duration: 52 weeks  
PSC Amount: \$33,600 PSC Est. Start Date: 10/01/2014 PSC Est. End Date: 09/30/2015**1. Description of Work**

## A. Scope of Work:

Hardware maintenance services and monitoring 24x7 on Computer Aided Dispatch System (CAD).

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

Explain why this service is necessary and the consequences of denial: The existing Computer Aided Dispatch(CAD) System is the city-wide high profile and mission critical system which needs to be maintained and supported in 24/7/365 mode to ensure proper operation all the time. CAD project was initiated in June 2012 and now it's in production and this vendor is familiar with the system, thus the best to support the system. The Department of Emergency Management (DEM) does not have the expertise required in this area so if this service is denied, the E911 call and dispatch system will be in risk.

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.  
The system was supported by the CAD vendor in the past

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

**2. Union Notification:** On 12/30/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**PSC# 33989 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/13/2015



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

A. Specify required skills and/or expertise:

Understanding of existing CAD system as well as the overall infrastructure of DEM and SF Public Safety environment.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
Contractor will not provide parts and services to maintain the existing CAD system.

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

A. Explain why civil service classes are not applicable:

This is a highly specialized area covered only CAD and infrastructure which requires extensive knowledge the CAD system as well as performance standard in order to meet national public safety requirement.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No, this is a highly specialized area and only DEM needs it and only for CAD system.33

**5. Additional Information (if "yes", attach explanation)****YES   NO**

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

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 01/07/2015 BY:

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

Address: 1011 Turk Street San Francisco, CA 94102



Edwin M. Lee  
Mayor

**Department of Emergency Management**  
1011 Turk Street, San Francisco, CA 94102

Division of Emergency Communications  
Phone: (415) 558-3800 Fax: (415) 558-3843


Division of Emergency Services  
Phone: (415) 487-5000 Fax: (415) 487-5043



Anne Kronenberg  
Executive Director

**MEMORANDUM**

**TO:** Suzanne Choi, DHR PSC Coordinator  
Department of Human Resources

**FROM:** Jun Chen, Manager, PMO   
Department of Emergency Management

**DATE:** February 24, 2015

**RE:** PSC Duration Exceeding 5 Years – Athena

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The Department of Emergency Management (DEM) has submitted two PSC requests (#33989-14/15 and #49934-14/15) for professional services related to the hardware and software monitoring and supporting by Athena.

DEM provides the 911 emergency and non-emergency Police, Fire and emergency medical call taking and dispatch services for the City and County of San Francisco using the newly upgraded CAD system. In order to ensure the availability and stability of this mission critical public safety system, DEM needs a vendor to provide a 24x7x365 service to ensure proper functions of the system all the time.

The CAD system was upgraded in May 2014 and scheduled to be used and functioning for 10-15 years. Thus this service will be needed for the same term. Since there is no internal expertise existed within City, DEM will have to contract this out to a vendor to provide the required services.

Given the situation and condition above, DEM is requesting that the duration of these PSC requests be allowed to exceed five (5) years in order to ensure proper function of the CAD system for fulfill the operation needs.

If you have any questions regarding this matter, please feel free to contact me at 415-558-3890 or Mitch Sutton at 415-558-3811.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ETHICS COMMISSION

Dept. Code: ETH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 40949 - 16/17)

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

Type of Service: Electronic Filing System

Funding Source: General Fund

PSC Original Approved Amount: \$1,374,750 PSC Original Approved Duration: 05/10/17 - 06/30/20 (3 years 7 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 07/01/20-06/30/22 (2 years)

PSC Cumulative Amount Proposed: \$1,374,750 PSC Cumulative Duration Proposed: 5 years 7 weeks

**1. Description of Work**

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

The Ethics Commission currently contracts with a private vendor to provide an electronic filing system to file ethics forms and maintain its filing records databases. The forms include Fair Political Practices Commission (FPPC) and local campaign finance forms, Statement of Economic Interests, lobbyist reports and campaign consultant reports. The Secretary of State's approval is required for filing systems that submit electronic FPPC campaign finance forms and the Ethics Commission can only contract with vendors on the Secretary of State's certified vendor list. The FPPC's approval is required for filing systems that submit electronic Statement of Economic Interest filings. The Ethics Commission requires a service that includes web-based filing software for filers, a back-office administration system, a database, and a search engine for online public disclosure. This system must be hosted by the vendor's server infrastructure.

This personal services contract will include developing additional components for the Ethics Commission's existing electronic filing system, technical support, and system maintenance. The new components include new reporting requirements for Expenditure Lobbyists as required by Measure C (adopted by San Francisco voters in the November 3, 2015 election), new electronic forms required by the Committee on Information Technology (COIT)-funded Efiling Conversion Project, and new lobbyist registration requirements included in Measure T (adopted by San Francisco voters in the November 8, 2016 election). On January 20, 2017, the Mayor signed into law an ordinance requiring the electronic filing of behested payment reports by City boards and commissions, which becomes operative on January 1, 2018. The new contract will also provide flexibility to add additional forms and functionality to the system when new legislation is passed during the contract term.

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

The Ethics Commission is required by state and local law to provide an electronic filing system. See San Francisco Campaign and Governmental Conduct Code § 1.112, California Government §§ 84600

et seq, FPPC Regulation 18756(c), and Ethics Commission Regulation 2.140(a)1. The Ethics Commission currently offers an electronic filing system to comply with these laws and regulations by contracting with the only agency vendor solution in the state that produces an electronic filing and management system that is currently certified by the Secretary of State. This system is used by over 88 other local California jurisdictions. By working with other California jurisdictions with similar or the same ethics filing requirements, the Commission significantly reduces the cost of providing electronic filing and management systems by using the same software statewide. Voters provided funding through the Expenditure Lobbyist program (Measure C) and the new Lobbyist registration requirements (Measure T) with the specific intent that the Ethics Commission establish an electronic filing system that complies with the law. The Ethics Commission must also comply with COIT project requirements to add several electronic forms to the existing Statement of Economic Interests (SEI Form 700) system and to expand the electronic filing of SEI Form 700 to more than 3,500 designated filers at the department level. In addition, recently passed legislation (Ordinance #160478) proposes that the Ethics Commission produce an electronic filing system to allow members of boards and commissions to electronically file behested payment reports, which becomes operative on January 1, 2018. Failure to provide these services will, in some cases, require forms to be filed on paper, which is contrary to what the law will require.

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.

40949-16/17

D. Will the contract(s) be renewed?

Yes, the contract will need to be renewed in the future to be in compliance with state and local law.

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

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

A. Display all that apply

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

Explain the qualifying circumstances:

DT has informed the Commission that it is not in the practice of competing with viable and cost effective private software solutions. Since private vendors offering these services use proprietary software and their own server infrastructure, development and maintenance is only performed by the vendor. Civil service employees would be unable to provide support for the system. In addition, the vendor has over a decade of experience working with the Secretary of State's electronic format for financial disclosure documents.

B. Reason for the request for modification:

We are exercising a clause within our current contract to extend the term for two more years to continue maintenance and support service.

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

- A. Specify required skills and/or expertise: Requires knowledge of the Commission's existing electronic filing system, local and state campaign finance, lobbyist and financial disclosure laws and regulations, local campaign consultant regulations, and Secretary of State and FPPC regulations and data requirements. Programmers, database administrators and server technicians would be needed for the City to independently create an electronic filing system service to match the capabilities of a private service provider. Support technicians would be needed to provide support during business and after hours.
- 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: Yes. The vendor will use a server infrastructure that the Ethics Commission does not have the resources to reproduce as well as off-site backup facilities. The server infrastructure must be able to handle high volumes of traffic during filing deadlines. In addition, the vendor has over a decade of experience working with the Secretary of State's electronic format for financial disclosure documents.

**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 Department of Telecommunications has informed the Commission that it is not in the practice of competing with viable and cost effective private software solutions. Since private vendors offering these services use proprietary software and their own server infrastructure, development and maintenance is only performed by the vendor. Civil service employees would be unable to provide support for the system.
- 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 Ethics Commission believes a new civil service class would be unnecessary for this project.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
The vendor will provide initial staff training on how to use and support the system. The Ethics Commission does not expect to receive more than 5 hours of training. After receiving training, the Ethics Commission staff will train filers how to use the system. The Ethics staff will receive training from the vendor, including clerks and administrative analysts.
- 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.

Yes, contracted with Netfile, Inc. since 2007

- 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, the Ethics Commission approved

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

No.

7. **Union Notification:** On 12/23/19, 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: Jessica Blome Phone: 415-252-3116 Email: Jessica.blome@sfgov.org

Address: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40949 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of Jessica.blome@sfgov.org  
**Sent:** Monday, December 23, 2019 3:30 PM  
**To:** Blome, Jessica (ETH); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Flores, Jarrod (ETH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 40949 - 16/17 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

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

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14372>

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: ETHICS COMMISSION -- ETHDept. Code: ETHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Electronic Filing SystemFunding Source: General FundPSC Amount: \$1,374,750PSC Est. Start Date: 05/10/2017 PSC Est. End Date 06/30/2020**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Ethics Commission currently contracts with a private vendor to provide an electronic filing system to file ethics forms and maintain its filing records databases. The forms include Fair Political Practices Commission (FPPC) and local campaign finance forms, Statement of Economic Interests, lobbyist reports and campaign consultant reports. The Secretary of State's approval is required for filing systems that submit electronic FPPC campaign finance forms and the Ethics Commission can only contract with vendors on the Secretary of State's certified vendor list. The FPPC's approval is required for filing systems that submit electronic Statement of Economic Interest filings. The Ethics Commission requires a service that includes web-based filing software for filers, a back-office administration system, a database, and a search engine for online public disclosure. This system must be hosted by the vendor's server infrastructure.

This personal services contract will include developing additional components for the Ethics Commission's existing electronic filing system, technical support, and system maintenance. The new components include new reporting requirements for Expenditure Lobbyists as required by Measure C (adopted by San Francisco voters in the November 3, 2015 election), new electronic forms required by the Committee on Information Technology (COIT)-funded Efiling Conversion Project, and new lobbyist registration requirements included in Measure T (adopted by San Francisco voters in the November 8, 2016 election). On January 20, 2017, the Mayor signed into law an ordinance requiring the electronic filing of behested payment reports by City boards and commissions, which becomes operative on January 1, 2018. The new contract will also provide flexibility to add additional forms and functionality to the system when new legislation is passed during the contract term.

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

The Ethics Commission is required by state and local law to provide an electronic filing system. See San Francisco Campaign and Governmental Conduct Code § 1.112, California Government §§ 84600 et seq, FPPC Regulation 18756(c), and Ethics Commission Regulation 2.140(a)1. The Ethics Commission currently offers an electronic filing system to comply with these laws and regulations by contracting with the only agency vendor solution in the state that produces an electronic filing and management system that is currently certified by the Secretary of State. This system is used by over 88 other local California jurisdictions. By working with other California jurisdictions with similar or the same ethics filing requirements, the Commission significantly reduces the cost of providing electronic filing and management systems by using the same software statewide. Voters provided funding through the Expenditure Lobbyist program (Measure C) and the new Lobbyist registration requirements (Measure T) with the specific intent that the Ethics Commission establish an electronic filing system that complies with the law. The Ethics Commission must also comply with COIT project requirements to add several electronic forms to the existing Statement of Economic Interests (SEI Form 700) system and to expand the electronic filing of SEI Form 700 to more than 3,500 designated filers at the department level. In addition, recently passed legislation (Ordinance #160478) proposes that the Ethics Commission produce an

electronic filing system to allow members of boards and commissions to electronically file behested payment reports, which becomes operative on January 1, 2018. Failure to provide these services will, in some cases, require forms to be filed on paper, which is contrary to what the law will require.

- 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 Department of Technology (DT) provided an electronic filing system to the Ethics Commission from 1999-2007. This provided for the electronic submission of one type of FPPC campaign finance form. In 2007, DT terminated support for the system and was unable to provide a cost-effective replacement or build the additional electronic forms and public disclosure services that the Ethics Commission required. On August 20, 2007, the Civil Service Commission approved the Ethics Commission request to contract out for an electronic filing system with PSC# 4000-07/08. On February 1, 2010, the Civil Service Commission approved the Ethics Commission request to continue its vendor agreement for an electronic filing system with PSC# 4081-09/10. On August 4, 2013, the Civil Service Commission approved the Ethics Commission modification request to amend the 2010 contract to extend the contract for five years to 2018 with PSC# 4081-09/10. Contact Lobbyists currently file their routine disclosure reports with the Ethics Commission electronically. Due to lack of available technology, Expenditure Lobbyists comply with the Lobbyist Ordinance (amended via Measure C) by filing paper reports with the Ethics Commission. The Commission will not be able to meet the requirements of Measure T without the proposed contract for services. Moreover, recently passed legislation (Ordinance #160478) requires commissioners to file behested payment reports with the Ethics Commission beginning January 1, 2018. Without the components included in this contract proposal, filers would have to comply by filing paper reports. Finally, City Officers that file Certification of Ethics Training, Sunshine Declarations, and Form 700 with department filing officers file on paper, which is overly burdensome and inefficient for tracking compliance of more than 3,500 annual filings.

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

Yes, the contract will need to be renewed in the future to be in compliance with state and local law.

- 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:

DT has informed the Commission that it is not in the practice of competing with viable and cost effective private software solutions. Since private vendors offering these services use proprietary software and their own server infrastructure, development and maintenance is only performed by the vendor. Civil service employees would be unable to provide support for the system. In addition, the vendor has over a decade of experience working with the Secretary of State's electronic format for financial disclosure documents.

## 3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requires knowledge of the Commission's existing electronic filing system, local and state campaign finance, lobbyist and financial disclosure laws and regulations, local campaign consultant regulations, and Secretary of State and FPPC regulations and data requirements. Programmers, database administrators and server technicians would be needed for the City to independently create an electronic filing system service to match the capabilities of a private service provider. Support technicians would be needed to provide support during business and after hours.

- 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: Yes. The vendor will use a server infrastructure that the Ethics Commission does not have the resources to reproduce as well as off-site backup facilities. The server infrastructure must be able to handle high volumes of traffic during filing deadlines. In addition, the vendor has over a decade of experience working with the Secretary of State's electronic format for financial disclosure documents.

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

No comparable system exists in the City because the system must be approved by the Secretary of State and FPPC.

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

- A. Explain why civil service classes are not applicable.  
The Department of Telecommunications has informed the Commission that it is not in the practice of competing with viable and cost effective private software solutions. Since private vendors offering these services use proprietary software and their own server infrastructure, development and maintenance is only performed by the vendor. Civil service employees would be unable to provide support for the system.
- 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 Ethics Commission believes a new civil service class would be unnecessary for this project.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. The vendor will provide initial staff training on how to use and support the system. The Ethics Commission does not expect to receive more than 5 hours of training. After receiving training, the Ethics Commission staff will train filers how to use the system. The Ethics staff will receive training from the vendor, including clerks and administrative analysts.
- 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. Yes, the Ethics Commission approved the
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes. Yes, the Ethics Commission has contracted with Netfile, Inc. since 2007.

- 7. Union Notification:** On 04/20/2017, 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: Gayathri Thaikkendiyil Phone: 415-252-3107 Email: gayathri.thaikkendiyil@sfgov.org

Address: 25 Van Ness Avenue, Suite 220 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40949 - 16/17

DHR Analysis/Recommendation:

action date: 07/17/2017

Commission Approval Required

Approved by Civil Service Commission

07/17/2017 DHR Approved for 07/17/2017

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

Department: FIRE DEPARTMENTDept. Code: FIR

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 43317 - 17/18)

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

Type of Service: Mobile Hearing and Tuberculosis TestingFunding Source: General Fund Annual BudgetPSC Original Approved Amount: \$98,000PSC Original Approved Duration: 01/01/20 - 12/31/22  
(3 years).PSC Mod#1 Amount: \$952,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$1,050,000PSC Cumulative Duration Proposed: 3 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide mobile hearing screening tests for all firefighters to determine if they meet NFPA (National Fire Protection Association) Standard 1582 Section 6.5.1. to be able to perform effectively as firefighters and mobile Tuberculosis (TB) screening (using Quantiferon gold TB blood test or equivalent) to ensure members have not been exposed to TB.

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

Yearly hearing tests are mandated By NFPA (National Fire Protection Agency) to ensure firefighters are capable of safely performing their job duties and to reduce the risks of on the job injuries owing to hearing deficiencies. Tuberculosis tests are necessary to ensure EMTs, paramedics and firefighters have not been exposed to tuberculosis in their interactions with the public. It is vital that members don't unknowingly spread the infection because of a lack of TB testing.

**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 mobile services have not been provided. Previously, personnel were required to go into a designated clinic, but this proved to be challenging for those employees who live a distance away from SF.

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

It is likely that the contract will be renewed if the mobile service provided is acceptable.

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

☒ Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.

**Explain the qualifying circumstances:**

The service was performed via approved PSC 4118 08/09 by California Pacific Medical Center – Davies Campus, but the contract expired on December 31, 2017. The past service did not allow for mobile or on-site screening of members so the compliance rate for testing was low and the department is currently out of compliance. This is intended to cover very short term service needs until a multi-year contract can be bid out via RFP.

**B. Reason for the request for modification:**

This request is being updated to include new pricing for the types of services required.

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

- A. Specify required skills and/or expertise: At least 3 years Expertise in providing hearing screening and TB testing, and ability to provide testing at SFFD designated sites. Physician or Audiologist Board licensed in the State of California.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2328, Nurse Practitioner; 2540, Audiologist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: While the hearing tests are requested to be at pre-selected SFFD sites defined as mobile locations, the contractor must conduct audiometric tests in a room meeting specific background levels and with calibrated audiometers that meet American National Standard Institute (ANSI) specifications of SC-1969s.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
City of SF Department of Public Health employees will not provide mobile audiology and Tuberculosis testing services at SFFD locations.
- 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 occupational health testing services for firefighters are needed only on an intermittent basis so it wouldn't make sense to hire someone full-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.  
Training not needed
- C. Are there legal mandates requiring the use of contractual services?  
No.

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

**7. Union Notification:** On 10/11/19, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); 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: Elaine Walters Phone: (415)558-3418 Email: elaine.walters@sfgov.org

Address: 698 2nd St, San Francisco, CA 94107

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43317 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020



## **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:** [Walters, Elaine \(FIR\)](#); [tjenkins@uapd.com](mailto:tjenkins@uapd.com); [jduritz@uapd.com](mailto:jduritz@uapd.com); [Walters, Elaine \(FIR\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** Receipt of Notification to Union for New Expedited PSC Request PSC # 43317 - 17/18  
**Date:** Friday, October 25, 2019 1:21:19 PM

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RECEIPT for Union Notification for Expedited PSC 43317 - 17/18 less than or equal to \$100k

The FIRE DEPARTMENT -- FIR has submitted a request for a Personal Services Contract (PSC) 43317 - 17/18 for \$98,000 for Initial Request services for the period 01/01/2020 – 12/31/2022. Questions about the services should be directed to the Department directly.

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

<http://apps.sfgov.org/dhrdrupal/node/10297> 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 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: Mobile Hearing and Tuberculosis Testing

Funding Source: General Fund Annual Budget

PSC Amount: \$98,000

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:

Provide mobile hearing screening tests for all firefighters to determine if they meet NFPA (National Fire Protection Association) Standard 1582 Section 6.5.1. to be able to perform effectively as firefighters and mobile Tuberculosis (TB) screening (using Quantiferon gold TB blood test or equivalent) to ensure members have not been exposed to TB.

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

Yearly hearing tests are mandated By NFPA (National Fire Protection Agency) to ensure firefighters are capable of safely performing their job duties and to reduce the risks of on the job injuries owing to hearing deficiencies. Tuberculosis tests are necessary to ensure EMTs, paramedics and firefighters have not been exposed to tuberculosis in their interactions with the public. It is vital that members don't unknowingly spread the infection because of a lack of TB testing.

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

The service was performed via approved PSC 4118 08/09 by California Pacific Medical Center – Davies Campus and the contract expired on December 31, 2017. The past service did not allow for mobile or on-site screening of members so the compliance rate for testing was low. By switching to mobile testing, the department can increase compliance and the health and safety for members.

D. Will the contract(s) be renewed?

It is likely that the contract will be renewed if the mobile service provided is acceptable.

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):

☒ Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.

B. Explain the qualifying circumstances:

The service was performed via approved PSC 4118 08/09 by California Pacific Medical Center – Davies Campus, but the contract expired on December 31, 2017. The past service did not allow for mobile or on-site screening of members so the compliance rate for testing was low and the department is currently out of compliance. This is intended to cover very short term service needs until a multi-year contract can be bid out via RFP.

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

- A. Specify required skills and/or expertise: At least 3 years Expertise in providing hearing screening and TB testing, and ability to provide testing at SFFD designated sites. Physician or Audiologist Board licensed in the State of California.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2328, Nurse Practitioner; 2540, Audiologist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: While the hearing tests are requested to be at pre-selected SFFD sites defined as mobile locations, the contractor must conduct audiometric tests in a room meeting specific background levels and with calibrated audiometers that meet American National Standard Institute (ANSI) specifications of SC-1969s.

**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 mobile hearing tests, and Angela Boilard, Clinic Manager, at SFGH-Zuckerberg Hospital Employee Health verified in a telephone call that they do not have the capacity to perform mobile audiometry or mobile TB testing.

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

- A. Explain why civil service classes are not applicable.  
City of SF Department of Public Health employees will not provide mobile audiology and Tuberculosis testing services at SFFD locations.
- 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 occupational health testing services for firefighters are needed only on an intermittent basis so it wouldn't make sense to hire someone full-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 not needed
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

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

**7. Union Notification:** On 10/25/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; 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: Elaine Walters Phone: (415)558-3418 Email: elaine.walters@sfgov.org

Address: 698 2nd St San Francisco, CA 94107

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43317 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 06/24/2019

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

Department: GENERAL SERVICES AGENCY - CITY ADMINDept. Code: ADM

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 32475 - 17/18)

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

Type of Service: Software upgrade and maintenanceFunding Source: Fleet overhead budgetPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 07/01/18 - 06/30/20 (2 years)PSC Mod#1 Amount: \$330,000PSC Mod#1 Duration: 06/29/18-01/31/25 (4 years 30 weeks)PSC Cumulative Amount Proposed: \$430,000PSC Cumulative Duration Proposed: 6 years 30 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide the system maintenance, software version upgrade, and onsite training for updated features of AssetWorks' FleetFocus software that captures data related to vehicle repairs conducted by General Services Agency (GSA)-Fleet. The proprietary software has been in use since 2010 and GSA-Fleet wish to continue utilizing this software. This is as-needed base maintenance service required by the software version upgrade and training to cover the City's expanded fleet.

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

The City captures data related to vehicular repair costs, parts costs, and vehicle repair history with AssetWorks software. This data is shared with Department clients for budgetary purposes and vehicle retention purposes. If this service is not provided the reliability of the software is in jeopardy and accurate billings could be impacted.

**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.**

By contract

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

Unknown.

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

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

**REASON FOR CHECKING OTHER:**

The City does not have access to the proprietary software necessary to perform tasks required.

Explain the qualifying circumstances:

The City does not have access to the proprietary software necessary to perform this service.

B. Reason for the request for modification:

Funds are being added and duration extended.

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

A. Specify required skills and/or expertise: Expertise in AssetWorks installation and configuration relative to FleetFocus software system.

B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 0922, Manager I;

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 classifications do not have access to this proprietary software.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. New civil service classes would not have access to proprietary software.

**6. Additional Information**

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

No.

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

See training memorandum attached.

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

No.

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

No.

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

No.



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

Assetworks has the proprietary software to provide needed service

7. **Union Notification:** On 01/03/20, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; Architect & Engineers, Local 21;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 32475 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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

## Lubamersky, Joan (ADM)

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**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Friday, January 03, 2020 11:09 AM  
**To:** Lubamersky, Joan (ADM); camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 32475 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$330,000 for services for the period June 29, 2018 – January 31, 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/14210>

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

MEA

**Lubamersky, Joan (ADM)**

---

**From:** Christina Fong <christina@sfmea.com>  
**Sent:** Tuesday, January 07, 2020 2:43 PM  
**To:** Lubamersky, Joan (ADM)  
**Cc:** DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Re: PSC 324475 mod system error in notification

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

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

Hi Joan,

→ MEA waives the notice on this Nov 21, 2019 PSC #32475 - 17/18.

Happy New Year,  
Christina

On Mon, Jan 6, 2020 at 11:44 AM Lubamersky, Joan (ADM) <[joan.lubamersky@sfgov.org](mailto:joan.lubamersky@sfgov.org)> wrote:

Hello Christine.

On November 21, 2019 we posted the attached PSC request to modify subject PSC. As you will see from Attachment A, it appeared that PSC was sent to MEA. After much time and research, it was discovered that two PSCs were created in the system with the same number, and a notice not sent.

I am writing to request that MEA waive notice on this modification. It is an important one for the department, and we would like very much to move forward.

If you agree to this waiver, we would appreciate your responding to this email REPLY ALL so DHR will be notified.

If possible, please respond by 5 PM on Wednesday, January 8, 2020.

Please let me know if you have any questions.

Thank you for your consideration.

Best regards,

Joan

*Joan Lubamersky*

General Services Agency-Office of the City Administrator

City Hall

One Carlton B. Goodlett Place, Room 362

San Francisco, CA 94102

Direct: 1-415-554-4859

Direct: Main 1-415-554-4148 or 1-415-554-4851

Fax: 1-415-554-4849

L21

**Lubamersky, Joan (ADM)**

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**From:** Timothy Mathews <tmathews@ifpte21.org>  
**Sent:** Wednesday, January 08, 2020 2:33 PM  
**To:** Lubamersky, Joan (ADM)  
**Cc:** DHR-PSCCoordinator, DHR (HRD)  
**Subject:** RE: PSC 324475 mod system error in notification

Joan,

Given your assertion that the additional spend will be used for the purchase of a new module and it's resultant license and subscription costs, the Union agrees to waive it's full-review period for PSC 324475.

Thank you.

-Timothy

---  
**Timothy Mathews**  
Research Specialist

**IFPTE Local 21**  
1167 Mission Street, 2<sup>nd</sup> Floor  
San Francisco, CA 94103

**Office:** 415-914-7345

**From:** Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>  
**Sent:** Wednesday, January 8, 2020 11:46 AM  
**To:** Timothy Mathews <tmathews@ifpte21.org>  
**Cc:** DHR <dhr-psccordinator@sfgov.org>  
**Subject:** RE: PSC 324475 mod system error in notification

Timothy:

You asked about the additional funds requested.

The original \$100K was for extra software licenses and subscription costs for the remainder of the current contract period, as well as for training and the purchase of a new module and installation. The additional funds are for software subscription costs for all licenses (existing and extra) for the upcoming five year contract period, as well as for the purchase of a new module and its licenses and subscription costs, system version upgrades and training.

Thank you for your consideration.

Best regards,

Joan

**From:** Timothy Mathews [<mailto:tmathews@ifpte21.org>]  
**Sent:** Tuesday, January 07, 2020 4:24 PM  
**To:** Lubamersky, Joan (ADM) <[joan.lubamersky@sfgov.org](mailto:joan.lubamersky@sfgov.org)>

**Cc:** DHR-PSCCoordinator, DHR (HRD) <[dhrrpscordinator@sfgov.org](mailto:dhrrpscordinator@sfgov.org)>  
**Subject:** RE: PSC 324475 mod system error in notification

Thanks for the memo – will take a look at it in a few.

Sorry, the question about cost, I mean from the original duration:

INITIAL: 2 years @ \$100,000 (\$50K/yr)  
EXTENSION: 4.57 years @ \$330,000 (72.2K/yr)

---  
**Timothy Mathews**  
Acting Representative

**IFPTE Local 21**  
Professional Engineers Chapter  
City and County of San Francisco

1167 Mission Street, 2<sup>nd</sup> Floor  
San Francisco, CA 94103

**Direct:** [415-914-7345](tel:415-914-7345)

**From:** Lubamersky, Joan (ADM) <[joan.lubamersky@sfgov.org](mailto:joan.lubamersky@sfgov.org)>  
**Sent:** Tuesday, January 7, 2020 4:08 PM  
**To:** Timothy Mathews <[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)>  
**Cc:** DHR <[dhrrpscordinator@sfgov.org](mailto:dhrrpscordinator@sfgov.org)>  
**Subject:** RE: PSC 324475 mod system error in notification

Hi Timothy.

This is the first extension. There was no previous one. If I am understanding your question correctly.

I have attached the training and duration memo.

I would be happy to answer any other questions you may have.

Best regards,

Joan

**From:** Timothy Mathews [<mailto:tmathews@ifpte21.org>]  
**Sent:** Tuesday, January 07, 2020 4:03 PM  
**To:** Lubamersky, Joan (ADM) <[joan.lubamersky@sfgov.org](mailto:joan.lubamersky@sfgov.org)>  
**Cc:** DHR-PSCCoordinator, DHR (HRD) <[dhrrpscordinator@sfgov.org](mailto:dhrrpscordinator@sfgov.org)>  
**Subject:** RE: PSC 324475 mod system error in notification

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

Hi Joan,

Can you send us the referenced training memo from part 5.C.?

Also, why has the annual cost increased ~44%, versus the previous extension?

Thank you.

---  
**Timothy Mathews**  
Acting Representative

**IFPTE Local 21**  
Professional Engineers Chapter  
City and County of San Francisco

1167 Mission Street, 2<sup>nd</sup> Floor  
San Francisco, CA 94103

**Direct:** 415-914-7345

**From:** Lubamersky, Joan (ADM) <[joan.lubamersky@sfgov.org](mailto:joan.lubamersky@sfgov.org)>  
**Sent:** Tuesday, January 7, 2020 3:19 PM  
**To:** Timothy Mathews <[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)>  
**Cc:** DHR <[dhrr-psccordinator@sfgov.org](mailto:dhrr-psccordinator@sfgov.org)>  
**Subject:** FW: PSC 324475 mod system error in notification

Hello Timothy. Following up on the waiver of notice. Please let me know if you have questions.

Thank you for your consideration of our request.

Best regards,

Joan

**From:** Lubamersky, Joan (ADM)  
**Sent:** Monday, January 06, 2020 11:46 AM  
**To:** Timothy Mathews ([tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)) <[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)>  
**Cc:** 'DHR-PSCCoordinator, DHR ([dhrr-psccordinator@sfgov.org](mailto:dhrr-psccordinator@sfgov.org))' <[dhrr-psccordinator@sfgov.org](mailto:dhrr-psccordinator@sfgov.org)>  
**Subject:** PSC 324475 mod system error in notification

Hello Timothy.

On November 4, 2019 we posted the attached PSC request to modify subject PSC. As you will see from Attachment A, it appeared that PSC was sent to L21. After much time and research, it was discovered that two PSCs were created in the system with the same number, and a notice not sent.

I am writing to request that L21 waive notice on this modification. It is an important one for the department, and we would like very much to move forward.

If you agree to this waiver, we would appreciate your responding to this email REPLY ALL so DHR will be notified.



If possible, please respond by 5 PM on Wednesday, January 8, 2020.

Please let me know if you have any questions.

Thank you for your consideration.

Best regards,

Joan

*Joan Lubamersky*

General Services Agency-Office of the City Administrator

City Hall

One Carlton B. Goodlett Place, Room 362

San Francisco, CA 94102

Direct: 1-415-554-4859

Direct: Main 1-415-554-4148 or 1-415-554-4851

Fax: 1-415-554-4849

## **Additional Attachment(s)**

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

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADMDept. Code: ADMType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☒ Expedited ☐ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Software upgrade and maintenanceFunding Source: Fleet overhead budgetPSC Duration: 2 yearsPSC Amount: \$100,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide the system maintenance, software version upgrade, and onsite training for updated features of AssetWorks' FleetFocus software that captures data related to vehicle repairs conducted by General Services Agency (GSA)-Fleet. The proprietary software has been in use since 2010 and GSA-Fleet wish to continue utilizing this software. This is as-needed base maintenance service required by the software version upgrade and training to cover the City's expanded fleet.

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

The City captures data related to vehicular repair costs, parts costs, and vehicle repair history with AssetWorks software. This data is shared with Department clients for budgetary purposes and vehicle retention purposes. If this service is not provided the reliability of the software is in jeopardy and accurate billings could be impacted.

**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.**

Initial program implementation contract was under PSC Approval #4149-08/09.

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

Unknown.

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

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).

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

**REASON FOR CHECKING OTHER:**

The City does not have access to the proprietary software necessary to perform tasks required.

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

- A. Specify required skills and/or expertise: Expertise in AssetWorks installation and configuration relative to FleetFocus software system.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 0922, Manager I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

This software is not available to other City departments. Therefore, there are no available resources within the City.

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

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

**6. Additional Information**

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

**7. Union Notification:** On 05/24/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Municipal Executive Association

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

Name: 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# 32475 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/27/2018

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

Department: HUMAN SERVICESDept. Code: DSS

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47383 - 17/18)

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

Type of Service: Development of Brand Identity and External Communications PlanFunding Source: 13% Federal; 12% State; 75% LocalPSC Original Approved Amount: \$271,343PSC Original Approved Duration: 12/01/17 - 04/30/19  
(1 year 21 weeks).PSC Mod#1 Amount: \$135,671PSC Mod#1 Duration: 04/30/19-12/31/19 (35 weeks 1 hour).PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 01/01/20-06/30/20 (25 weeks 6 days).PSC Cumulative Amount Proposed: \$407,014PSC Cumulative Duration Proposed: 2 years 30 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will develop a cohesive brand and external communications plan for the Department of Human Service to better identify the three distinct divisions (DAAS, HSA, and OECE) and the services each offers. In order to better engage stakeholders, shape public perception, and to provide quality human services, the contractor will provide the following service:

- ☐ - Conduct research
- ☐ - Facilitate interviews and focus groups
- ☐ - Develop the brand strategy
- ☐ - Formulate an external communications plan
- ☐ - Compile response data and analyze research findings
- ☐ - Deliver final brand strategy and communications plan

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

This specialized service will help build a cohesive HSA brand and effectively communicate to the public health and human welfare services in order to promote well-being, self-sufficiency, and positive outcome. Denial of this service will prevent health and human services to the public whom are eligible but are unaware of where or how to apply.

**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 47383 - 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:

## 2. Reason(s) for the Request

A. Display all that apply

☒ Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.

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

Explain the qualifying circumstances:

This particular service is a short term project and requires specialized experts knowledgeable in both public engagement and development and implementation of brand identity and external communications plan.

B. Reason for the request for modification:

Extend to complete services to 6/30/2020

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The Contractor must have demonstrated expertise in developing and implementing plans and strategies that result in a greater level of general public participation and information dissemination in a similar metropolitan area. Must possess specialized expertise in facilitating meetings, public participation planning, collateral development, digital media, public engagement and communications related to public services.

B. Which, if any, civil service class(es) normally perform(s) this work? 1310, Public Relations Assistant; 1312, Public Information Officer; 1314, Public Relations Officer;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This is a temporary short term project that is high risk and immediately needed. This work is time sensitive and requires subject matter experts in both public participation and brand development currently not available through Civil Service positions.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This service is a short-term project so it is not feasible to adopt a new civil service class.

**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.  
This is a short term project and is information-based only.
- 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.  
Contractor is currently under this PSC, 47383 - 17/18.

**7. Union Notification:** On 10/22/19, the Department notified the following employee organizations of this PSC/RFP request:

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: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission Street, Suite 300, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47383 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020



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

**From:** [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**To:** [Gendelman, Johanna \(HSA\)](#)  
**Subject:** FW: Receipt of Modification Request to PSC # 47383 - 17/18 - MODIFICATIONS  
**Date:** Tuesday, October 22, 2019 3:17:39 PM

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of john.tsutakawa@sfgov.org  
Sent: Tuesday, October 22, 2019 3:09 PM  
To: Tsutakawa, John (HSA) <John.Tsutakawa@sfgov.org>; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC) <kbasconcillo@sfgwater.org>; pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>; david.canham@seiu1021.org; jtanner940@aol.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Acevedo, Annyse (HSA) <annyse.acevedo@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Modification Request to PSC # 47383 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period January 1, 2020 – June 30, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/12739>

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@sfgwater.org Ricardo.lopez@sfgov.org

## **Additional Attachment(s)**

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

Department: HUMAN SERVICESDept. Code: DSSType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47383 - 17/18)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Development of Brand Identity and External Communications PlanFunding Source: 13% Federal; 12% State; 75% LocalPSC Original Approved Amount: \$271,343 PSC Original Approved Duration: 12/01/17 - 04/30/19 (1 year 21 weeks)PSC Mod#1 Amount: \$135,671 PSC Mod#1 Duration: 04/30/19-12/31/19 (35 weeks 1 hour)PSC Cumulative Amount Proposed: \$407,014 PSC Cumulative Duration Proposed: 2 years 4 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will develop a cohesive brand and external communications plan for the Department of Human Service to better identify the three distinct divisions (DAAS, HSA, and OECE) and the services each offers. In order to better engage stakeholders, shape public perception, and to provide quality human services, the contractor will provide the following service:

- Conduct research
- Facilitate interviews and focus groups
- Develop the brand strategy
- Formulate an external communications plan
- Compile response data and analyze research findings
- Deliver final brand strategy and communications plan

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

This specialized service will help build a cohesive HSA brand and effectively communicate to the public health and human welfare services in order to promote well-being, self-sufficiency, and positive outcome. Denial of this service will prevent health and human services to the public whom are eligible but are unaware of where or how to apply.

**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 47383 - 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:

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

A. Display all that apply

☒ Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.

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

Explain the qualifying circumstances:

This particular service is a short term project and requires specialized experts knowledgeable in both public engagement and development and implementation of brand identity and external communications plan.

B. Reason for the request for modification:

Extending the PSC end date to 12/31/2019

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

A. Specify required skills and/or expertise: The Contractor must have demonstrated expertise in developing and implementing plans and strategies that result in a greater level of general public participation and information dissemination in a similar metropolitan area. Must possess specialized expertise in facilitating meetings, public participation planning, collateral development, digital media, public engagement and communications related to public services.

B. Which, if any, civil service class(es) normally perform(s) this work? 1310, Public Relations Assistant; 1312, Public Information Officer; 1314, Public Relations Officer;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This is a temporary short term project that is high risk and immediately needed. This work is time sensitive and requires subject matter experts in both public participation and brand development currently not available through Civil Service positions.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This service is a short-term project so it is not feasible to adopt a new civil service class.

**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.  
This is a short term project and is information-based only.
- 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.  
Contractor is currently under this PSC, 47383 - 17/18.

**7. Union Notification:** On 04/03/19, the Department notified the following employee organizations of this PSC/RFP request:

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: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission Street, Suite 300, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47383 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/31/2019

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

Department: SHERIFFDept. Code: SHF

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 32974 - 18/19)

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

Type of Service: Janitorial Services at County Jail #5 Training CenterFunding Source: General FundPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 07/01/19 - 06/30/20 (1 year)PSC Mod#1 Amount: \$400,000PSC Mod#1 Duration: 02/01/19-01/31/24 (3 years 30 weeks)PSC Cumulative Amount Proposed: \$500,000PSC Cumulative Duration Proposed: 4 years 30 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Sheriff's Department (SFSD) seeks proposals to provide janitorial services for the Woman's Resource Center, located at 930 Bryant St., and the San Bruno Training Center, located at 1 Moreland Dr. The janitorial services will be required 2 days per week during normal business hours.

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

The Woman's Resource Center is utilized by the SFSD to provide assistance and referrals for housing, substance abuse programs, employment, medical and mental health services, and legal issues to women ex-offender. The Training Center is utilized by the department to provide classroom and physical law enforcement training to SFSD staff. Unkept facilities may lead to pest infestation and a space that does not provide a healthy, welcoming, learning environment. Unsanitary conditions may lead to staffing grievances to their respective Unions.

**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.**

Inmate Trustees provided the janitorial services in the past.

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

The contract will be evaluated and may be renewed if inmate trustees are not available to perform the required cleaning.

**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 Sheriff's Department anticipate a large number of hiring to offset the attrition rate resulting in an increase usage of the San Bruno Training Center. In addition, with California Proposition 47 implementing broad changes to felony sentencing, the Department do not foresee having inmate trustees to perform the janitorial services at the San Bruno Training Center and the Women's Resource Center. As a result, the Sheriff's Department will not be able to transition the janitorial services back to the inmate trustees. The Sheriff's Department propose to extend the contract period from 1 year to 5 years and to increase the contract amount from \$100,000 to \$500,000.

**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 SFSD does not have the inmate trustees available to complete the required janitorial services required to maintain the cleanliness of the Woman's Resource Center or Training Center. Currently, there are not enough inmates that qualify to be a trustee worker.

B. Reason for the request for modification:

The Sheriff's Department anticipate a large number of hiring to offset the attrition rate resulting in an increase usage of the San Bruno Training Center. In addition, with California Proposition 47 implementing broad changes to felony sentencing, the Department do not foresee having inmate trustees to perform the janitorial services at the San Bruno Training Center and the Women's Resource Center. The Sheriff's Department propose to extend the contract period from 1 year to 5 years and to increase the contract amount from \$100,000 to \$500,000.

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

A. Specify required skills and/or expertise: Personnel must have cleaning industry experience, utilize the best cleaning technique that is safe and efficient for each specific cleaning tasks. The staff must provide great customer service and great work quality.

B. Which, if any, civil service class(es) normally perform(s) this work? 2708, Custodian;

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 Civil Service Class 2708 - Custodian, is applicable. Currently, the SFSD does not have the resources or funding for Custodians to perform the required 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.

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

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



explain why not.

Training is not applicable.

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.

DHR approved PSC 32974-18/19 on 5/20/19

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

No.

**7. Union Notification:** On 12/05/19, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; SEIU 1021 Miscellaneous;

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

Name: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

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

\*\*\*\*\*

#### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 32974 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

## **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:** Thursday, December 05, 2019 9:41 AM  
**To:** Gong, Henry (SHF); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 32974 - 18/19 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The SHERIFF -- SHF has submitted a modification request for a Personal Services Contract (PSC) for \$400,000 for services for the period February 1, 2019 – January 31, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14279>

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

## **Additional Attachment(s)**

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: Janitorial Services at County Jail #5 Training Center

Funding Source: General Fund

PSC Duration: 1 year

PSC Amount: \$100,000

**1. Description of Work**

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

The San Francisco Sheriff's Department (SFSD) seeks proposals to provide janitorial services for the Woman's Resource Center, located at 930 Bryant St., and the San Bruno Training Center, located at 1 Moreland Dr. The janitorial services will be required 2 days per week during normal business hours.

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

The Woman's Resource Center is utilized by the SFSD to provide assistance and referrals for housing, substance abuse programs, employment, medical and mental health services, and legal issues to women ex-offender. The Training Center is utilized by the department to provide classroom and physical law enforcement training to SFSD staff. Unkept facilities may lead to pest infestation and a space that does not provide a healthy, welcoming, learning environment. Unsanitary conditions may lead to staffing grievances to their respective Unions.

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 janitorial services were performed by trustees. A trustee is an inmate that has either been sentenced to county jail time or awaiting sentencing for a non violent crime that has proven themselves to be trustworthy and has no write ups.

D. Will the contract(s) be renewed?

The contract will be evaluated and may be renewed if inmate trustees are not available to perform the required cleaning.

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:

The SFSD does not have the inmate trustees available to complete the required janitorial services required to maintain the cleanliness of the Woman's Resource Center or Training Center. Currently, there are not enough inmates that qualify to be a trustee worker.

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

A. Specify required skills and/or expertise: Personnel must have cleaning industry experience, utilize the best cleaning technique that is safe and efficient for each specific cleaning tasks. The staff must provide great customer service and great work quality.

B. Which, if any, civil service class(es) normally perform(s) this work? 2708, Custodian;

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 SFSD does not have the resources or funding for Custodians to perform the required services.

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

A. Explain why civil service classes are not applicable.

The Civil Service Class 2708 - Custodian, is applicable. Currently, the SFSD does not have the resources or funding for Custodians to perform the required 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.

**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 required custodial services are beyond the job scope of the current classified staff at the SFSD. SFSD staff would be working out of classification.

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

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

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

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

No.

**7. Union Notification:** On 05/06/2019, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: 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# 32974 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/20/2019

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

Department: PUBLIC HEALTHDept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44181 - 15/16)

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

Type of Service: As-needed / Temporary Medical Record Coding ServicesFunding Source: General FundsPSC Original Approved Amount: \$1,000,000PSC Original Approved Duration: 03/20/16 - 06/30/19  
(3 years 14 weeks)PSC Mod#1 Amount: \$1,500,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$1,250,000PSC Mod#2 Duration: 07/01/19-01/31/23 (3 years 30 weeks)PSC Cumulative Amount Proposed: \$3,750,000PSC Cumulative Duration Proposed: 6 years 45 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

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.

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

An ICD-10 coding support service is necessary to provide temporary relief until vacancies are filled and to provide coding coverage for staff to participate in biweekly and quarterly education to improve coding practices due to the complexity of ICD-10. On October 1, 2015, the nation's healthcare sector converted to ICD-10 coding classifications. Despite adding six additional provisional coding positions with extensive training, the Department finds a sustained 40% to 60% loss in coder productivity resulting from changing to the ICD-10 standard. In November and December of 2015, the Departments Accounts Receivables (A/R) increased from \$40 million to \$82 million due to lost productivity and vacancies. The switch to ICD-10 has created a strong demand for coders. All three employees who have recently left City employment received multiple offers for employment, sign-on bonuses, and work-from-home options. If this service is denied, A/R will continue to increase by \$21 million per month, causing cash dollar erosion at a rate of 10% to 40% as A/R days increase, while compounding operational expenses with coding and judiciary denial management processes. If this trend persists, by May 2016 Department senior leadership will need to re-evaluate service line shut down options in order to maintain financial stewardship balance.



- 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.  
Previous PSC was in approximately 2004.
- D. Will the contract(s) be renewed?  
Only if there is a continued need.
- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:  
The request is in excess of five years because the Department continues to experience operational issues with expected (vacation, personal time off) and unexpected (short or extended leave, sick, disabilities, voluntary leave) and recruitment and hiring challenges. The services continue to be as-needed and only activated when the backlog of AR reaches a level that could negatively impact the scheduled and orderly revenue collection for the Department.

## 2. Reason(s) for the Request

### A. Display all that apply

- ☒ Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.

Explain the qualifying circumstances:

Due to the nationwide switch to the ICD-10 medical record coding standard, and because of the recent lost of three medical records coders, the Department has experienced an unanticipated shortage of staff who can code medical records.

### B. Reason for the request for modification:

The Department needs to resume contracting with third party contractors to provide as-needed ICD-10 coding support services in order to work down a backlog of un-coded, or incorrectly coded medical records. Currently, the value of un-coded, or incorrectly coded medical records has resulted in pending Accounts Receivables (AR) primarily at Zuckerberg San Francisco General Hospital and the Primary Care unit in excess of \$60 million dollars. The contracted third parties will help the Department work the AR backlog which will allow the Department to bill for services rendered by our clinical staff in a timely manner and thus will bring revenue from these services to the Department. The service will also provide temporary as-needed support for existing coders and will help the Department respond to expected (vacation, personal time off) and unexpected (short or extended leave, sick, disabilities, voluntary leave), and the effects of new applications which have updated or changed workflows, with minimal impact to AR collections. Since the approval of the prior request, the Department has taken measures to improve and streamline medical coding practices throughout the organization, and the Department will soon implement a medical coding learning platform to improve the knowledge of current staff that performing coding duties, and the Department will also implement regularly scheduled medical record coding audits which will help the Department to focus on challenges in the coding process which contributes to un-coded, or incorrectly coded medical records. Finally, the Department continues to work with Labor to approve positions, recruit and hire qualified candidates to perform the coding functions which requires specialized training and knowledge.

## 3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expert knowledge of coding requirements in a complex acute care hospital; American Health Information Management Association (AHIMA) accredited coding

certification; Certified Coding Specialist (CCS), Certified Coding Specialist-Physician (CCS-P), Registered Health Information Technician (RHIT), or Registered Health Information Administrator (RHIA); three years of relevant coding and abstracting experience, or equivalent combination of education and experience.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2112, Medical Records Technician;
- 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 applicable; the Department is in the process of recruiting to fill and utilize civil service positions.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: A new civil service class is not applicable. This request is for temporary staffing to supplement the existing staff while the Department aggressively recruits for civil service positions.

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

**7. Union Notification:** On 10/21/19, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU 1021 Miscellaneous;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44181 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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

## Hale, Jacquie (DPH)

---

**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Monday, October 21, 2019 3:42 PM  
**To:** Hale, Jacquie (DPH); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Lee, Arlene (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 44181 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$1,250,000 for services for the period July 1, 2019

– January 31, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/9212>

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

## **Additional Attachment(s)**



City and County of San Francisco

# San Francisco Department of Public Health

Barbara A. Garcia, MPA  
Director of Health

September 19, 2017

Xiu Min Li  
Field Supervisor  
SEIU 1021 SF Office  
350 Rhode Island, South Building Suite 100  
San Francisco, CA 94103

[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)

Re: PSC 44181-15/16 As-needed/Temporary Medical Record Coding Services

Dear Ms. Li:

We are pleased that today, September 18, 2017, the Civil Service Commission unanimously approved PSC 44181-17/18 As-needed/Temporary Medical Record Coding Services, through June 30, 2019, with the condition that DPH formalize a communication plan to reach out to SEIU in order to keep it informed of DPH's progress in hiring permanent civil service 2112 Medical Records Technicians. For your reference, we are enclosing the update that was sent to you on September 8, 2017, and below are the steps that DPH is taking to meet the condition stated today:

- Provide written hiring updates bi-annually (March 2018; September 2018; and March 2019) for 2112 Medical Records Technicians, with the opportunity of SEIU requesting a meeting for any clarification needed
- Explore implementing continuous testing or extending the recruitment application period to expand the qualified applicant pool, as the skill set is in high demand
- The Department and SEIU will continue to work together to expand recruitment sources, while also insuring that current incumbents have the skill sets to increase the accuracy needed to maximize revenue.

In closing, we thank SEIU for their partnership while also respecting that the Department finds it necessary to keep a contract relationship in light of its purpose of serving as the Trauma Center for Northern California.

Sincerely,

  
Jacquie Hale  
Director of Contracts

  
Willie Ramirez  
Labor Relations Director

cc: Michael Brown, Executive Officer, Civil Service Commission  
Gregg Wagner, DPH, Chief Financial Officer  
Valerie Inouye, DPH Deputy Financial Officer  
Ron Weigelt, DPH Director of Human Resources  
Daniel Becker, Field Representative SEIU Local 1021

City and County of San Francisco



Edwin M. Lee  
Mayor

Department of Public Health

Human Resource Services  
Labor Relations Division  
(415) 759-3388  
FAX (415) 759-3365

Via Certified Mail  
Return Receipt Request and Regular Mail

September 8, 2017

Xiu Min Li  
Field Supervisor  
SEIU Local 1021  
350 Rhode Island, South Building Suite 100  
San Francisco, CA 94103

Thank you for accepting my call on September 7, 2017, where I was able to update you regarding the hiring activity for Class 2110 Medical Records Clerk and Class 2112 Medical Records Technician. Since July 1, 2015, to present, we have hired 24 staff members into these two classifications (Attachment 1).

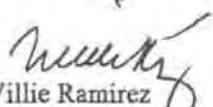
More importantly, we have seven Class 2112 Medical Records Technicians that are actively in the interviewing and selection process. Further, on April 5, 2017, we updated SEIU Local 1021 Representative Daniel Becker where we provided an update of the hiring plan for the two classifications.

To maximize revenue for the backlog, we will continue to need coding services. The coding services are also being utilized to enable Permanent Civil Service staff to continue to become proficient in the new coding standards as demonstrated in the increase in accuracy rate (Attachment 2).

We continue to be committed to work with you and we will provide you with bi-annual updates.

Sincerely,

  
Jacquie Hale  
Director of Contracts

  
Willie Ramirez  
Labor Relations Director

Attachments (2)

cc: Civil Service Commission  
Gregg Wagner, DPH  
Valerie Inouye, DPH  
Ron Weigelt, DPH



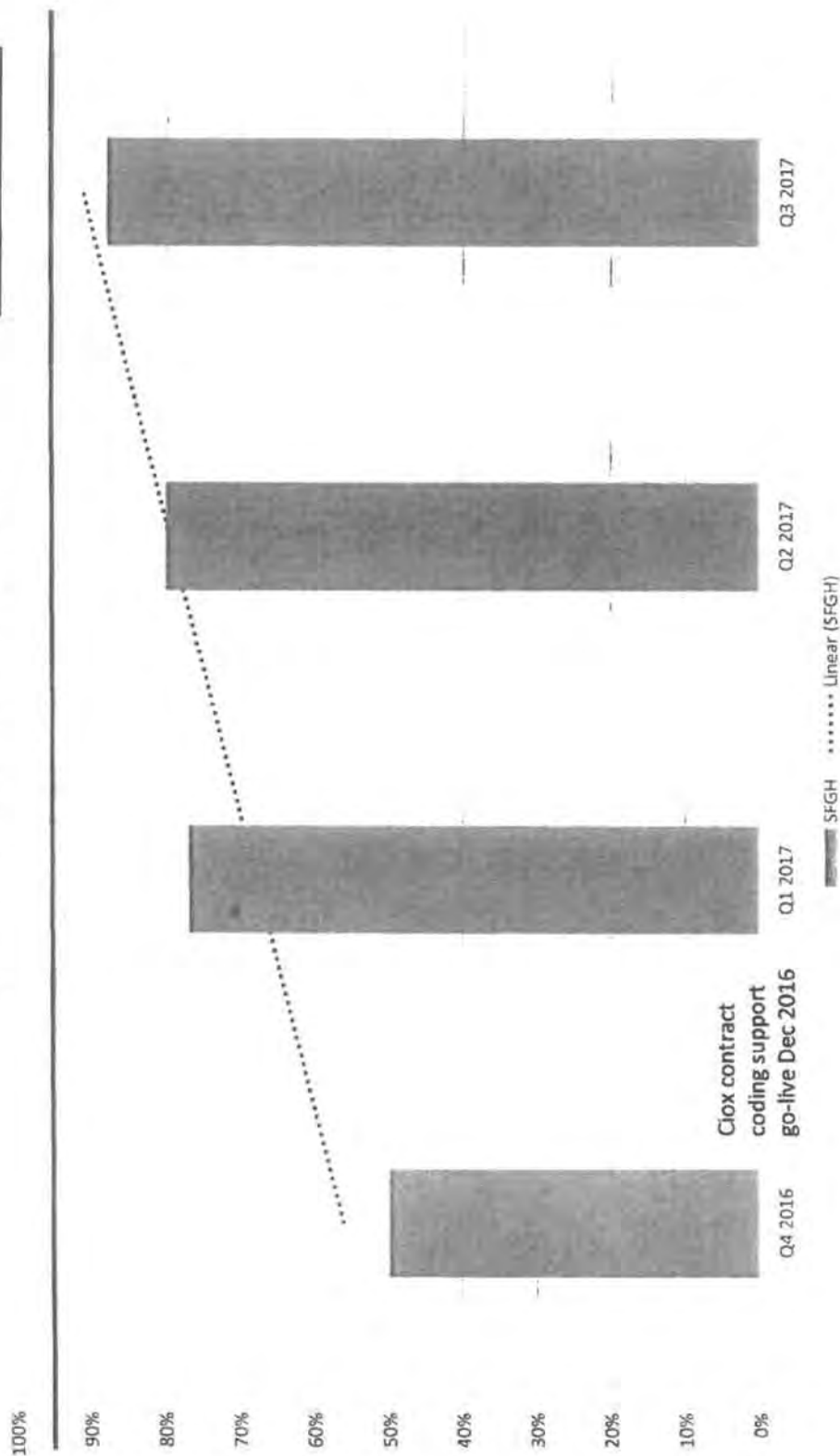
DPH  
Class 2110 Medical Records Clerk and Class 2112 Medical Records Technician  
New Hires Fiscal Year July 1, 2015 to Present

Division	Job Code	Job Title	Last Name	First Name	Schedule	Status	Sub-program	Appt Date
MNTL HLTH	2110	Medical Records Clerk	WU	RITA	Full Time	PCS	MH COMPLIANCE AND PERFORMANCE	3/14/2016
PRIM CARE	2110	Medical Records Clerk	PERILLA	CECILIA	Full Time	PCS	COMM ORIENTED PRIMARY CARE (COPC)	3/14/2016
ZSFG	2110	Medical Records Clerk	HOANG	PHUONG	Full Time	PCS	METHADONE DETOXIFICATION/SAS	3/28/2016
ZSFG	2110	Medical Records Clerk	ROMO JR.	JESUS	Full Time	PCS	HEALTH INFORMATION SERVICES	4/25/2016
ZSFG	2110	Medical Records Clerk	INGLIS	KIRA	Full Time	PCS	HEALTH INFORMATION SERVICES	4/25/2016
ZSFG	2110	Medical Records Clerk	HARDY	KRISTIN	Full Time	PCS	HEALTH INFORMATION SERVICES	4/25/2016
LHH	2110	Medical Records Clerk	DUONG	CYNTHIA	Full Time	PCS	MEDICAL RECORDS	6/4/2016
ZSFG	2110	Medical Records Clerk	CASTILLO	GIORGIO	Full Time	PCS	HEALTH INFORMATION SERVICES	7/4/2016
LHH	2110	Medical Records Clerk	TSE	SYLVANA	Full Time	PCS	MEDICAL RECORDS	7/18/2016
ZSFG	2110	Medical Records Clerk	VILAR	KIRBY	Full Time	PCS	HEALTH INFORMATION SERVICES	7/18/2016
LHH	2110	Medical Records Clerk	KONG	ELLEN	Full Time	PCS	MEDICAL RECORDS	8/29/2016
MNTL HLTH	2110	Medical Records Clerk	LEIVA	JOSETTE	Full Time	PCS	MH HEALTH INFO. MGMT. UNIT	10/17/2016
LHH	2110	Medical Records Clerk	AKHTEROVA	OLGA	Full Time	PCS	MEDICAL RECORDS	4/8/2017
ZSFG	2110	Medical Records Clerk	LEE	ALAN	Full Time	PCS	UNKNOWN/NOT APPLICABLE	8/14/2017
14								
ZSFG	2110	Medical Records Clerk	AGUILAR	MELINDA	As Needed	TEX	HEALTH INFORMATION SERVICES	1/17/2017
ZSFG	2110	Medical Records Clerk	KONG	JACOB	Full Time	TEX	HEALTH INFORMATION SERVICES	8/21/2017
2								
ZSFG	2112	Medical Records Technician	OWENS-GOMES	PATRICIA	Full Time	PCS	HEALTH INFORMATION SERVICES	5/9/2016
LHH	2112	Medical Records Technician	KONG	MING	Full Time	PCS	MEDICAL RECORDS	6/4/2016
LHH	2112	Medical Records Technician	WHITE	CATHY	Full Time	PCS	MEDICAL RECORDS	6/4/2016
ZSFG	2112	Medical Records Technician	TEICHER	KAREN	Full Time	PCS	HEALTH INFORMATION SERVICES	7/25/2016
ZSFG	2112	Medical Records Technician	LOGAS	PIPER	Full Time	PCS	HEALTH INFORMATION SERVICES	8/1/2016
LHH	2112	Medical Records Technician	YEPISHEVA	YELENA	Full Time	PCS	MEDICAL RECORDS	7/15/2017
ZSFG	2112	Medical Records Technician	TRAN YANG	SOPHIE	Full Time	PCS	HEALTH INFORMATION SERVICES	7/31/2017
ZSFG	2112	Medical Records Technician	LAN	YUCHUN	Full Time	PCS	HEALTH INFORMATION SERVICES	8/26/2017
8								
Note: There are presently 7 Class 2112 Medical Records Technician positions (coders) available for hire that are actively in the interview and selection process. We expect all 7 to be hired within the next 30 to 45 days (Certification #12614, dated 6/7/2017).								

Attachment I


# 2016 - 2017 Coder DRG Accuracy Increase

Nat. Avg DRG >=95%



- Graph illustrates increase in coder accuracy, which directly correlates to Ciox support, allowing appropriate education time (non-productive hours) without negative impact to AR (uncoded accounts). 38% increase over 4 quarters.
- 95% DRG Accuracy projected to be reachable with continued Ciox coding support for education time.
- DRG Accuracy directly impacts Reimbursement and Compliance.

Source: Nuance Coding Audit  
2016-2017 Contract Results

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY		
<ul style="list-style-type: none"> <li>■ Complete items 1, 2, and 3.</li> <li>■ Print your name and address on the reverse so that we can return the card to you.</li> <li>■ Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature <span style="float: right;"><input type="checkbox"/> Agent <input type="checkbox"/> Addressee</span></p> <p><b>X</b></p>		
<p>1. Article Addressed to:</p> <p style="text-align: center;">Xiu Min Li SEIU Local 1021 350 Rhode Island St., Ste. 100 San Francisco, CA 94103</p> <div style="text-align: center;">             9590 9402 2261 6225 0189 37         </div>	<p>B. Received by (Printed Name) <span style="float: right;">C. Date of Delivery</span></p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>		
<p>2. Article Number (Transfer from service label)</p> <p style="text-align: center; font-weight: bold;">7016 1970 0000 0260 5262</p>	<p>3. Service Type</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Adult Signature  <input type="checkbox"/> Adult Signature Restricted Delivery  <input checked="" type="checkbox"/> Certified Mail®  <input type="checkbox"/> Certified Mail Restricted Delivery  <input type="checkbox"/> Collect on Delivery  <input type="checkbox"/> Collect on Delivery Restricted Delivery  <input type="checkbox"/> Registered Mail  <input type="checkbox"/> Registered Mail Restricted Delivery (\$500)             </td> <td style="vertical-align: top;"> <input type="checkbox"/> Priority Mail Express®  <input type="checkbox"/> Registered Mail™  <input type="checkbox"/> Registered Mail Restricted Delivery  <input checked="" type="checkbox"/> Return Receipt for Merchandise  <input type="checkbox"/> Signature Confirmation™  <input type="checkbox"/> Signature Confirmation Restricted Delivery             </td> </tr> </table>	<input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Registered Mail <input type="checkbox"/> Registered Mail Restricted Delivery (\$500)	<input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input checked="" type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery
<input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Registered Mail <input type="checkbox"/> Registered Mail Restricted Delivery (\$500)	<input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input checked="" type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery		
<p>PS Form 3811, July 2015 PSN 7530-02-000-9053</p>			

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---	--------------------------

Sent To Xiu Min Li

Street and Apt. No., or PO Box No.  
350 Rhode Island St., Ste. 100

City, State, ZIP+4®  
San Francisco, CA 94103

PS Form 3800, April 2015 PSN 7530-02-000-9047
See Reverse for Instructions



**Edwin M. Lee**  
**Mayor**

Date: April 21, 2017  
To: Members of the Civil Service Commission  
From: Valerie Inouye, Chief Financial Officer, ZSFG *V Inouye*  
Through: Jacquie Hale, DPH Contracts and Willie Ramirez, DPH Labor Relations  
Re: Continuation of PSC #44181-15/16

The Civil Service Commission on April 18, 2016, requested an update before continuing the approval of PSC # 44181-15/16 for contracting out coding and abstracting of accounts. This work is normally performed by Class 2112 Medical Record Technician.

Currently, Zuckerberg San Francisco General (ZSFG) and Laguna Honda Hospital (LHH) have a total of 27 full-time PCS Class 2112 Medical Record Technicians performing coding and abstracting, 18 at ZSFG and 9 at LHH.

#### **Hiring Activity**

- Since April 2016, the Department has hired 5 full-time staff, 3 at ZSFG and 2 at LHH.
- Since April 2016, there were 2 retirements and 3 resignations.
- The Department currently has 9 full-time PCS Class 2112 vacancies: 7 at ZSFG and 2 at LHH. The Department is finalizing an eligible list where there were 97 applicants and the Department expects to hire the 9 vacancies, in the latter part of May 2017.

Although the use of contract workers performing this service has declined from 13 external coders to 4, the Department is requesting continuation of the contract for the additional two-year period due to the following:

- Continuation of services while the PCS positions are filled and anticipated turnover as these services are essential for revenue stream.
- Due to the complexity of ICD-10 and the newness of the regulations, PCS staff continue to receive extensive training in coding.
- This past year the accounts receivables (A/R) upward trend continued to increase from \$82 million to \$171 million. Having the external coding support has proven to be a business necessity to catch up with the backlog.
- As a Trauma One Center, ZSFG, is required to maintain backup staffing support in the event of a catastrophic event in which clinical or financial systems might be compromised requiring external support in coding capabilities.
- Lastly, when census peaks, the Department is able to fill the gap on a contingency basis with the use of the PSC.

The Department respectfully request approval of PSC #44181-15/16. Further, as recently as April 7, 2017, the Department provided an update to SEIU 1021 Miscellaneous regarding the need to continue this PSC.

cc: DHR  
Daniel Becker, SEIU Local 1021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 33836 - 18/19)

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

Type of Service: Furniture, Fixtures, and Equipment Asset Management Interior Design (Furniture plan and specs)

Funding Source: General Fund

PSC Original Approved Amount: \$99,000

PSC Original Approved Duration: 02/08/19 - 02/07/20 (52 weeks)

PSC Mod#1 Amount: \$101,000

PSC Mod#1 Duration: 02/08/20-01/02/21 (47 weeks 1 day)

PSC Cumulative Amount Proposed: \$200,000

PSC Cumulative Duration Proposed: 1 year 47 weeks

**1. Description of Work**

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

This is for design development, documentation, and installation of furnishings for new homeless shelter capital projects. This involves development of a furniture plan for dormitories, offices, and community spaces and furniture specifications to procure the furnishings, and overseeing the installations and completion of punch list items prior to occupancy.

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

This service is necessary for furnishing the new homeless shelter sites and if it is not approved, there will be major delays to completion of the project and the occupancy will be delayed until the services are rendered, leaving people living on the streets for longer.

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

No

**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:**

n/a

**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:



Services will be utilized for homeless shelter site capital projects.

**B. Reason for the request for modification:**

This Mod Request is to increase the contract capacity of the existing Navigation Center contracts. This service is necessary to help Public Works meet the increasing demands of the project.

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

- A. Specify required skills and/or expertise: This requires a licensed architect with proven experience and expertise in the design, documentation and installation of furnishing, fixtures & equipment (FF&E) plans for significant projects. Experience must include track record of managing FF&E projects in excess of \$3 million and oversight of the procurement and installation process on significant projects.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
This is a unique project and the type of specific services are needed infrequently. Currently no service class is available for 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: No, this is a highly specialized expertise for a service that will only be required for the completion of a one-time project (homeless shelter service site).

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Training is not offered nor necessary as this is a very infrequent task. Training does not make sense for this type of job, as it is one-time or sporadic in nature.
- 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, please see PSC 33836-1819 history.

**7. Union Notification:** On 12/27/19, the Department notified the following employee organizations of this PSC/RFP request:  
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: 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# 33836 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/03/2020

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



**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)  
**To:** [Burns, Alexander \(DPW\)](#); [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); [Macaranas, Belle \(DPW\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** Receipt of Modification Request to PSC # 33836 - 18/19 - MODIFICATIONS  
**Date:** Friday, December 27, 2019 5:23:03 PM

---

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$101,000 for services for the period February 8, 2020 – January 2, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14383>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)

[pkim@ifpte21.org](mailto:pkim@ifpte21.org)

[kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org) [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com)

[WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com)

## **Additional Attachment(s)**

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

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☒ Expedited ☐ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Furniture, Fixtures, and Equipment Asset Management Interior Design (Furniture plan and specs)Funding Source: General FundPSC Amount: \$99,000PSC Est. Start Date: 02/08/2019PSC Est. End Date: 02/07/2020**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This is for design development, documentation, and installation of furnishings for new homeless shelter capital projects. This involves development of a furniture plan for dormitories, offices, and community spaces and furniture specifications to procure the furnishings, and overseeing the installations and completion of punch list items prior to occupancy.

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

This service is necessary for furnishing the new homeless shelter sites and if it is not approved, there will be major delays to completion of the project and the occupancy will be delayed until the services are rendered, leaving people living on the streets for longer.

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

This is a project-specific service for a one-time project and has not been provided for 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.**

n/a

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

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

**B. Explain the qualifying circumstances:**

Services will be utilized for homeless shelter site capital projects.

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

A. Specify required skills and/or expertise: This requires a licensed architect with proven experience and expertise in the design, documentation and installation of furnishing, fixtures & equipment (FF&E) plans for significant projects. Experience must include track record of managing FF&E projects in excess of \$3 million and oversight of the procurement and installation process on significant projects.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
No.

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

This is a unique project and the type of specific services are needed infrequently.

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

- A. Explain why civil service classes are not applicable.  
This is a unique project and the type of specific services are needed infrequently. Currently no service class is available for 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. No, this is a highly specialized expertise for a service that will only be required for the completion of a one-time project (homeless shelter service site).

**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 offered nor necessary as this is a very infrequent task. Training does not make sense for this type of job, as it is one-time or sporadic in nature.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 02/04/2019, the Department notified the following employee organizations of this PSC/RFP request:

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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 33836 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/21/2019