



London Breed  
Mayor

Micki Callahan  
Human Resources Director

Date: February 28, 2020

To: The Honorable Civil Service Commission

Through: Micki Callahan *Micki Callahan*  
Human Resources Director

From: Joyce Kimotsuki, CON  
William Lee, DEM  
Joan Lubamersky, GSA  
John Tsutakawa, HSA  
Lavena Holmes, PRT  
Bill Irwin / Daniel Kwon, PUC  
Amy Nuque, MTA  
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

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This report contains fifteen (15) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 19/20 to date:

Total of this Report	YTD Expedited Approvals FY2019-2020	Total for FY2019-2020
\$38,525,000	\$261,328,442	\$2,171,614,597

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**POSTING FOR****March 16, 2020****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2020-03-16

**APPLY**

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>	<b>Type of Approval</b>
46715 - 19/20	CONTROLLER	\$2,000,000.00	<p>The Office of the Controller requires professional service to implement a new enterprise budget system to support the City's budget development process and produce the biennial budget. The City has an annual budget of \$12.3 billion and approximately 38,000 budgeted full-time equivalent employees.</p> <p>The new system will replace the City's current budget system, Budget and Performance Management System ("BPMS"). BPMS is an IBM Cognos/Oracle server-based application which is supported by the Controller's Office and used by all City departments. BPMS is the system of record for the official budget for the City and is approaching end of useful life.</p>	April 1, 2020	April 1, 2023	REGULAR
42467 - 19/20	DEPARTMENT OF EMERGENCY MANAGEMENT	\$750,000.00	<p>Contractor will provide web design services to support and sustain the execution of an upgraded website to better promote the Urban Areas Security Initiative (UASI) program and its regional projects. The enhanced website will be easy to navigate, provide for a grants management system for partner jurisdictions to perform fiscal grants management activities, and have enough capacity to allow for the addition of audio/video presentations, webinars, and other multi-media needs.</p>	March 1, 2020	August 31, 2024	REGULAR
43424 - 19/20	GENERAL SERVICES AGENCY - CITY ADMIN	\$6,000,000.00	<p>Provide a site where the Department of Public Works (DPW) and other City departments can deposit truckloads of asphalt grindings, concrete and other materials that are generated as a by-product of the City's Street Paving Program and provide for proper disposal of materials brought to that site.</p>	January 1, 2020	December 30, 2024	REGULAR



PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
46268 - 19/20	HUMAN SERVICES	\$200,000.00	<p>A. Survey</p> <p>Develop an electronic survey instrument in collaboration with Family and Children's Services (FCS) leadership to be used with community partners and stakeholders. The survey should be simple and brief in order to fully engage the target audiences without being an administrative burden.</p>	January 1, 2019	June 30, 2021	REGULAR
			<p>B. Targeted Interviews</p> <p>FCS employs approximately 400 people with approximately 75 staff in the early intervention units, which include hotline, intake and non-court family maintenance (NCFM). The successful Respondent will develop an outline with FCS leadership for targeted questions to be used to guide interviews and will complete interviews with approximately 50% of the staff from the targeted units, along with selected staff from the remaining units and management. Contractor will also conduct 30 to 50 interviews with stakeholders. The interview format will include identified, research-based factors known to shape organizational climates including but not limited to messaging from supervisors, clear protocols, and support from leadership.</p>			
			<p>C. Focus Groups</p> <p>The successful Respondent will complete up to 10 focus groups of stakeholders and staff with no more than 10 participants in each focus group. These groups should provide stakeholders and staff the opportunity to offer solutions and constructive feedback in shaping the climate that guides the practice of San Francisco public child welfare. A focus group format will be developed and approved in collaboration with FCS leadership. The format will promote both verbal discussion and responses and the opportunity to be thoughtful before responding in the group setting. Allowing Respondents to think independently before having to be a part of a group response will be included as a best practice in capturing meaningful input.</p>			
47672 - 19/20	PORT	\$1,300,000.00	<p>D. Reports</p> <p>The successful Respondent will use the results from the survey, targeted interviews, and focus groups to inform a description of the climate at the Early Intervention units and make recommendations for improving the organizational context within Early Intervention. The report will be submitted to FCS leadership in draft form for review. Once feedback from SF leadership has been gathered, revisions will be completed, and a final report will be submitted.</p>	March 1, 2020	February 29, 2024	REGULAR
			<p>Organize, implement, and administer a program to primarily provide economically-disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience to help maintain the Port's property including weed abatement, hand watering and manual fertilization of Port plants, graffiti removal, and litter removal.</p> <p>The grantee will hire, provide work-readiness training, and supervision for up to ten youth employees, during the summer and school breaks. During the school year, the grantee will also provide work-readiness training and supervision for up to ten youth employees but for fewer hours per week than during the summer and school breaks. The grantee will need to provide two first-line supervisors. In order to adequately perform program overview, the grantee will also need to employ at least one (1) Program Coordinator.</p>			

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
44773 - 19/20	PUBLIC UTILITIES COMMISSION	\$925,000.00	<p>The purpose of this contract is to purchase one (1) new decanter centrifuge assembly with control system. The new control system involves a service by a system integrator to incorporate existing equipment into the new centrifuge control system such as the existing sludge conveyor, sludge pump, polymer pump, flowmeters, etc. Wastewater Enterprise's (WWE) Southeast Plant has six centrifuges total in Building 840.</p> <p>The equipment purchase is estimated to be \$805,000 and the service work is estimated to be \$120,000 (~13% of the total cost).</p>	March 16, 2020	December 31, 2023	REGULAR
47433 - 19/20	PUBLIC UTILITIES COMMISSION	\$18,000,000.00	<p>SFPUC intends to award up to four (4) agreements, at \$4.5 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.</p>	August 28, 2020	August 27, 2025	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
46231 - 19/20	MUNICIPAL TRANSPORTATION AGENCY	\$2,000,000.00	<p>The San Francisco Municipal Transportation Agency (SFMTA) is soliciting contractor services of one or more firms to act as financial advisors to the SFMTA. The contractor will be chosen from the list of pre-qualified firms compiled by the San Francisco Controller's Office. The contract would be for a term of up to five years. The consultant must demonstrate experience with, and knowledge of, transportation, municipal, California and San Francisco issuers and financings, including public agencies similar to the SFMTA.</p> <p>The following delineates a concise description of proposed work:</p> <p><b>Financial Planning Services</b> The contractor shall consult with SFMTA and City officials, bond counsel, disclosure counsel, underwriter, and rating agencies to review and update the SFMTA's financial plan for future financing transactions. The contractor will provide guidance on the timing, structure and method of raising capital for proposed transactions in the financial plan. The contractor will also keep the SFMTA abreast of changing state and federal laws in connection with the SFMTA's financings and will be available to provide assistance and advice on any legislative issues impacting the SFMTA.</p> <p><b>Debt Management Services</b> The contractor will update and maintain schedules for the SFMTA's Outstanding Debt Summary. The contractor will analyze the debt structure and provide a determination. The contractor will assist in the preparation, review and adoption of all legal documents and for drafting, printing, and distributing all disclosure documents prior to the bond sale. The contractor will closely monitor all local, national and international developments and evaluate the potential impact of each event on a new-issue of tax-exempt securities. The contractor will also assist with securing a line or letter of credit when necessary.</p> <p>The contractor will develop a presentation and coordinate the introduction of SFMTA as a new issue to the three major rating agencies, Moody's Investors Service, Standard &amp; Poor's Corporation and Fitch Ratings. The contractor will recommend the rating firms to be used, if necessary, and prepare and present such information as is required to receive a rating.</p> <p>The contractor will provide the SFMTA with market information relating to comparable issues in the market, comparisons of takedown levels and important economic data releases. The contractor will provide the SFMTA with a Final Pricing Report so that the SFMTA can evaluate the fairness of the pricing of the bonds.</p> <p>The contractor will work with all parties involved with the closing to prepare a schedule of tasks to be completed prior to closing and identify the party responsible for completing the task. These tasks include completing the final official statement, preparing closing documents, arranging for the transfer of funds and the investment of funds.</p> <p><b>Financial Analysis Services</b> The contractor will provide the SFMTA with financial analytical support for specific projects and preparation of grant proposals.</p> <p><b>Other Services</b> The contractor will provide other financial services as requested by the SFMTA</p>	June 1, 2020	May 31, 2025	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
40189 - 19/20	MUNICIPAL TRANSPORTATION AGENCY	\$200,000.00	The consultant will provide required training to the San Francisco Municipal Transportation Agency (SFMTA) police service dogs (K-9 unit) and their handlers on explosives detection in accordance with Transportation Security Administration (TSA) standards. The canines and police officers will then be qualified and TSA-certified to work when explosives detection is required within the SFMTA transit system.	January 31, 2020	January 31, 2025	REGULAR

TOTAL AMOUNT \$31,375,000

CSV

## Posting For March 16, 2020

### Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2020-03-16

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
49312 - 15/16 - MODIFICATIONS	March 16, 2020	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$1,250,000	\$2,670,000	The contractor will provide consulting services for the modification and customization of Customer Relationship Management (CRM) proprietary software used to manage the City's service requests. When required, vendor services assist City staff extend the functionality of the application while training staff to make additional improvements.	06/01/2016	12/31/2022	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4129-11/12 - MODIFICATIONS	March 16, 2020	PUBLIC HEALTH -- DPH	\$50,000	\$1,076,600	<p>The proposed work has three components. First, the Contractor will provide on-going 24/7/365 access for the application, and maintenance services for the comprehensive web-based database application, the Shared Youth Database, which is a customized database that creates matched records for children adolescent clients served by the Department of Public Health, San Francisco Human Services Agency, San Francisco Juvenile Probation Department and San Francisco Unified School District. This data base is used to identify opportunities for early intervention, care planning, practice improvement, and research. Second, the Contractor will complete building a data dashboard and associated reports using data obtained from Avatar, the behavioral health electronic health record. Third, the Contractor will build Clinical Reports, specifically ANSA (Adult Mental Health Outcome measure) reports that mirror those they previously built for CANS (Child/Youth outcome measure). The Data Dashboard and Clinical Reports components will involve the development of the reports, followed by training DPH IT staff to create similar new reports or modify existing reports using Crystal Reports. The training component is critical in that these reports require more complex programming than is typically done within Avatar and we are committed to building internal capacity to produce and maintain reports with the Avatar environment.</p>	07/01/2020	06/30/2025	REGULAR
44680 - 14/15 - MODIFICATIONS	March 16, 2020	PUBLIC HEALTH -- DPH	\$550,000	\$1,795,000	<p>Tuberculosis physician services for the delivery of prevention, diagnostic and treatment services for and related to all forms of tuberculosis and to build capacity for the elimination of Tuberculosis (TB) in San Francisco. Additional services to be provided by physicians include and are not limited to X-Rays, Computerized Tomography (CT) scans, collaborative mentorship of medical students, residents, junior faculty, interns, resident fellows and public health officials.</p> <p><b>Scope Change:</b> Only physician services are included under this PSC.</p>	07/01/2020	06/30/2024	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
42163 - 13/14 - MODIFICATIONS	March 16, 2020	PUBLIC UTILITIES COMMISSION -- PUC	\$4,500,000	\$14,000,000	The scope of work is to augment, assist and support Program Controls Support Bureau (PCSB) staff as-needed in developing and updating detailed, resource loaded project and program schedules with work breakdown structure and major milestones; providing construction Critical Path Method (CPM) scheduling support services, including review and recommendation for time extension entitlements; forecasting and monitoring status of project schedules and budgets at completion; implementing change control management measures; establishing and maintaining the Primavera-based Program Control System for all capital improvement projects such that San Francisco Public Utilities Commission (SFPUC)/City and County of San Francisco software systems can be utilized in conjunction with PCSB Program Control System for scheduling and cost, and change control/management.	09/01/2020	09/30/2022	REGULAR
49268 - 17/18 - MODIFICATIONS	March 16, 2020	PUBLIC HEALTH -- DPH	\$300,000	\$4,770,000	The contractor(s) will provide services to the Health Information Management (HIM) unit throughout the course of the San Francisco Department of Public Health Electronic Health Record (SFDPH EHR) project. Service areas will include: project management and consulting services in support of the consolidation of HIM functions across the San Francisco Health Network; pre-implementation and implementation phases specifically in the area of workflow evaluation, design and redesign; coordinating, evaluating and determining the quantity of staff training; and overall oversight of HIM functions during post-EHR implementation.	04/01/2020	12/31/2021	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
47706 - 16/17 - MODIFICATIONS	March 16, 2020	PUBLIC HEALTH -- DPH	\$500,000	\$1,890,000	The initial engagement will be in support of a task force established by the Board of Supervisors in preparation for the possible legalization and regulation of adult use and possession of cannabis, the Cannabis State Legalization Task Force, begun in early 2016, to be active for a two-year period. The Task Force is comprised of 22 members, including non-voting representatives of City departments such Planning, Fire, Police, Building Inspection and Public Health and voting members from various sectors, including advocates, business and tourism sector representatives. Services will include assistance in planning; identifying best practices, legal mandates and other relevant information; determining the stakeholder needs; facilitating meetings and handling task force/project documentation and communications; development of findings and recommendations; and making large and small group presentations.	10/01/2019	05/31/2023	ADMINISTRATIVE APPROVAL

**TOTAL AMOUNT \$7,150,000**



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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

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

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

Type of Service: New Budget System Implementation

Funding Source: COIT/

PSC Amount: \$2,000,000

PSC Est. Start Date: 04/01/2020

PSC Est. End Date 04/01/2023

**1. Description of Work**

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

The Office of the Controller requires professional service to implement a new enterprise budget system to support the City's budget development process and produce the biennial budget. The City has an annual budget of \$12.3 billion and approximately 38,000 budgeted full-time equivalent employees.

The new system will replace the City's current budget system, Budget and Performance Management System ("BPMS"). BPMS is an IBM Cognos/Oracle server-based application which is supported by the Controller's Office and used by all City departments. BPMS is the system of record for the official budget for the City and is approaching end of useful life.

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

These services are required to implement the City's new budget system. If these services are denied, the City will not have the ability to implement a new system and have to remain using a system that is at end of useful life and at increasing risk of system downtime.

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

This service has not been provided in the past

D. Will the contract(s) be renewed?

No

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

Not Applicable

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

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

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

B. Explain the qualifying circumstances:

This request is for implementation services for a new Citywide budget system. The current system is approaching end of useful life and is poses a risk to the City if not replaced. Implementation must be lead by a Contractor who specializes in budget system software. Current City staff do not have the knowledge or expertise to manage the implementation, but will be trained and manage the system once implementation is complete.

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

- A. Specify required skills and/or expertise: The Contractor shall provide Budget System implementation services, employee training/knowledge transfer to ensure services can be brought in-house. The Contractor must have expert functional and technical knowledge of the new Budget System suite of products, and extensive prior experience with teaching users how to work with the product.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 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?**

The Office of the Controller reviewed existing staff experience, their time commitments and found that the City did not have the required experience to perform this project in-house.

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

- A. Explain why civil service classes are not applicable.  
This is a short-term, highly specialized service requiring expertise with Budget System implementations. The City's existing Civil service classes will manage the system once in production, and will perform all on-going future upgrades.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the work is short-term and highly specialized in nature.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. The Contractor will train City staff throughout the project. Training will ensure knowledge transfer of functional and technical management, system capabilities and all other critical items to ensure services can be brought in-house.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

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

7. **Union Notification:** On 01/17/2020, 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: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

Address: 1 Dr Carlton B Goodlett Pl, Room 306 San Francisco, CA 94102 San Francisco, CA

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46715 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/16/2020

# **Receipt of Union Notification**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [joyce.kimotsuki@sfgov.org](mailto:joyce.kimotsuki@sfgov.org)  
**To:** [\(CON\); 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; Miller\\_Keith\(CON\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Kimotsuki_Joyce(CON); 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; Miller_Keith(CON); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46715 - 19/20  
**Date:** Friday, January 17, 2020 4:07:15 PM

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RECEIPT for Union Notification for PSC 46715 - 19/20 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract

(PSC) 46715 - 19/20 for \$2,000,000 for Initial Request services for the period

04/01/2020 – 04/01/2023. 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/14490> 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)**



# City and County of San Francisco

## Office of the Controller

### REQUEST FOR PROPOSALS FOR Citywide Budget System – Software & Support CON| RFP2019-11

CONTACT: Keith Miller, [keith.miller@sfgov.org](mailto:keith.miller@sfgov.org), (415) 558-7843

#### Background

The City and County of San Francisco (City) seeks proposals for an enterprise budget system to support the City's budget development process and produce the biennial budget. The City has an annual budget of \$12.3 billion and approximately 38,000 budgeted full-time equivalent employees.

The proposed system will replace the City's current budget system, Budget and Performance Management System ("BPMS"). BPMS is an IBM Cognos/Oracle server-based application which is supported by the Controller's Office and used by all City departments. BPMS is the system of record for the official budget for the City and is approaching end of useful life.

#### Intent of this RFP

The intent of this Request for Proposal (RFP) is to select a new Citywide budget system. The Controller's Office seeks proposals for the following products and services (the Controller's Office will make a final determination of using an on-premise or hosted solution after the notice of intent and during contract negotiation):

1. Software and ongoing maintenance and operations for on-premise solution
2. Software as a Service hosted by licensor or licensor's third party hosting provider

**A separate RFP will be issued for implementation services upon the outcome of this RFP.**

#### Schedule\*

RFP Issued	October 4, 2019
Deadline for RFP questions	October 14, 2019 (5:00 pm PT)
Answers to RFP questions posted online	October 25, 2019 (5:00 pm PT)
Deadline for Proposals	November 4, 2019 (5:00 pm PT)
Stage 1 Written Proposal Evaluation	November 25, 2019 (5:00 pm PT)
Stage 2: Product Demonstrations	December 9, 2019 – December 12, 2019
Stage 2 Interview	December 13, 2019 – December 17, 2019
Notice of Intent	December 27, 2019

\* All dates in RFP Schedule subject to change.

#### Anticipated Contract Term

The anticipated contract term for a commercial off-the-shelf solution ("COTS") license is perpetual, the term for hosting (if any) and maintenance agreement is five (5) years with up to five (5) additional one (1) year options to extend at the City's sole and absolute discretion. Actual contract term may vary but in no case longer than ten (10) years, depending upon service and project needs at the City's sole, absolute discretion.

Proposer selected for resulting contract must be available to commence work on or before May 1, 2020.

#### Anticipated Contract Budget

The anticipated total cost over the ten-year term of the procurement of a new budget system (software plus support, and either hosting or on-premise hardware, excluding implementation) is between \$3,000,000 and \$8,000,000.

#### Important City's Supplier and Bidder Resources

City Supplier and Bidder Portal:

<https://sfcitypartner.sfgov.org/>

Bid Opportunities:

<https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>

Frequently Asked Questions:

<https://sfcitypartner.sfgov.org/pages/faq.aspx>

User Support:

<https://sfcitypartner.sfgov.org/pages/contact.aspx>

User Support tel. (415) 944-2442

#### Submission of Proposal Requirements

Proposals and all related materials must be received by Deadline for RFP Proposals. You must be a registered Bidder to apply to this RFP so it is important to follow the instructions at the above links. Proposals must be submitted electronically

Submit proposal via the City's Supplier Portal listed under Opportunities, "CON | RFP2019-11, Citywide Budget System – Software & Support":

<https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>



# 1. Introduction

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## 1.1 GENERAL TERMS USED IN THIS RFP

Key Terms and abbreviations used throughout this RFP include:

- **BAD** – The Controller's Budget & Analysis Division
- **BOS** – City and County of San Francisco Board of Supervisors
- **BPMS** – Budget and Performance Management System
- **ChartField** – A ChartField is the individual component in the City's SF Financials System Chart of Accounts. It provides the Chart of Accounts with an overall structure.
- **COIT** – Committee on Information Technology
- **COTS** – Commercial off-the-shelf solution
- **The City** – The City and County of San Francisco
- **Contractor** – The Proposer awarded a contract for services subsequent to RFP
- **Controller's Office** – The City and County of San Francisco Controller's Office
- **Customization** - Any modification to the Proposer's System that requires custom coding and/or some form of special implementation.
- **EIS** – Executive Information System, a central data warehouse, reporting and analysis system.
- **FSCM** – Oracle PeopleSoft 9.2 Financials and Supply Chain Management System
- **FTE** – Full Time Equivalent
- **FY** – Fiscal Year
- **HCM** – Oracle PeopleSoft 9.2 Human Capital Management
- **MBO** – Mayor's Budget Office
- **Proposal** – A Proposer's written response submitted for this Request for Proposals
- **Proposer** – Any entity submitting a proposal to this Request for Proposals
- **RFP** – Request for Proposals
- **SF Financials** - Internally rebranded name for the financial modules within the PeopleSoft Financials & Supply Chain Management (FSCM) application.
- **SF People & Pay** – Internally rebranded name for the PeopleSoft Human Capital Management (HCM) application.
- **Software Supplier** – A company specializing in budgeting software.
- **System** – Represents the entire suite of software, licenses, custom programming and all services needed to meet the City's requirements, as described in RFP Section 2 – Scope of Work, for a City-wide budget system replacement.
- **TM1** – IBM Cognos TM1 is an enterprise planning and reporting platform that supports the City's Performance Management System.
- **Working Day** – Any day that is not a Saturday, Sunday, or City-recognized holiday.

**A complete list of terms is included in Appendix A - Glossary of Terms**

## **1.2 STATEMENT OF NEED AND INTENT**

The purpose of this RFP is to procure a government-oriented, COTS budget system, capable of supporting the City's budgeting requirements and meeting the City's legal provisions to produce the City's biennial budget.

A separate RFP will be released following the notice of intent for CON| RFP2019-11 Citywide Budget System – Software & Support to solicit implementation proposals for the System selected. All Proposers for this RFP are advised that each may also propose on the follow-on implementation RFP. No protests based on CON| RFP2019-11 Proposers bidding to implement their owned software for CON | RFP2019-11 will be considered.

The proposed System must be compatible with and able to support application program interfaces with the City's SF Financials, SF People & Pay and technical environments.

## **1.3 BACKGROUND**

### **City and County of San Francisco**

San Francisco is the fourth largest city in California and serves as a center for business, commerce and culture for the West Coast. The City and County of San Francisco, known as the "City," was established by Charter in 1850. It is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City's powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independent elected officials serving as the executive authority. The services provided by the City include public protection, public transportation, construction and maintenance of all public facilities, water, parks, public health systems, social services, planning, tax collection, and many others.

### **Existing Budget System Overview**

The City and County of San Francisco currently uses the BPMS to produce the City's budget. BPMS went live in 2009 for fiscal year 2010 budget planning. It is a customized application built on the IBM Cognos Enterprise Planning (EP) platform along with IBM Cognos Metric Studio. Over the years, BPMS has been upgraded to successive EP versions and the performance measurement module was re-written in 2014 to IBM Cognos TM1 when Metric Studio was discontinued. Currently, BPMS runs on Enterprise Planning version 10.1.1 fix pack 7 and IBM Cognos TM1 version 10.2.2. Both products are approaching end of useful life.

Budget and performance reports were written primarily in IBM Cognos Report Studio, with Query Studio and Workspace Advanced reports used for quick queries. The City uses IBM Cognos Business Intelligence version 10.2.1 fix pack 2. With the implementation of Oracle PeopleSoft FSCM v9.2 in July 2017, budget reports beginning in 2018 have been re-written using Oracle Business Intelligence 12.2.1.0.0.

The City and County of San Francisco has an annual budget of approximately \$12.3 billion and approximately 38,000 budgeted positions across 1,400 job classifications. BPMS is used by approximately 250 users in 54 City departments. The City budget is a biennial rolling budget, where the prior budget year forms the base for the new budget. The budget preparation and development period run from September through July, with interim budget adoption on June 1st and final budget adoption at the end of July. Performance metrics are published twice yearly, in the June Mayor's Budget Book and in an annual performance report in early Fall. The City tracks

about 900 metrics whose actual values are entered monthly, quarterly or semi-annually.

The City's current budget system and budget system reporting tools run on Oracle Database 11g. Interim and final budgets are uploaded to the Oracle PeopleSoft FSCM v9.2 and Oracle HCM v9.2 systems via Excel or text files. User authentication is performed through City's Active Directory, although current budget reports use Oracle Identity & Access Management (IAM). TM1 embeds its own user and group security module.

BAD manages the City's budget system and is responsible for coordination with the Mayor's Budget Office and departments to produce the budget. Preparation and on-going support of the Budget system is supported by a technical analyst and report writer. The nightly publish process runs Oracle Data integrator Release 11G (11.1.1) mappings to translate and load budget data from Enterprise Planning to Oracle BI.

A comprehensive overview of the City's budget process is provided in Appendix B, Overview of San Francisco's Budget Process.

The following tables present information pertaining to the City's current BPMS and PeopleSoft Financial System production environments:

**Table 1: Budget**

FY 2018	FY 2019	FY 2020	FY 2021
\$10,119,078,000	\$11,039,195,070	\$12,313,688,231	\$11,957,452,556

**Table 2: FTE**

FY 2018	FY 2019	FY 2020	FY 2021
36,657	37,174	37,907	38,122

**Table 3: ChartField**

	Account	Agency Use	Authority	Department	Fund	Project-Activity	Trio
Financial System	5,779	3,621	11,272	1,297	1,565	382,144	1,181
Budget System	1,520	20	1,455	886	380	5,900	216

**Table 4: Budget System Users**

Administrators (BAD)	MBO	BOS Analysts	Departments
10	9	8	244

**Table 5: Departments**

Total
54

**Table 6: Job Classifications**

Regular	Special Class
1,289	43

**Table 7: Employee Organizations (Unions)**

Total
69

## 1.4 SOFTWARE

The City plans to solicit a COTS budgeting software system to replace the City's BPMS, which is approaching end of useful life. The core system functionality is to prepare both revenues and expenditures in the City's budget, including personnel and non-personnel line items.

## 1.5 COMPANIES HEADQUARTERED IN CERTAIN STATES

This Contract is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into contracts with companies headquartered in states with laws that perpetuate discrimination against LGBT populations or where any or all of the work on the contract will be performed in any of those states. Proposers are hereby advised that Proposers which have their United States headquarters in a state on the Covered State List, as that term is defined in Administrative Code Section 12X.3, or where any or all of the work on the contract will be performed in a state on the Covered State List may not enter into contracts with the City. A list of states on the Covered State List is available at the website of the City Administrator <http://sfgov.org/oca/qualify-do-business>.

## 1.6 SOLICITATION DOCUMENTS

Document	Title
Attachment I	Proposed Product Reference Workbook
Attachment II	Proposer Response Template
Attachment III	Functional Requirements
Attachment IV	Technical Requirements
Attachment V	Cost Workbook
Attachment VI	Acknowledgement of RFP Terms and Conditions
Attachment VII	City's Administrative Requirements
Attachment VIII	SF Ethics Commission Notification
Attachment IX	Sample Terms and Conditions
Appendix A	Glossary of Terms
Appendix B	Budget Process

## 1.7 LOCAL BUSINESS ENTERPRISES (LBEs)

The City strongly encourages response packages from qualified Micro and Small-LBEs. Pursuant to Chapter 14B, the following rating bonus will be in effect for the award of this project for any proposers who are certified by CMD as a Micro or Small- LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. Certification applications may be obtained by calling CMD at (415) 581-2310. The rating bonus applies at each phase of the selection process. The application of the rating bonus is as follows:

- A 10% discount to an Micro or Small -LBE; or a joint venture between or among Micro or Small LBEs; or
- A 5% discount to a joint venture with Micro and/or Small-LBE participation that equals or exceeds 35%, but is under 40%; or
- A 7.5% discount to a joint venture with Micro and /or Small -LBE participation that equals or exceeds 40%; or
- A 10% discount to a certified non-profit entity.

If applying for a rating discount as a joint venture: The Micro and /or Small-LBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the Micro and/or Small-LBE joint venture's work shall be set forth in detail separately from the work to be performed by the non-LBE joint venture partner. The Micro and/or Small-LBE joint venture's portion of the contract must be assigned a commercially useful function.

### **SBA-LBE Bid Discount/Rating Bonus**

Pursuant to Chapter 14B, the following rating bonus will be in effect for the selection process for this contractor any proposers who are certified by CMD as a SBA-LBE. A 5% rating bonus will be applied to any proposal from an SBA-LBE except that the 5% rating bonus shall not be applied at any stage if it would adversely affect a Micro or Small LBE proposer or a JV with LBE participation. The SBA-LBE rating bonuses do apply to this Agreement because the anticipated agreement amount is under \$10 million.

The City strongly encourages proposals from qualified LBEs. Certification applications may be obtained by calling Contract Monitoring Division at (415) 581-2307 or by visiting the CMD website at [www.sfgov.org/cmd](http://www.sfgov.org/cmd).

## **2. Product Description**

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This product description is not intended to summarize all the components of the solution that the City expects to procure.

The City is seeking a COTS system and has a strong preference for minimizing the level of required customization during the implementation of this solution.

The City is considering a variety of delivery models. Proposals should provide information on following components:

- A. On-premise: The Proposed Budget System is hosted at a City data center.
- B. Software as a Service (SaaS) where hosting is either:
  - a. provided by a third-party supplier in a third-party data center, or
  - b. is provided by the Proposer.

The Proposer should include all service delivery models in their Proposal and provide related costs for each delivery model in Attachment V – Cost Workbook

### **2.1 CITY BUSINESS GOALS**

The City requires a solution to enable the City to meet the following business goals:

- 2.1.1 Support the City's production of a balanced biennial budget.
- 2.1.2 Enable all City Departments to prepare, plan, report and submit their respective departmental budgets to the Mayor's Budget Office and the Controller's Office for review.
- 2.1.3 Improve the efficiency of budget development, management, and reporting processes.
- 2.1.4 Reduce the effort required by the Mayor's Budget Office and BAD to manually apply assumed and projected growth rates and other changes in

the budget to provide actionable information, and to increase the accuracy and timeliness of cost/benefit analyses to enable the City to optimize resources and make well-informed decisions.

2.1.5 Provide users an easy to use and real-time reporting solution.

2.1.6 Increase alignment of department budget requests to Mayor's Budget Office requests.

2.1.7 Provide a system solution that minimizes risk and maximizes business benefits.

## 2.2 MINIMAL CUSTOMIZATIONS OBJECTIVE

2.2.1 The City seeks a software solution that requires minimal Customization. Techniques to avoid Customization should include, among other things:

2.2.1.1 Configuring the software using standard configuration parameters.

2.2.1.2 Using third party software (that is not part of the software suite) only when necessary and shown to be cost-effective.

2.2.2 To the extent that custom or customized software is required to fulfill the RFP requirements, any such software should be used, and any such Customizations should be made as a last resort and must be cost-effective.

## 2.3 BUDGET SYSTEM SOLUTION REQUIREMENTS

The table below provides a summary of the components for the Budget System solution and identifies applicable requirements and related Attachments.

Requirements	Category	Attachment
Functional Requirements	General ChartField Management Budget Entry Position Inter-Departmental Services (aka Work Orders) Revenue Transfers Workflow General Fund Support & Elimination Interfaces Reporting COIT/Capital Project Requests Security Training	<u>Attachment III</u>
Technical Requirements	Technical Architecture Solution Architecture Solution Technology	<u>Attachment IV</u>

## 3. City-Proposer Communications

*There will not be a Pre-Proposal Conference for this RFP. Proposers are specifically directed NOT to contact any employees or officials of the City other than those specifically designated in this RFP and its Attachments. Unauthorized contact may be cause for rejection of Proposals at the City's sole and absolute discretion.*

### 3.1 Deadline for RFP Questions

Please e-mail any questions to keith.miller@sfgov.org. No oral questions will be accepted. Questions, in accordance with the below schedule, must be in writing and received before the **Deadline for RFP Questions**. No questions will be accepted after this time except for those concerning City vendor compliance. All inquiries should include the number and title of the RFP. Substantive replies will be memorialized in written addenda to be made part of this RFP. This RFP will only be governed by information provided through written addenda.

### 3.2 Summary of Information Requested and Presented

A summary of all addenda, questions and answers pertaining to this RFP will be posted on the City's website at the following link listed under Opportunities, "CON | RFP2019-11, Citywide Budget System – Software & Support": <https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>

It is the Proposers' responsibility to check this website for any updates. The City recommends that Proposers check the website for updates on a daily basis at a minimum.

### 3.3 City Communication Following Receipt of Proposals

The City may contact the Proposers for clarification or correction of minor errors or deficiencies in their Proposals prior to deeming a Proposal as non-responsive. Clarifications are "limited exchanges" between the City and a Proposer for the purpose of clarifying certain aspects of the Proposals, and do not give a Proposer the opportunity to revise or modify its Proposal. Minor errors or deficiencies are defined as those that do not materially impact the City's evaluation of the Proposal. For information regarding the City's Evaluation Process, see RFP Section 5 - Evaluation Criteria.

## 4. Proposal Submission Requirements

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### 4.1 TIME AND PLACE FOR SUBMISSION OF PROPOSALS

Late submissions will not be considered.

Proposals and all related materials must be received by **Deadline for RFP Proposals**.

Proposals must be submitted electronically:

Via the City's Supplier Portal listed under Opportunities, "CON| RFP2019-11, Citywide Budget System – Software & Support":

<https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>

### 4.2 PROPOSAL PACKAGE FORMAT AND CONTENT

Complete, but concise Proposals, are recommended for ease of review by the Evaluation Team. Proposals should provide a straightforward description of the Proposer's capabilities to satisfy the requirements of the RFP. Marketing and sales-type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled with references to the appropriate section of the RFP.

Document	Title	Complete and Include in Proposal Submission
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Attachment I	Proposed Product Reference Workbook	Yes
Attachment II	Proposer Response Template	Yes
Attachment III	Functional Requirements	Yes
Attachment IV	Technical Requirements	Yes
Attachment V	Cost Workbook	Yes
Attachment VI	Acknowledgement of RFP Terms and Conditions	Yes
Attachment VII	City's Administrative Requirements	Yes
Attachment VIII	SF Ethics Commission Notification	No
Attachment IX	Sample Terms and Conditions	Yes
Appendix A	Glossary of Terms	No
Appendix B	Budget Process	No

### 4.3 Sunshine Ordinance; Public Records

All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code §6250 et. seq.), and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67).

4.3.1 Proposals to RFPs, contracts, and all other records of communications between the City and Proposers shall be open to inspection immediately after a contract has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit.

4.3.2 If the City receives a Public Records Request ("Request") pertaining to this solicitation, City will use its best efforts to notify the affected Proposer(s) ("Proposer") of the Request and to provide the Proposer with a description of the material that the City deems responsive and the due date for disclosure ("Response Date"). If the Proposer asserts that some or all of the material requested contains or reveals valuable trade secret or other information belonging to the Proposer that is exempt from disclosure and directs the City in writing to withhold such material from production ("Withholding Directive"), then the City will comply with the Withholding Directive on the condition that the Proposer seeks judicial relief on or before the Response Date. Should Proposer fail to seek judicial relief on or before the Response Date, the City shall proceed with the disclosure of responsive documents.

## 5. Evaluation Criteria

This section describes the guidelines used for analyzing and evaluating the Proposals. Any Contractor firms selected from this RFP are not guaranteed a contract. This RFP does not in any way limit the City's right to solicit contracts for similar or identical services if, in the City's sole and absolute discretion, it determines the RFP does not meet its needs. The City reserves the right to accept other than the lowest price offer and reject any Proposal that is not responsive to this request.

### 5.1 INITIAL SCREENING

The City will review each Proposal for initial determinations on responsiveness and acceptability in an Initial Screening process. Elements reviewed during the Initial Screening include, without limitation: Proposal completeness, compliance with format requirements, compliance with



Minimum Qualification requirements, and verifiable references.

Proposals are not scored during the Initial Screening process. Initial Screening is a pass/fail determination as to whether a Proposal meets the threshold requirements described above. A Proposal that fails to meet these requirements **will not** be eligible for consideration in the Evaluation Process described below in Section 5.3. The City reserves the right to request clarification from a Proposer prior to rejecting a Proposal for failure to meet the Initial Screening requirements. Proposals that meet the Initial Screening requirements shall proceed to the Evaluation Process described below in Section 5.3.

## 5.2 MINIMUM QUALIFICATIONS

Proposer must meet the following Minimum Qualifications in order to be evaluated in the staged evaluation process in Section 5.3. Any Proposal that does not demonstrate that the Minimum Qualifications, listed in this Section 5.2, have been met by the deadline will be considered non-responsive and will not be evaluated or eligible for award of any subsequent contract(s) for the software.

1. The Proposer has been in the business continuously for the past five (5) years.
2. The Proposer has a total of three (3) proposed products' references (See Attachment I – Proposed Products Reference Workbook), demonstrating the proposed software products' adoption in the public sector.
3. **One (1) of the references for the Proposer** (identified by Proposer in Attachment I as its response to this Minimum Qualification requirement) must meet all the following criteria:
  - a. That has at least 4,000 employees; and
  - b. a minimum annual budget of \$1B.

## 5.3 EVALUATION

The evaluation criteria will be conducted in two stages for Proposers that demonstrate they meet the Initial Screening and Minimum Qualification requirements in Sections 5.1 and 5.2.

**Stage 1** - The Evaluation Team will evaluate Written Proposals and Attachments I through V as per Section 5.3.2 "Stage 1 – Proposer Written Proposal Evaluation".

The City will invite up to three (3) Proposers to the Stage 2 – Proposer Selection Process (Demonstrations and Presentations) review as described in Section 5.3.3. Proposers must receive a score above 700 during the Section 5.3.2 review to progress to participate in Stage 2 – Proposer Selection Process (Demonstrations and Interviews) per Section 5.3.3. In the event more than 3 firms score above 700, only the top three Proposers will be invited to participate in the Section 5.3.3 review.

**Scores from Stage 1 of the evaluation will not carry over to Stage 2.**

The highest scoring Proposer in Stage 2 will be issued an "intent to award" and enter contract negotiations with the City. If mutually agreed upon contract terms cannot be negotiated with the selected Proposer, then the Controller's Office, in its sole and absolute discretion, may terminate negotiations and begin contract negotiations with the next highest scoring Proposer.

### 5.3.1 EVALUATION TEAM

City representatives (and/or other technical experts) will serve as the Evaluation Team

responsible for evaluating various assigned components of the Proposals. Specifically, the Evaluation Team will be responsible for the evaluation and scoring of the Proposals, demonstrations and interviews.

### **5.3.2 STAGE 1 –WRITTEN PROPOSAL EVALUATION (1000 POINTS)**

Attachments I through V will be evaluated and scored in accordance with the criteria below:

#### **A. Quality of Written Proposal (20 points)**

1. Conformance with and applicability of information to RFP requirements;
2. Clarity of organization and exposition; and
3. Overall quality and consistency of presentation, including completeness and accuracy of information.

#### **B. Content of Written Proposal (980 points)**

Proposals will be evaluated using the following criteria. Additional information about the details of each section is included in Attachment II – Proposer Response Template

1. **Proposer and Proposed Software (150 Points)** – A high-level description of the Proposer and the proposed software and third-party products if any (Attachment II).
  - A. Proposer
  - B. Proposed System Overview
  - C. Third Party Products/Software
2. **Functional Requirements (325 Points)** – Calculated per the response to the functional requirements (Attachment III).
3. **Technical Requirements (205 Points)** – Calculated per the response to the technical requirements (Attachment IV).
4. **Maintenance and Operations Support Services (120 Points)** – A description of the support services after deployment for each delivery model.
  - A. Product support & maintenance
  - B. Product upgrades and new version releases
  - C. City resources required to maintain application
5. **Cost (180 Points)** – Complete Cost Workbook by listing the total cost of the software and each type of service delivery model for the System being proposed to the City (Attachment V).

### **5.3.3 STAGE 2 - PROPOSER SELECTION PROCESS (500 POINTS)**

Proposers selected to move onto Stage 2 will participate in the selection process below:

#### **A. Software Demonstrations and Presentations – (375 Points)**

1. **Software Demonstrations (250 Points)** – Demonstration of the software that is proposed by the Proposer to assess the extent the software meets the business needs of the organization. Proposers will be provided demonstration scripts and sample data approximately two weeks prior to the scheduled demonstration. The demonstrations for each Proposer will take place over a five-day period and will be

held on-site at City facilities. Software demonstrations are an integral part of the selection process. To avoid unnecessary delays, the Proposers will be required to meet the demonstration schedules delineated in the RFP. Proposers that cannot demonstrate their software during the dates prescribed by the City may be eliminated from further consideration.

2. **Proposer Presentation (125 Points)** – Each Proposer will be required to include a formal presentation to provide clarification, additional information, and/or a better understanding of its Proposed software. The following factors (including, but not limited to) will be considered during the presentations:
  - a. Functionality - ability to deliver the functions the City is seeking.
  - b. Technology - ability to identify and assess technology platforms and architecture.

#### **B. Selection Interviews – (125 Points)**

Following the software demonstration and presentation process, the Proposer will be invited to interviews with members of the Evaluation Team. The interviews will consist of a scripted set of questions that will be the same for all Proposers regarding the capabilities of the proposed software and include at most one or two unique questions for each Proposer.

### **5.4 REFERENCES**

References listed in Attachment I – Proposed Products Reference Workbook should be verifiable. Proposers must obtain signatures from references for the submitted references in this RFP verifying the information therein.

### **5.5 INTENT TO AWARD AND CONTRACT NEGOTIATIONS; OTHER TERMS AND CONDITIONS**

The highest scoring Proposer in Stage 2 will be issued an “intent to award” and enter contract negotiations with the City. If mutually agreed upon contract terms cannot be negotiated with the selected Proposer, then the Controller’s Office, in its sole discretion, may terminate negotiations and begin contract negotiations with the next highest scoring Proposer. The selection of any Proposer for contract negotiations shall not imply acceptance by the City of all terms of the Proposal, which may be subject to further negotiation and approvals before the City may be legally bound thereby. The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to its projects, and any staff substitutions, before and throughout the contract term.

## **6.Protest Procedures**

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### **6.1 Protest of RFP Terms**

Failure of a Proposer to comply with the protest procedures set forth in this section will render a protest inadequate and non-responsive, and will result in rejection of the protest.

Should a prospective Proposer object on any ground to any provision or legal requirement set forth in the RFP (including all Appendices and all Addenda), including but not limited to protests

based on allegations that: (i) the RFP is unlawful in whole or in part, (ii) one or more of the requirements of the RFP is onerous, unfair, or unclear; (iii) the structure of the RFP does not provide a correct or optimal process for the solicitation of the Services; (iv) the RFP contains one or more ambiguity, conflict, discrepancy or other error; or (v) the RFP unnecessarily precludes alternative solutions to the Services or project at issue, the prospective Proposer must provide timely written notice of protest as set forth below.

By 5:00 p.m. P.S.T on the third (3<sup>rd</sup>) working day of the issuance of the RFP, any Proposer may submit a written notice of protest via e-mail to as directed by Section 6.1. Protests or notices of protests delivered orally (e.g., by telephone) will not be considered.

The protest shall state the basis for the protest, refer to the specific requirement or portion of the RFP at issue, and shall describe the modification to the RFP sought by the prospective Proposer. The protest shall also include the name, address, telephone number, and email address of the person representing the prospective Proposer.

If required, the City may extend the Proposal submittal deadline to allow sufficient time to review and investigate the protest, and issue Addenda to incorporate any necessary changes to the RFP.

## **6.2 Protest of Non-Responsiveness Determination**

By 5:00 p.m. PST on the fifth (5<sup>th</sup>) working day of the City's issuance of a notice of non-responsiveness, any Proposer that has submitted a Proposal and believes that the City has incorrectly determined that its Proposal is non-responsive, may submit a written notice of protest by e-mail (fax is not acceptable) as directed in Section 6.4. Such notice of protest must be received by the City on or before 5 p.m. PST of the fifth (5<sup>th</sup>) working day following the City's issuance of the notice of non-responsiveness.

The notice of protest must include a written statement specifying in detail each and every reason asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

## **6.3 Protest of Contract Award**

By 5:00 p.m. PST on the fifth (5<sup>th</sup>) working day of the City's issuance of a Notice of Intent to Award A Contract, any Proposer that has submitted a responsive Proposal and believes that the City has incorrectly selected another Proposer for award may submit a written notice of protest as directed in Section 6.4. Such notice of protest must be received by the City on or before 5 p.m. PST of the fifth (5<sup>th</sup>) working day after the City's issuance of the Notice of Intent to Establish a Prequalified Consultant List.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

## **6.4 Delivery of Protests**

All protests must be received by the specified dates and time deadlines specified in Section 6.1, 6.2 and 6.3. Protests or notice of protests made orally (e.g., by telephone) or by fax will not be

considered.

Protests must be delivered via:

E-mail: [keith.miller@sfgov.org](mailto:keith.miller@sfgov.org)

## **6.5 Protest Review**

The Controller's Office will confirm receipt of notice of protest by Proposer which must be submitted in accordance to Section 6.1, 6.2, 6.3, and 6.4.

If a Proposer submits a complete and timely protest, the Controller's Office will review notice of protest soon after receipt of the protest to determine validity of notice, including, but not limited to: (1) receipt by due date; (2) inclusion of a written statement specifying in detail each and every one of the grounds asserted for the protest; (3) signed by an individual authorized to represent the Proposer; (4) citation of the law, rule, local ordinance, procedure or RFP provision on which the protest is based; and (5) specification of facts and evidence sufficient for the City to determine the validity of the protest.

A Proposer may not rely on a protest submitted by another Proposer, but must timely pursue its own protest.

The City, at its discretion, may make a determination regarding a protest without requesting further documents or information from the Proposer who submitted the protest. Accordingly, the initial protest must include all grounds of protest and all supporting documentation or evidence reasonably available to the prospective Proposer at the time the protest is submitted. If the Proposer later raises new grounds or evidence that were not included in the initial protest, but which could have been raised at that time, then the City may not consider such new grounds or new evidence.

If the notice of protest is determined to be valid, the Office of the Controller shall review facts and evidence to determine the outcome of the protest, citing any applicable laws, rules, ordinances, procedures, and/or provisions. The review shall be an informal process conducted by the Office of the Controller or its designee and will be based upon the information submitted by the Proposer in its protest letter. The Office of the Controller may seek input from the City Attorney's Office, Office of Contract Administration, Contract Monitoring Division, and/or other City departments as needed or appropriate. The Office of the Controller will notify the Proposer in writing of its decision at the conclusion of the review. The Controller or his designee shall make the final determination regarding the outcome of the protest. The decision of the Office of the Controller is final.

## **7. Supplier Compliance**

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Proposer Team must fulfill the City's administrative requirements for doing business with the City and become a compliant supplier prior to contract award. Fulfillment is defined as completion, submission and approval by applicable City agencies of the forms and requirements referenced in RFP Attachment VII.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD

Dept. Code: ECD

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

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

Type of Service: Website and Grant Management Database

Funding Source: Federal Homeland Security Grant

PSC Duration: 4 years 26 weeks

PSC Amount: \$750,000

**1. Description of Work**

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

Contractor will provide web design services to support and sustain the execution of an upgraded website to better promote the Urban Areas Security Initiative (UASI) program and its regional projects. The enhanced website will be easy to navigate, provide for a grants management system for partner jurisdictions to perform fiscal grants management activities, and have enough capacity to allow for the addition of audio/video presentations, webinars, and other multi-media needs.

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

The UASI Region is comprised of twelve counties and three core cities, which together receive federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area. As a regional program, all jurisdictions must be able to easily communicate and access information from our website. This information can include, but is not limited to: meeting notices, minutes, program updates, compliance bulletins, and other resources to be used across jurisdictions and by the public at large. Consequences of denial would leave the region without a usable website for communicating important information. This in turn may hinder the Bay Area UASI Region's ability to develop future funding requests and secure increased funding for SF and all of the Bay Area cities and counties, thus jeopardizing our ability to prevent, protect against, respond to and recover from acts of terrorism and other man-made or natural catastrophes in the Bay Area.

**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 website was designed and developed by a contractor (Dulles Technology Partners Inc.) under PSC# 32678-17/18.

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

Based on need, performance, and funding availability.

**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):**

- B. Explain the qualifying circumstances:  
Not Applicable

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

- A. Specify required skills and/or expertise: The service requires extensive experience working within and across county lines in order to facilitate the production of a product that is of mutual benefit to all stakeholders involved. The provider must have an understanding of how the unique characteristics of each member county impacts the entire UASI Region. The service also requires extensive knowledge in emergency response planning and Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (CalOES) grant requirements.
- B. Which, if any, civil service class(es) normally perform(s) this work? 8602, Emergency Services Coord II; 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?**

When the website was first developed, the project lead reached out to DTIS to evaluate if services could be provided by the City, but found that DTIS does not have the capability to assume this project. Also, UASI staff does not have the time to conduct a project of this magnitude.

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

- A. Explain why civil service classes are not applicable.  
Conditions of this grant include a personnel cap limit that has already been reached. No additional funds can be used towards personnel costs. Also, because this project spans across twelve counties it would be best to enlist a provider not associated with any of the counties.
- 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 regional, state, and national interaction required to perform this service would make it impractical for a SF Civil Service employee to perform this work for and on behalf of other counties. Also, we have reached the personnel cap on this time limited grant.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. Contractor will train UASI staff on the use of the website and grants management system (4 hours total).
- 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.
- 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:

Municipal Executive Association; 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: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42467 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/16/2020



# **Receipt of Union Notification**

## Brusaca, Christina

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**From:** dhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org  
**Sent:** Monday, December 9, 2019 8:58 AM  
**To:** Lee, William (DEM); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; Saito, Yoshimi (DEM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42467 - 19/20

RECEIPT for Union Notification for PSC 42467 - 19/20 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 42467 - 19/20 for \$750,000 for Initial Request services for the period 03/01/2020 – 08/31/2024. 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/14286> 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: DEPARTMENT OF EMERGENCY MANAGEMENT

Dept. Code: ECD

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44337 - 14/15)

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

Type of Service: Website and Grants Management Database

Funding Source: Federal Homeland Security Grant

PSC Original Approved Amount: \$200,000 PSC Original Approved Duration: 01/15/15 - 12/31/17 (2 years 50 weeks)

PSC Mod#1 Amount: \$100,000 PSC Mod#1 Duration: 02/01/15-05/31/18 (21 weeks 3 days)

PSC Cumulative Amount Proposed: \$300,000 PSC Cumulative Duration Proposed: 3 years 19 weeks

**1. Description of Work**

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

Contractor will provide web design services to support the execution of an upgraded website to better promote the Urban Areas Security Initiative (UASI) program and its regional projects. The enhanced website will be easy to navigate, provide for a grants management system for partner jurisdictions to perform fiscal grants management activities, and have enough capacity to allow for the addition of audio/video presentations, webinars, and other multi-media needs.

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

The UASI Region is comprised of twelve counties and three core cities, which together receive federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area. As a regional program, all jurisdictions must be able to easily communicate and access information from our website. (See Attached)

**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 44337 - 14/15

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

Based on need, performance, and funding availability

**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**

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

Explain the qualifying circumstances:

This service is funded by a time limited grant from the Department of Homeland Security.

B. Reason for the request for modification:

Extend duration and increase funding.

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

- A. Specify required skills and/or expertise: The service requires extensive experience working within and across county lines in order to facilitate the production of a product that is of mutual benefit to all stakeholders involved. The provider must have an understanding of how the unique characteristics of each member county impacts the entire UASI Region. The service also requires extensive knowledge in emergency response planning and Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (CalOES) grant requirements.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 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.  
Conditions of this grant include a personnel cap limit that has already been reached. No additional funds can be used towards personnel costs. Also, because this project spans across twelve counties it would be best to enlist a provider not associated with any of the counties.
- 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 regional, state, and national interaction required to perform this service would make it impractical for a SF Civil Service employee to perform this work for and on behalf of other counties. Also, we have reached the personnel cap on this time limited grant.

**6. Additional Information**

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

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

**7. Union Notification:** On 02/12/15, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, 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: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44337 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 02/24/2015

Title 2 → Subtitle A → Chapter II → Part 200 → Subpart D → Subject Group

Title 2: Grants and Agreements

PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Subpart D—Post Federal Award Requirements

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## PROCUREMENT STANDARDS

### §200.317 Procurements by states.

When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with §200.322 Procurement of recovered *materials* and ensure that every purchase order or other contract includes any clauses required by section §200.326 Contract provisions. All other non-Federal entities, including subrecipients of a state, will follow §§200.318 General procurement standards through 200.326 Contract provisions.

### §200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as

contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 43309, July 22, 2015]

#### **§200.319 Competition.**

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and



(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

#### **§200.320 Methods of procurement to be followed.**

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified

competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

#### **§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.**

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

#### **§200.322 Procurement of recovered materials.**

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

#### **§200.323 Contract cost and price.**

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

#### **§200.324 Federal awarding agency or pass-through entity review.**

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a “brand name” product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

#### **§200.325 Bonding requirements.**

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

#### **§200.326 Contract provisions.**

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Asphalt Grindings and Concrete Collection and Disposal Services

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$6,000,000

**1. Description of Work**

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

Provide a site where the Department of Public Works (DPW) and other City departments can deposit truckloads of asphalt grindings, concrete and other materials that are generated as a by-product of the City's Street Paving Program and provide for proper disposal of materials brought to that site.

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

When streets are re-paved or repaired, asphalt grindings and concrete are generated as a waste by-product. This service is necessary so that these waste by-products can be properly collected and disposed. The proper disposal of asphalt and concrete waste allows for the by-product to be turned into reusable aggregate, which improves sustainability by recycling waste by-products and keeping it out of landfills. Denial would result in DPW and other City departments having to send these paving by-products to landfill facilities, which would run counter to the City's green purchasing efforts and efforts to improve environmental sustainability.

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

These services were provided using other City procurement methods. We have been advised to request approval of a Personal Services Contract (PSC).

D. Will the contract(s) be renewed?

Yes

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

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

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

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

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

B. Explain the qualifying circumstances:

Services will be required when the City is performing street paving projects. Vendor will supply land, a facility, and equipment to properly dispose of materials generated by the City's street paving activities.

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

- A. Specify required skills and/or expertise: Five years of experience within the last seven years in the collection and disposal of asphalt grindings, concrete, and other materials generated as by-product to paving projects. Vendor must provide a facility with the capacity to accept up to 44,000 tons of these paving by-products per year. Vendor must have all required Federal, State and local regulatory permits and demonstrate the ability to be approved for subsequent renewals of these permits. Permits must include Bay Area Quality permit(s), business licenses, environmental health and hazardous materials storage certificates, and documentation of compliance with all and environmental reuse compliance measures for the City of San Francisco and State of California.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7221, Asphalt Plant Supervisor 1; 7424, Dryer Mixer Operator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide facilities and equipment necessary to collect, process, and properly dispose of paving by-products resulting from the City's Street Paving Program.

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

The City does not have the facility or the equipment necessary to perform these services.

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

- A. Explain why civil service classes are not applicable.  
The work is intermittent and sporadic, varying with the Street Paving Program schedule and availability of funds. Additionally, the City does not have a facility to perform these 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. The City does not have the facility and equipment necessary to perform these services.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
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 01/15/2020, the Department notified the following employee organizations of this PSC/RFP request:  
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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place, Room 362 San Francisco, CA 04102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43424 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/16/2020

# **Receipt of Union Notification**

## Lubamersky, Joan (ADM)

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**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Wednesday, January 15, 2020 4:27 PM  
**To:** Lubamersky, Joan (ADM); Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43424 - 19/20

RECEIPT for Union Notification for PSC 43424 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 43424 - 19/20 for \$6,000,000 for Initial Request services for the period 01/01/2020 – 12/30/2024. 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/14458> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



## **Lubamersky, Joan (ADM)**

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**From:** Lubamersky, Joan (ADM)  
**Sent:** Wednesday, January 15, 2020 5:55 PM  
**To:** dtuttle@oe3.org  
**Subject:** City of San Francisco Personal Services Contract Notice to Operating Engineers Local 3  
**Attachments:** Asphalt and Concrete PSC 43424 19.20.pdf; Email Notice sent PSC 43424 19.20.pdf; PSC website selection to notify Operating Engineers Local 3 PSC 43424 19.20.pdf

To: Mr. David Tuttle - Operating Engineers Local 3

The Office of Contract Administration of the City and County of San Francisco proposes to do a Personal Services Contract (PSC) to contract for intermittent, as-needed services of a facility and personnel to collect and dispose of asphalt grindings, concrete and other materials generated as a by-product of the City's street paving program. Information on this PSC is attached.

City departments are required by the Department of Human Resources and the Civil Service Commission to notify employee organizations when we request to contract for services that City employees could possibly perform. In this case, Class 7221 Asphalt Plant Supervisor and Class 7424 Dry Mixer Operator could possibly perform some of the duties. Your union is listed as one that would be notified through the City's on line system, however it appears that you were not. Please see attached selection of Local 3 to receive notice of this PSC and information that serves as notice. Typically, unions have 30 days to review and ask questions about a PSC.

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

Thank you.

Attachments: Proposed PSC 43424 19.20  
Email sent through online PSC system, not sent to Local 3  
DHR website selection for Local 3 notification

*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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

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

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

Type of Service: Family and Children's Services Organizational Climate Assessment

Funding Source: local, state and federal

PSC Amount: \$200,000

PSC Est. Start Date: 01/01/2019

PSC Est. End Date 06/30/2021

**1. Description of Work**

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

**A. Survey**

Develop an electronic survey instrument in collaboration with Family and Children's Services (FCS) leadership to be used with community partners and stakeholders. The survey should be simple and brief in order to fully engage the target audiences without being an administrative burden.

**B. Targeted Interviews**

FCS employs approximately 400 people with approximately 75 staff in the early intervention units, which include hotline, intake and non-court family maintenance (NCFM). The successful Respondent will develop an outline with FCS leadership for targeted questions to be used to guide interviews and will complete interviews with approximately 50% of the staff from the targeted units, along with selected staff from the remaining units and management. Contractor will also conduct 30 to 50 interviews with stakeholders. The interview format will include identified, research-based factors known to shape organizational climates including but not limited to messaging from supervisors, clear protocols, and support from leadership.

**C. Focus Groups**

The successful Respondent will complete up to 10 focus groups of stakeholders and staff with no more than 10 participants in each focus group. These groups should provide stakeholders and staff the opportunity to offer solutions and constructive feedback in shaping the climate that guides the practice of San Francisco public child welfare. A focus group format will be developed and approved in collaboration with FCS leadership. The format will promote both verbal discussion and responses and the opportunity to be thoughtful before responding in the group setting. Allowing Respondents to think independently before having to be a part of a group response will be included as a best practice in capturing meaningful input.

**D. Reports**

The successful Respondent will use the results from the survey, targeted interviews, and focus groups to inform a description of the climate at the Early Intervention units and make recommendations for improving the organizational context within Early Intervention. The report will be submitted to FCS leadership in draft

form for review. Once feedback from SF leadership has been gathered, revisions will be completed, and a final report will be submitted.

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

The purpose of these services are to create a comprehensive guide for FCS management to shape and develop a positive organizational climate in which child safety is balanced successfully against the traumatic need for family separation and family services. The report will be used to guide the overall direction of the Agency, both in structure, organization and morale. The report will strengthen the Agency's commitment to being more data-driven, team-based and performance-oriented. Denial of this service could mean poor quality child welfare services for the families of San Francisco, especially at the front end of hotline and investigation services leading to increased chances of abuse and neglect for the children and youth of San Francisco. The service is necessary to contract in order to have both technical expertise in organizational assessment, development and change and to be objective, impartial and unbiased in conducting the work.

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

This service has not been provided in the past.

D. Will the contract(s) be renewed?

No

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

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

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

☒ Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.

☒ 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:

The identified need for the services came from the reports of inconsistent policy and practice at the early intervention units in Child Welfare. It is imperative to immediately respond to determine the best interventions for improving the organizational context within the Early Intervention unit. These inconsistencies in practice were not expected and these services are meant to be short term. The work must be completed by an unbiased third party, in order to generate the most accurate and unbiased results.

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

A. Specify required skills and/or expertise: Need in depth detailed knowledge of local and national child welfare practices, including Core Practice model, Strength based decision making (SDM) and Safety Organized Practice (SOP). High level skills and experience in theories and practice of organizational assessment, development and change. It is critical to have unbiased expertise in facilitating focus groups and interviews.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 2916, Social Work 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?**

There are no resources in the City that contain the unbiased expertise for this scope of work.

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

A. Explain why civil service classes are not applicable.

Services for Continuous Quality Improvement Initiatives (CQI) such as this are conducted by 2916's. A 2916 does not possess the Master level social work clinical facilitation skills needed. The work requires an objective outside perspective and is short term. HSA needs to conduct a thorough assessment of child welfare practices in the early intervention units, which includes hotline, intake and non-court family maintenance due to inconsistencies in both service and response to the public. It is critical to have an outside perspective, free from a disposition towards existing practices.

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. This service is one time only and it would not be practical and/or feasible to adopt a new civil service class for time limited work. Key to this work is the ability to be impartial and unbiased of San Francisco Child Welfare systems and civil service was not designed for this level of objectivity.

**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. N/A

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

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

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

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

**7. Union Notification:** On 12/12/2019, 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

☒ 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, Suite 300 San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46268 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/16/2020

# **Receipt of Union Notification**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [john.tsutakawa@sfgov.org](mailto:john.tsutakawa@sfgov.org)  
**To:** [Tsutakawa, John \(HSA\)](#); [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); [Gendelman, Johanna \(HSA\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46268 - 19/20  
**Date:** Thursday, October 03, 2019 1:12:45 PM

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RECEIPT for Union Notification for PSC 46268 - 19/20 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 46268 - 19/20 for \$200,000 for Initial Request services for the period 01/01/2019 – 06/30/2021. 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/14026> 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:** [dhrr-psccordinator@sfgov.org](mailto:dhrr-psccordinator@sfgov.org) on behalf of [john.tsutakawa@sfgov.org](mailto:john.tsutakawa@sfgov.org)  
**To:** [Tsutakawa, John \(HSA\)](mailto:Tsutakawa.John@HSA); [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Basconcillo, Katherine \(PUC\)](mailto:Basconcillo.Katherine@PUC); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [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); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [xlumin.li@seiu1021.org](mailto:xlumin.li@seiu1021.org); [Poon, Sin Yee \(HSA\)](mailto:Poon.SinYee@HSA); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [Gendelman, Johanna \(HSA\)](mailto:Gendelman.Johanna@HSA); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator.DHR@HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46268 - 19/20  
**Date:** Thursday, December 12, 2019 4:32:53 PM

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RECEIPT for Union Notification for PSC 46268 - 19/20 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 46268 - 19/20 for \$200,000 for Initial Request services for the period 01/01/2019 – 06/30/2021. 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/14026> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: Youth Employment Program

Funding Source: Port Harbor Fund

PSC Amount: \$1,300,000

PSC Est. Start Date: 03/01/2020

PSC Est. End Date 02/29/2024

**1. Description of Work**

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

Organize, implement, and administer a program to primarily provide economically-disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience to help maintain the Port's property including weed abatement, hand watering and manual fertilization of Port plants, graffiti removal, and litter removal.

The grantee will hire, provide work-readiness training, and supervision for up to ten youth employees, during the summer and school breaks. During the school year, the grantee will also provide work-readiness training and supervision for up to ten youth employees but for fewer hours per week than during the summer and school breaks. The grantee will need to provide two first-line supervisors. In order to adequately perform program overview, the grantee will also need to employ at least one (1) Program Coordinator.

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

Beginning in FY 2004-05, the Mayor and Board of Supervisors added funds to the Port's budget to fund a youth employment program. The Port does not have the expertise to develop and manage a youth employment program. Since FY 2004-05, the Port has contracted through a grant agreement with service providers to provide a youth employment program for the Port that is the same scope of work as that is currently proposed. Denial of this PSC will mean that the Port may not be able to provide the youth employment program as mandated by the Mayor and the Board of Supervisors.

**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 Port has provided this service in the past through grant agreements with relevant service providers through PSC #s 4002 08/09 and 4046 12/13. Previous PSCs are attached.

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

At this time, the Port does not anticipate that the contract will be renewed. If there is need for service after the end of this PSC, the Port will issue a new Request for Proposals for the services.

**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:

- The services required under this PSC are on an as-needed, intermittent basis and periodic basis. There is no guarantee of availability, regularity, or extent of the services over a long period.

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

- A. Specify required skills and/or expertise: Environmental Maintenance Services; Training, including Work-Readiness Training; Project Management and Administration, including Public Outreach; Basic Supervision; Record-Keeping and Reporting.
- B. Which, if any, civil service class(es) normally perform(s) this work? 3417, Gardener; 7501, Environmental Service Worker; 7514, General Laborer; 9910, Public Service Trainee;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide transportation, tools, and equipment for the program participants to use while in the program

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

None. The program is designed to help provide work-readiness and on-the job training for economically-disadvantaged and at-risk youth in San Francisco.

**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 to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience; Civil Service classifications in and of themselves do not accomplish this primary goal.
- 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 work is to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience; Civil Service classifications in and of themselves do not accomplish this primary goal.

**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 12/13/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Laborers, Local 261; 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: 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# 47672 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/16/2020

# **Receipt of Union Notification**

**From:** [dhrrpscordinator@sfgov.org](mailto:dhrrpscordinator@sfgov.org) on behalf of [Albie.udom@sfport.com](mailto:Albie.udom@sfport.com)  
**To:** [Udom, Albie \(PRT\); 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@sbglobal.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; LiUNA.local261@gmail.com; Udom, Albie \(PRT\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Udom, Albie (PRT); 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@sbglobal.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; LiUNA.local261@gmail.com; Udom, Albie (PRT); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47672 - 19/20  
**Date:** Friday, December 13, 2019 1:46:57 PM

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RECEIPT for Union Notification for PSC 47672 - 19/20 more than \$100k

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

47672 - 19/20 for \$1,300,000 for Initial Request services for the period 03/01/2020 – 02/29/2024. 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/dhrrupal/node/14340> 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)**

City and County of San Francisco

Department of Human Resources

**PERSONAL SERVICES CONTRACT SUMMARY**DATE: June 26, 2008DEPARTMENT NAME: PORT OF SAN FRANCISCO DEPARTMENT NUMBER 39TYPE OF APPROVAL: ☐ EXPEDITED ☒ REGULAR (OMIT POSTING     )☐ CONTINUING ☐ ANNUAL

TYPE OF REQUEST:

☒ INITIAL REQUEST ☐ MODIFICATION (PSC #                 )TYPE OF SERVICE : Youth Employment ProgramFUNDING SOURCE Port Harbor FundPSC AMOUNT: \$800,000PSC DURATION: 08/01/2008 – 07/31/2012**1. DESCRIPTION OF WORK:****A. Concise description of proposed work:**

Organize, implement, and administer a program to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience to help maintain the Port's property including weed abatement, hand watering and manual fertilization of Port plants, graffiti removal, and litter removal.

The grantee will hire, provide work readiness training and supervision for up to ten youth employees, during the summer and school breaks. During the school year, the grantee will also provide work readiness training and supervision for up to ten youth employees but for fewer hours per week than during the summer and school breaks. The grantee will need to provide two first-line supervisors. In order to adequately perform program overview, the grantee will also need to employ at least one (1) Program Coordinator.

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

Beginning in FY 2004-05, the Mayor and Board of Supervisors added funds to the Port's budget to fund a youth employment program. The Port does not have the expertise to develop and manage a youth employment program.

Since FY 2004-05, the Port has contracted through a grant agreement with the San Francisco Conservation Corps to provide a youth employment program for the Port that is the same scope of work as that currently proposed.

**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):**

As noted above, the Port currently has a grant agreement with the San Francisco Conservation Corps to provide this service.

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

No. The Port will issue another RFP after the four years to competitively select a contractor.

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

MEA	<i>John C. O'Leary</i>	6/27/08
Union Name	Signature of person mailing/faxing form	Date
Local 21 & Local 261	<i>John C. O'Leary</i>	6/27/08
Union Name	Signature of person mailing/faxing form	Date

RFP sent to:	Union Name	Date	Signature
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**FOR DEPARTMENT OF HUMAN RESOURCES USE**PSC# 4002-08/09 *approved by CSC on 7/21/08*

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

54

To DHR - 6/27/08  
01/23/2014 1:36PM (GMT-08:00)

## CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

## A. Specify required skills and/or expertise

Environmental Maintenance Services; Training, including Work-Readiness Training; Project Management and Administration, including Public Outreach; Basic Supervision; Record-Keeping and Reporting.

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

Class 5644 Principal Environmental Specialist, 5646 Environmental Program Manager I, 1237 Training Coordinator, 1232 Training Officer, 3417 Gardener, 7501 Environmental Service Worker, 7514 General Laborer

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
No4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

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

The work requires a flexible and irregular work schedule to conform to student schedules (holidays, breaks and school term) including close working relationships with high schools and community groups in the service area. Additionally, no group of civil service classifications can provide the program function at lower than the contract rate; pay plus benefits for the positions delineated in 3B far exceed the contract amount.

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

No. The irregular and sporadic nature of this program is not conducive to hiring civil service classifications.

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

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

Yes

☐

No

☒

## B. Will the contractor train City and County employees?

☐☒

- Describe 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 number to be trained.

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

☐☒

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

☐☒

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

☒☐

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

☐☒

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

Larena Holmes Williams  
Signature of Departmental Personal Services Coordinator

Larena Holmes-Williams

Print or Type Name

415.274-0421

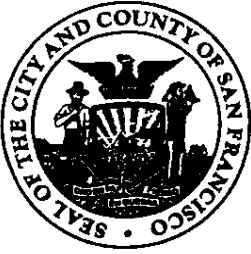
Telephone Number

Pier 1

San Francisco, CA 94111

Address





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

SAN FRANCISCO  
PORT COMMISSION  
08 JUL 28 PM 3:42  
PERSONNEL OFFICE

July 24, 2008

DONALD A. CASPER  
PRESIDENT

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO  
VICE PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1010-08/09 AND 4000-08/09 THROUGH 4005-08/09.

MARY Y. JUNG  
COMMISSIONER

At its meeting of July 21, 2008 the Civil Service Commission had for its consideration the above matter.

YU-YEE WU SHERIDAN  
COMMISSIONER

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.*

ANITA SANCHEZ  
EXECUTIVE OFFICER

It was the decision of the Commission to:

- (1) Adopt the Human Resources Director's report on PSC #4000-08/09 on condition that City Planning meet with IFPTE Local 21 and the Municipal Transportation Agency to explore if existing classes can perform the work. Notify the offices of the Controller and the Purchaser.
- (2) Adopt the Human Resources Director's report on PSC #4005-08/09 as amended to "No" in 5A. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

### Attachment

- c: John Arntz, Department of Elections  
Parveen Boparai, Municipal Transportation Agency  
Micki Callahan, Human Resources Director  
Kahala Drain, Department of Children, Youth & Their Families  
Nancy Gonchar, Arts Commission  
Mikhael Hart, Planning Department  
Lavena Holmes-Williams, Port  
Joan Lubamersky, Administrative Services  
Jennifer Johnston, Department of Human Resources  
Sean McFadden, Recreation & Parks Department  
Brigette Rockett, Department of Human Resources  
Commission File  
Chron

POSTINGS FOR  
July 21, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
1010-08/09	42	Recreation and Park	Annual	\$240,000.00	Will conduct band concerts throughout the City for official civic events including Sunday concerts at the Music Concourse in Golden Gate Park.	30-Jun-11
4000-08/09	29	Planning Department	Regular	\$2,000,000.00	Will provide detailed environmental and transportation impact studies on various private and public projects.	30-Jun-11
4001-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$100,000.00	Will train SFMTA personnel on the safe operation of the high voltage overhead catenary lines that are used to power the street cars and trolleys.	31-Aug-09
4002-08/09	39	Port of San Francisco	Regular	\$800,000.00	Will organize, implement, and administer a program to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience to help maintain the Port's property.	31-Jul-12
4003-08/09	64	Children and Families Commission	Regular	\$100,000.00	Will provide science curriculum enhancement services to Preschool for all sites throughout all neighborhoods of San Francisco.	30-Jun-09
4004-08/09	70	General Services Agency/Fleet Shops	Regular	\$150,000.00	Will provide a comprehensive evaluation of CCSF vehicle fleet practices and make recommendations for improvements.	31-Jan-09
4005-08/09	80	Department of Elections	Regular	\$303,800.00	Will provide all necessary translation typesetting and layout services for the Department of Elections' production of Voter Information Pamphlets and other election related materials to be distributed to SF registered voters prior to elections.	31-Oct-08

City and County of San Francisco

Department of Human Resources

## PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 24, 2012DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39TYPE OF APPROVAL: ☐ EXPEDITED ☒ REGULAR (OMIT POSTING \_\_\_\_\_)  
☐ CONTINUING ☐ ANNUALTYPE OF REQUEST:  
☒ INITIAL REQUEST ☐ MODIFICATION (PSC# \_\_\_\_\_)TYPE OF SERVICE: Youth Employment ProgramFUNDING SOURCE: Port Harbor FundingPSC AMOUNT: \$1,060,000.00 (\$265,000/yr) PSC DURATION: September 1, 2012 – August 31, 2016 (4 years)1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Organize, implement, and administer a program to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience to help maintain the Port's property including weed abatement, hand watering and manual fertilization of Port plants, graffiti removal, and litter removal.

The grantee will hire, provide work readiness training and supervision for up to ten youth employees, during the summer and school breaks. During the school year, the grantee will also provide work readiness training and supervision for up to ten youth employees but for fewer hours per week than during the summer and school breaks. The grantee will need to provide two first-line supervisors. In order to adequately perform program overview, the grantee will also need to employ at least one (1) Program Coordinator.

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

Beginning in FY 2004-05, the Mayor and Board of Supervisors added funds to the Port's budget to fund a youth employment program. The Port does not have the expertise to develop and manage a youth employment program. Since FY 2004-05, the Port has contracted through a grant agreement with the San Francisco Conservation Corps to provide a youth employment program for the Port that is the same scope of work as that currently proposed.

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):

As noted above, the Port currently has a grant agreement with the San Francisco Conservation Corps to provide this service; PSC 4002 – 08/09.

D. Will the contract(s) be renewed:

No. The Port will issue another RFP after the four years to competitively select a contractor.

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

<u>Laborers, Local 261</u>	<u>Lorcely Braganza</u>	<u>08/24/2012</u>
Union Name	Signature of person mailing/faxing form	Date
<u>SEIU, Local 1021</u>	<u>Lorcely Braganza</u>	<u>08/24/2012</u>
Union Name	Signature of person mailing/faxing form	Date
RFP sent to _____, on _____	_____	_____
Union Name	Date	Signature
RFP sent to _____, on _____	_____	_____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

4046 -12/13 approved 11/05/2012

## City and County of San Francisco

## Department of Human Resources

PSC# \_\_\_\_\_

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

**Environmental Maintenance Services; Training, including Work-Readiness Training; Project Management and Administration, including Public Outreach; Basic Supervision; Record-Keeping and Reporting.**

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

**3417 Gardener (Laborers, Local 261)****7501 Environmental Service Worker (Laborers, Local 261)****7514 General Laborer (Laborers, Local 261)****9910 Public Service Trainee (SEIU, Local 1021)**

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

**The contractor will not provide facilities however, they will provide their own tools, equipment, and vehicles.**4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

**This work is to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience; Civil Service classifications in and of themselves do not accomplish this primary goal.**

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

**No. (See 4.A. response above.)**5. ADDITIONAL INFORMATION (if "yes," attach explanation)

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

Yes

☐

No

☒

B. Will the contractor train City and County employees?

• Describe the training and indicate approximate number of hours.

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

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

☐☒

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

☐☒

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

☐☒

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

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

Signature of Departmental Personal Services Contract Coordinator

**Lavena Holmes**

Print or Type Name

**(415) 274-0305**

Telephone Number

**Pier 1 - The Embarcadero****San Francisco, CA 94111**

Address

**MEMORANDUM**

July 5, 2012

**TO:** MEMBERS, PORT COMMISSION  
Hon. Doreen Woo Ho, President  
Hon. Kimberly Brandon, Vice President  
Hon. Leslie Katz

**FROM:** Monique Moyer  
Executive Director *M Moyer*

**SUBJECT:** Request Authorization to Issue a Request for Proposals for a non-profit youth employment services organization to participate in the Port's youth employment program and assist in maintaining the Port's property

**DIRECTOR'S RECOMMENDATION:** Approve Attached Resolution

***Background and Description of the Proposed RFP***

During its review of the Port's FY 2004-05 budget, the Board of Supervisors appropriated \$150,000 of the Budget Analyst's cuts to fund a youth employment program at the Port of San Francisco aimed at providing jobs to economically disadvantaged and at-risk San Francisco youth ages 16 through 24. At that time, Port staff determined that we could benefit from a program that supports the Port's efforts to maintain landscaped areas, including weed abatement, hand watering and manual fertilization of Port plants, and graffiti and litter removal. Subsequently, the Port Commission adopted Resolution 04-90 authorizing Port staff to enter into a four year grant agreement with the San Francisco Conservation Corps (SFCC) for these services, which expired on June 30, 2008.

In 2008 the City's policymakers continued to express a strong desire for City departments to have youth employment programs. As a result, Port staff recommended that the Port continue this program and increase the annual funding by \$50,000, from \$150,000 to \$200,000 in the Port's FY 2008-09 budget.

On April 22, 2008 the Port Commission adopted resolution 08-23 authorizing Port staff to issue a Request for Proposals (RFP) for a non-profit organization for a Youth Employment Program to help maintain Port property. Through the RFP process the San Francisco Conservation Corps was again the successful respondent and recommended services provider for the Port Youth Employment Program. On October 28, 2008 the Port Commission adopted resolution 08-65 authorizing Port staff to enter into a 4-year

**THIS PRINT COVERS CALENDAR ITEM NO. 8A**

grant agreement with the San Francisco Conservation Corps (SFCC) for these services, which expired on June 30, 2012.

Port staff has been very satisfied with the SFCC's services. Its participants complete the landscaping and related projects they commit to in a timely manner, the work is of good quality, and they work well with the staff in the Port Maintenance Division. During the course of the 2008-2012 grant agreement the SFCC performed as the prime contractor for 80% of the services and managed the Larkin Street Youth program as a sub-contractor for 20% of the services. The program supported employment for 15 youths and 3 supervisors.

The City policymakers continue to provide direction and leadership for departments to continue strong youth employment programs. In the Port FY 2012-13 and 2013-14 budgets, Port staff recommended \$265,000 in annual funding for this program. The request for authorization to issue a RFP for a non-profit youth employment services organization to participate in the Port's youth employment program is conditional on finalization of these budgets.

Port staff is proposing to issue another RFP (subject to Civil Service Commission approval) to solicit a non-profit youth employment services organization to continue the Port's successful youth employment program assisting in maintaining Port property. Port staff propose awarding the successful respondent a 4-year grant agreement totaling \$1,060,000 (at \$265,000 per year), subject to appropriations, to allow the Port the flexibility of continuing the program if it remains successful and to terminate it if the Port's financial condition does not allow it. We estimate that a contractor should be able to employ approximately 20 to 25 youths annually with the \$265,000 in funding. We estimate that the selected contractor will require three supervisors to oversee the youths' work in the field as well as an agreement manager to be the Port's main point of contact.

The selected contractor will recruit, hire, provide work readiness and safety training, and supervise the youth employees. Port staff will designate specific Port areas for the youth to maintain. Port staff and the contractor will regularly meet to identify and develop strategies to avoid potential safety hazards. Port staff will inspect the work accomplished to evaluate performance and consult with the contractor to ensure acceptable service levels are maintained. Port staff will provide the contractor with initial safety orientations and expectations.

Completion of the proposed RFP and grant agreement award schedule will be approximately 5 months from Port Commission authorization to issue a RFP. During this schedule period the Port will not have a non-profit youth employment services organization providing a youth employment program.

#### ***Office of Economic and Workforce Development (OEWD)***

In 2007, the City enacted an ordinance requiring the centralization of the City's workforce development efforts under OEWD. One of the primary reasons for this change was that existing, disparate workforce development efforts taking place across

multiple City departments made it impossible to get a larger understanding of the City's progress. To address this problem, standardized data gathering and reporting is aggregated by OEWD and analyzed on a citywide basis.

OEWD has agreed to the Port's continued management of its ongoing workforce development program, as long as the Port contractor complies with OEWD's reporting requirements. Therefore, the Port's RFP will require that the contractor conduct all program reporting to OEWD in the form and frequency required by OEWD.

### ***Funding***

The RFP anticipates youth employment program funding of \$1,060,000 over a four year period, or \$265,000 annually, which will be funded from the Port's bi-annual operating budget. To the extent the program continues to be successful, and dependent upon the Port's financial condition, Port staff intends to request \$265,000 in subsequent bi-annual budgets through FY 2015-16 to fund this program.

### ***RFP and Grant Agreement Award Schedule***

The proposed RFP schedule is as follows:

<b><u>Proposal Phase</u></b>	<b><u>Date</u></b>
RFP is advertised and issued by the City	August 13, 2012
Pre-proposal conference	August 30, 2012
Deadline for submission of written questions or requests for clarification	September 10, 2012
Proposals due and received no later than 5 p.m.	October 1, 2012
Technical Review Period	Through October 8, 2012
Oral interviews with firms selected for further consideration	October 15, 2012
Notify successful respondent	October 22, 2012
Grant Agreement negotiation period	October 23 – November 5, 2012
Port Commission consideration	November 13, 2012
Anticipated Notice to Proceed upon Grant Agreement certification	December 3, 2012

**Summary**

Port staff recommends that the Commission authorize the issuance of a Request for Proposals for a nonprofit organization to operate a youth employment program to assist in maintaining Port property for a four-year term, as described in this staff report. Port staff anticipates returning to the Commission for authorization to award a grant agreement on November 2012.

Prepared by: Tom Carter, Deputy Director  
Maintenance



**PORT COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. 12-55**

- WHEREAS, In 2004, the San Francisco Board of Supervisors directed the Port to create a youth employment program targeting economically disadvantaged and at-risk youth; and
- WHEREAS, On November 9, 2004 the Port Commission adopted Resolution 04-90 authorizing Port staff to enter into a four year grant agreement with the San Francisco Conservation Corps (SFCC) to operate a youth employment program by providing assistance in maintaining Port property; and
- WHEREAS, Because of the success of the program, the Port Commission approved a subsequent solicitation in 2008 and authorized Port staff to enter into a new four year grant agreement with the SFCC to operate the Port's youth employment program by Resolution 08-65 on October 28, 2008; and
- WHEREAS, From 2004 to 2012, the Port's youth employment program provided employment services to over 30 youths through the services of its nonprofit contractor; the program will provide employment services for approximately 20-25 youths in the next four years; the services have been of good quality; and the Port continues to need assistance in maintaining its property; and
- WHEREAS, The Port does not have the expertise to directly recruit, hire, provide work readiness training and supervision for youth employees; and
- WHEREAS, Port staff is proposing to issue a Request for Proposals for a non-profit organization to organize, implement, and administer a youth employment program to assist in maintaining the Port's property over a four-year term; and
- WHEREAS, After solicitation and evaluation of proposals, Port staff will seek Commission authorization to award a grant for the services described in the accompanying staff report for a 4-year term, in the amount of \$265,000 annually, and for a total amount of \$1,060,000 subject to expenditure appropriations; now, therefore be it

RESOLVED, That the Port Commission hereby authorizes Port staff to issue a Request for Proposals for a non-profit organization to organize, implement, and administer a youth employment program to assist in maintaining Port property over a four-year term under a grant agreement as described in the accompanying staff report.

***I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of July 10, 2012.***

  
Secretary



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

November 9, 2012

KATE FAVETTI  
PRESIDENT

SCOTT R. HELDFOND  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

E. DENNIS NORMANDY  
COMMISSIONER

JENNIFER C. JOHNSTON  
EXECUTIVE OFFICER

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4040-12/13 THROUGH 4047-12/13; 4043-08/09; 4016-08/09; 4087-09/10; 4102-08/09; AND 4175-07/08.**

At its meeting of November 5, 2012 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. Adopted the report; Approved the request for approval of PSC #4045-12/13 on the condition that the Art Commission work with the Executive Officer to expand on the scope of work described in the PSC Summary. Notified the Office of the Controller and the Office of Contract Administration.
2. Adopted the report; Approved the request for approval of PSC #4046-12/13 on the condition that the Port Commission clarify there were previous PSCs approved by the Civil Service Commission for this scope of work. Notified the Office of the Controller and the Office of Contract Administration.
3. Adopted the report; Approved the request for approval of 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

JENNIFER JOHNSTON  
Executive Officer

### Attachment

c: Cynthia Avakian, Airport Commission  
Micki Callahan, Human Resources Director  
Leorah Dang, Department of Human Resources  
Aleric Degrafinried, Public Utilities Commission  
Jaci Fong, Office of Contract Administration  
Jacquie Hale, Department of Public Health  
Lavena Holmes, Port Commission  
Deedra Jackson, Department of Children, Youth & Their Families  
Shamica Jackson, Public Utilities Commission  
LaWan Jones, Public Utilities Commission  
Greg Kato, Treasurer-Tax Collector  
Kimberlee Kimura, Assessor's Office  
Rebekah Krell, Arts Commission  
Ben Rosenfield, Controller  
Commission File  
Chron

## POSTING FOR

11/5/2012

## PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4040-12/13	02	Assessor	Regular	\$80,000	In the next 2 years, ASR expects to replace its antiquated AS/400 property tax database system. The first step of this process is a Discovery Assessment ("Assessment"). This Assessment would include the following steps: 1) Ascertain training needs; 2) Identify and analyze data sources; 3) Gather configuration requirements; 4) Gather customization requirements; 5) Identify and analyze third-party integration products; 6) Identify and analyze inter-departmental interfaces; 7) Gather deployment requirements; 8) Prepare detailed project plan; and 9) Provide cost estimates.	11/1/2012 - 10/31/2013
4041-12/13	23	Children, Youth & Families	Regular	\$4,000,000	This request is for professional evaluation & technical assistance for DCYF grant-funded programs providing services to children, youth & their families. Evaluation services will measure the quality of services provided & the effectiveness of programs with respect to the department's strategic goals. As needed, technical assistance will be provided to address issues of program quality. Contractors conducting evaluation may differ from contractors providing technical assistance.	11/1/2012 - 6/30/2016
4042-12/13	27	Airport Commission	Regular	\$1,200,000	Provide structural engineering design support services of Airport structures, including, but not limited to: terminals, boarding areas, parking structures, viaducts, elevated roadways, and transit guideways. Provide full structural design services, calculations, drawings, specifications, cost estimates and services requested for a project and/or all design phases and preparation of bridging contract documents to be used in the solicitation of a Design-Build or Design-Bid-Build Requests for Proposals (RFP). Structural firm to provide seismic studies and vulnerability reports, analyses, assessment reports, blast analysis, blast load prediction and blast resistant design. The Airport will give first right of refusal to other City Departments through the Airport's Notice of Intent process.	11/5/2012 - 11/4/2017
4043-12/13	27	Airport Commission	Regular	\$1,500,000	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. 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, (h) interface with data from PASSUR passive radar system for aircraft landings, (i) enhance the user access security module, (j) 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.	1/1/2013 - 12/31/2017
4044-12/13	27	Airport Commission	Regular	\$5,000,000	Maintenance and repairs of specialized programmable logic controls, baggage sortation and diagnostic equipment for baggage handling systems, integrated with Transportation Security Administration (TSA) screening equipment. Inspection of airline maintenance of Airport owned baggage conveyor equipment.	11/15/2012 - 11/14/2017

CCSF: DHR PC Posting

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Posting Date:

## POSTING FOI

11/5/2012

## PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4045-12/13	28	Art Commission	Regular	\$200,000	A local consulting team with significant experience in arts community outreach & cultural planning development & implementation will be contracted by the Arts Commission.	10/1/2012 - 12/31/2015
4046-12/13	39	Port Commission	Regular	\$1,060,000	Organize, implement, and administer a program to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience to help maintain the Port's property including weed abatement, hand watering and manual fertilization of Port plants, graffiti removal, and litter removal.	9/1/2012 - 8/31/2016
4047-12/13	81	Public Health	Regular	\$1,800,000	The program will provide SFGH with high-quality home sleep testing, 2-day device delivery, and same-day study interpretation through a unique turnkey services model, thus providing our patient constituency with necessary testing for obstructive sleep apnea (OSA) with significantly decreased wait times, improved patient care, and decreased costs.	12/1/2012 - 12/31/2022

Total Amount - Regular: \$14,840,000

## POSTING FOR

11/5/2012

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
4043-08/09	08	Treasurer/Tax Collector	Continuing	\$250,000	\$500,000	Development & processing of credit card payment applications for both online & IVR property taxes, water utility bills & parking citations.	10/6/2008 - 10/15/2014
4016-08/09	40	Public Utilities Commission	Regular	\$0	\$10,000,000	Prime Contractor will lead total turnkey project consisting of procurement and implementation of Water Advanced Meter Infrastructure (AMI) System in San Francisco. The SFPUC, at request from Commission, researched and evaluated the merits of an AMI System to replace its manual meter reading practices, and a business case completed in late 2006, proved the forecasted expenditure. The professional service contract will cover the system installation, including replacement or retrofit of existing SF City and County water meters with AMI End Points, as well as installation of AMI regional data collectors and associated network equipment. The AMI End Points consist of water meters potted to an AMI Module which transmits consumption data from the meters to AMI regional collector units (RCUs). The installation of the System is expected to be around \$10,000,000 in services (CS-936).	1/1/2009 - 12/31/2013
4087-09/10	40	Public Utilities Commission	Regular	\$0	\$5,000,000	Coordination and workplan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.	4/1/2010 - 1/30/2018
4102-08/09	40	Public Utilities Commission	Regular	\$1,500,000	\$2,900,000	Contract work consists of financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises - including, but not limited to, debit financing, financial forecasting, rate setting and administration, asset management and risk management. This modification will extend the services through purchase of 2011 Services FG Bonds. Funds from the bond sale will be used to provide Water Enterprise capital improvement program financing.	8/1/2009 - 1/1/2016
4175-07/08	40	Public Utilities Commission	Regular	\$150,000	\$350,000	Will provide bait, trap, dispatch and removal of feral pigs from watershed lands to control the pig population on the Alameda and Peninsula Watersheds. Provide detail predation reports to State Agencies; maintain required licensing & training with California Department of Fish and Game.	8/1/2008 - 9/30/2015

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Posting Date:

## POSTING FOR

11/5/2012

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
Sum of Modified Amounts:				\$1,900,000			

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Centrifuge control system integration-SEP 840 Decanter Centrifuge Assembly Replacement(1104)

Funding Source: Wastewater Enterprise Operating Budget PSC Duration: 3 years 41 weeks

PSC Amount: \$925,000

**1. Description of Work**

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

The purpose of this contract is to purchase one (1) new decanter centrifuge assembly with control system. The new control system involves a service by a system integrator to incorporate existing equipment into the new centrifuge control system such as the existing sludge conveyor, sludge pump, polymer pump, flowmeters, etc. Wastewater Enterprise's (WWE) Southeast Plant has six centrifuges total in Building 840.

The equipment purchase is estimated to be \$805,000 and the service work is estimated to be \$120,000 (~13% of the total cost).

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

The centrifuge control system integration work is critical to the operation of the new centrifuge equipment, particularly incorporating the functionality of existing equipment into the new control logic. The integration work is critical to the operation of the centrifuge and in delivering a complete function system for the treatment plant's dewatering system. The consequence of this service being denied is that the centrifuge will not operate correctly, impacting the function and performance of the equipment. A reduction in performance of the centrifuge will eventually lead to higher biosolids hauling costs, impacting ratepayers. Performing this work will provide consistency with the other centrifuge control systems that will ease maintenance and troubleshooting efforts.

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 is the first time in approximately 30 years that WWE is buying a new centrifuge to replace an existing one and incorporating the manufacturer's control logic to our existing system.

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:

The control system integration services are required once during the duration of the contract. The control system integration services require a requisite amount of expertise and knowledge to install and write the PLC programming and to perform the complete controls system integration of the centrifuge assembly. The control system integrator must have knowledge and experience on the specific centrifuge manufacturer's program and logic.

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

- A. Specify required skills and/or expertise: The control system integrator must have the skills, knowledge and experience to review, modify and develop Programmable Logic Controller (PLC) programming related to a specific manufacturer's PLC, and perform the complete controls system integration of centrifuge assemblies, including but not limited to the existing sludge conveyor, sludge pump, flowmeters, etc. This work is highly specialized that requires specific knowledge and experience.
- 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 since this is a one-time project to replace an existing centrifuge.

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

- A. Explain why civil service classes are not applicable.  
Our civil service staff does not have the expertise, knowledge and skills to perform the PLC programming and controls system integration of the centrifuge assembly, specifically related to a specific manufacturer's PLC program and logic, including but not limited to the existing sludge conveyor, sludge pump, polymer pump, flowmeters, etc.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, since this specialized skill set is not needed for a prolonged effort. This is a one-time project to replace an existing centrifuge.

**6. Additional Information**

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. The contractor will not train City employees as there is no intention for this service to be performed by City employees because the work is highly specialized. In addition, this is a one-time project to replace an existing centrifuge.
- 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 02/11/2020, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

Address: 525 Golden Gate Avenue 8th Floor San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44773 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/16/2020

# **Receipt of Union Notification**

## Irwin, William

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**From:** dhr-psccordinator@sfgov.org on behalf of wirwin@sfwater.org  
**Sent:** Tuesday, February 11, 2020 11:27 AM  
**To:** Irwin, William; Meyers, Julie (HSA); seichenberger@local39.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; 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.comnet; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; 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 # 44773 - 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 44773 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44773 - 19/20 for \$925,000 for Initial Request services for the period 03/16/2020 – 12/31/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14564> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: As-Needed Engineering Design Services (PRO.0172.A-D)

Funding Source: SFPUC Individual Projects

PSC Duration: 5 years

PSC Amount: \$18,000,000

**1. Description of Work**

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

SFPUC intends to award up to four (4) agreements, at \$4.5 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed. The areas of expertise needed include geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design.

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 previously approved under PSC #49415 - 16/17, PRO.0076.

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:**

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized engineering is required that is not normally performed by engineers in these current civil service classifications, such as geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., DPW).

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

A. Specify required skills and/or expertise: Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities; and power facilities. Areas of expertise needed include geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5364, Engineering Associate 1;

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

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

These As-needed Services will be utilized when specialized engineering is required that is not normally performed by engineers in these current civil service classifications, such as geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., DPW and other City departments).

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

A. Explain why civil service classes are not applicable.

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized engineering is required that is not normally performed by engineers in these current civil service classifications, such as geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., DPW).

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. Engineers are needed to perform engineering design for projects, but this level of resources is not a long term need, warranting hiring of additional personnel.

**6. Additional Information**

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

**7. Union Notification:** On 01/23/2020, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 525 Golden Gate Avenue 8th Floor San Francisco, CA 94103

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#### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47433 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/16/2020

# **Receipt of Union Notification**



## Irwin, William

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**From:** dhr-psccordinator@sfgov.org on behalf of wirwin@sflower.org  
**Sent:** Thursday, January 23, 2020 4:25 PM  
**To:** Irwin, William; amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47433 - 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 47433 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47433 - 19/20 for \$18,000,000 for Initial Request services for the period 08/28/2020 – 08/27/2025. 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/14502> 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 # 49415 - 16/17)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As-Needed Engineering Design Services (PRO.0076)Funding Source: SFPUC Individual ProjectsPSC Original Approved Amount: \$9,000,000PSC Original Approved Duration: 04/17/18 - 03/14/23 (4 years 47 weeks)PSC Mod#1 Amount: \$3,000,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$6,000,000PSC Mod#2 Duration: no duration addedPSC Cumulative Amount Proposed: \$18,000,000PSC Cumulative Duration Proposed: 4 years 47 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Public Utilities Commission (SFPUC) has awarded three (3) agreements, at \$4 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering are needed to complete utility engineering projects.

This modification is necessary because both PRO.0076.B and PRO.0076.C were used to provide services to provide assessments and/or design repairs to SFPUC facilities at Moccasin damaged by the March 2018 Storm Event.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, SFPUC design projects cannot be completed.

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

This service is currently being provided by PSC No. 49415-16/17.

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

No.

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

Contract No. PRO.0076 is a Public Works As-Needed Professional Services Contract subject to a maximum Contract term of not more than five years per the administrative code.

**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:

Engineers in current civil classifications perform some of the more routine engineering work. These as-needed services will be utilized when specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, and corrosion engineering. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., DPW).

B. Reason for the request for modification:

This modification is necessary because both PRO.0076.B and PRO.0076.C were used to provide services to provide assessments and/or design repairs to SFPUC facilities at Moccasin damaged by the March 2018 Storm Event.

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

- A. Specify required skills and/or expertise: Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities, and power facilities. Areas of expertise needed include geotechnical engineering, building information modeling, transient hydraulic analysis, and trenchless technology.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5364, Engineering 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.
- Engineers in current civil classifications perform some of the more routine engineering work. These as-needed services will be utilized when specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, and corrosion engineering. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., DPW). Other City departments, such as Public Works, will be contacted prior to utilizing any of the requested funding if the work does not solely fall under the "specialty" category.
- 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: Engineers are needed to perform specialized engineering design for projects and to provide support during peak work load. Note that for specialized engineering services such as Building Information Modeling (BIM), for example,

SFPUC staff are independently undergoing training and SFPUC is also trying to hire new staff with BIM expertise. As soon as SFPUC (or other City Departments) has the resources that has BIM expertise, we will no longer use the As-Needed Engineering Contracts for these particular 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.  
There is no training under this Agreement because the work will not be transitioned back to the City given that the work is only needed on an as-needed basis and such expertise is not found within City staff. However, note that for specialized engineering services such as BIM, for example, SFPUC staff are independently undergoing training and SFPUC is also trying to hire new staff with BIM expertise. As soon as SFPUC (or other City Departments) has the resources that has BIM expertise, we will no longer use the As-Needed Engineering Contracts for these particular services.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

#### 7. Union Notification: On 02/12/19, 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# 49415 - 16/17

DHR Analysis/Recommendation:

03/18/2019

Commission Approval Required  
03/18/2019 DHR Approved for 03/18/2019

Approved by Civil Service Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: San Francisco Municipal Transportation Agency Financial Advisory

Funding Source: Operating Budget

PSC Duration: 5 years

PSC Amount: \$2,000,000

**1. Description of Work**

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

The San Francisco Municipal Transportation Agency (SFMTA) is soliciting contractor services of one or more firms to act as financial advisors to the SFMTA. The contractor will be chosen from the list of pre-qualified firms compiled by the San Francisco Controller's Office. The contract would be for a term of up to five years. The consultant must demonstrate experience with, and knowledge of, transportation, municipal, California and San Francisco issuers and financings, including public agencies similar to the SFMTA.

The following delineates a concise description of proposed work:

**Financial Planning Services**

The contractor shall consult with SFMTA and City officials, bond counsel, disclosure counsel, underwriter, and rating agencies to review and update the SFMTA's financial plan for future financing transactions. The contractor will provide guidance on the timing, structure and method of raising capital for proposed transactions in the financial plan. The contractor will also keep the SFMTA abreast of changing state and federal laws in connection with the SFMTA's financings and will be available to provide assistance and advice on any legislative issues impacting the SFMTA.

**Debt Management Services**

The contractor will update and maintain schedules for the SFMTA's Outstanding Debt Summary. The contractor will analyze the debt structure and provide a determination. The contractor will assist in the preparation, review and adoption of all legal documents and for drafting, printing, and distributing all disclosure documents prior to the bond sale. The contractor will closely monitor all local, national and international developments and evaluate the potential impact of each event on a new-issue of tax-exempt securities. The contractor will also assist with securing a line or letter of credit when necessary.

The contractor will develop a presentation and coordinate the introduction of SFMTA as a new issue to the three major rating agencies, Moody's Investors Service, Standard & Poor's Corporation and Fitch Ratings. The contractor will recommend the rating firms to be used, if necessary, and prepare and present such information as is required to receive a rating.

The contractor will provide the SFMTA with market information relating to comparable issues in the market, comparisons of takedown levels and important economic data releases. The contractor will provide the SFMTA with a Final Pricing Report so that the SFMTA can evaluate the fairness of the pricing of the bonds.

The contractor will work with all parties involved with the closing to prepare a schedule of tasks to be completed prior to closing and identify the party responsible for completing the task. These tasks include completing the final official statement, preparing closing documents, arranging for the transfer of funds and the investment of funds.

#### Financial Analysis Services

The contractor will provide the SFMTA with financial analytical support for specific projects and preparation of grant proposals.

#### Other Services

The contractor will provide other financial services as requested by the SFMTA

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

The contractor will possess the capacity, expertise, and provide third party analytics that cannot be otherwise performed by SFMTA staff. The consequences of denial of this service are that it could be to the detriment of SFMTA's credit rating, bonding capacity, and financing of long-term capital projects.

**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# 43826 14/15

**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 SFMTA requires ongoing financial advisory services. The agency expects that General Obligation Bonds will be issued over this time period, and financial advisory services will be an essential factor in allowing the agency to navigate issuance.

## **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).
- ☒ 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:

The SFMTA has determined that the contractor possesses the capacity and highly specialized financial analytical expertise necessary for the work being requested. Further, the frequency of SFMTA's debt issuance is so uncommon that it is not advised to build internal expertise. Additionally, independent, third-party analyses are required in certain instances. For these reasons, it is necessary for agencies such as the SFMTA, the Controller's Office, and the Public Utilities Commission to contract out services to assess their debt financing and bonding capacity.

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

- A. Specify required skills and/or expertise: The contractor will possess the capacity, highly specialized financial analytical expertise, and provide third party analytics that cannot be otherwise performed by SFMTA staff. The SFMTA must maintain analytical consistency and ensure the integrity of the work being requested.
- 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?**

These services are not available within the City, and it is best practice to obtain independent, third-party financial advisory services to contribute to financial management and decision making. Peer City agencies including the Controller's Office, the Public Utilities Commission, and the Airport all retain similar advisory services. Further, the frequency of SFMTA's debt issuance is so uncommon that it is not advised to build internal expertise. For these reasons, it is customary for agencies such as the SFMTA, the Controller's Office, and the Public Utilities Commission to contract out services to assess their debt financing and bonding capacity.

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

- A. Explain why civil service classes are not applicable.  
The requested is a highly specialized contract for financial advisory consultancy.
- 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 not an ongoing program or project, and required services are intermittent

### **6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. These services are not available within the City, and it is best practice to obtain independent, third-party financial advisory services to contribute to financial management and decision making. Peer City agencies including the Controller's Office, the Public Utilities Commission, and the Airport all retain similar advisory services. Further, the frequency of SFMTA's debt issuance is so uncommon that it is not advised to build internal expertise. For these reasons, it is best-practice for agencies such as the SFMTA, the Controller's Office, and the Public Utilities Commission to contract out services to assess their debt financing and bonding capacity.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 01/09/2020, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

Name: 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# 46231 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/16/2020

# **Receipt of Union Notification**

## Nuque, Amy

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**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Thursday, January 9, 2020 1:18 PM  
**To:** Nuque, Amy; Meyers, Julie (HSA); seichenberger@local39.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; 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; Osha Ashworth; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46231 - 19/20

RECEIPT for Union Notification for PSC 46231 - 19/20 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 46231 - 19/20 for \$2,000,000 for Initial Request services for the period 06/01/2020 – 05/31/2025. 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/14349> 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

DATE: October 14, 2014DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: 68

TYPE OF APPROVAL: ( ) EXPEDITED (X) REGULAR (OMIT POSTING \_\_\_\_\_)

( ) CONTINUING ( ) ANNUAL

TYPE OF REQUEST: ( ) INITIAL REQUEST (X) MODIFICATION (PSC# 4060-09/10)TYPE OF SERVICE: Financial Advisory Services (as-needed pool)FUNDING SOURCE: Operating Budget and/or Bond ProceedsPSC ORIG AMOUNT: \$6,000,000.00 PSC ORIG DURATION: November 2, 2009 – November 1, 2014PSC MOD AMOUNT: \$ 0.00 PSC MOD. DURATION: November 2, 2014 – January 12, 2015PSC TOTAL AMOUNT: \$6,000,000.00 PSC TOTAL DURATION: November 2, 2009 – January 12, 20151. **DESCRIPTION OF WORK****A. Concise description of proposed work:** The Contractor will provide the following services:

A. Financial Planning Services – continued on next page

B. Debt Management Services – continued on next page

C. Project Analysis – continued on next page

Continue A.

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

Developing a long-term Financial Plan is vital to the stability of the SFMTA to ensure funding for major capital projects and maintaining the highest levels of service to the public. The SFMTA was granted the authority to issue debt, for the first time, through the passage of Proposition A in November 2007. The SFMTA has various major capital projects such as Central Subway, Transit Oriented Developments, Geary and Van Ness Avenue Bus Rapid Transit Projects, future system overhauls and long-term maintenance. The Federal Transit Administration grant funding (over \$900M) for the Central Subway Project looks to the SFMTA to have a financial contingency plan.



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

Previous financial advisory services were obtained through the Mayor's Office of Public Finance Financial Advisory Pool.

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

Not known at this time.

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

IFPTE, Local 21		<u>10/14/14</u>
Union Name	Signature of person mailing / faxing form	Date
Municipal Executives' Association Misc.		<u>10/14/14</u>
Union Name	Signature of person mailing / faxing form	Date

RFP sent to: Ging Louie at Local 21, on October 6, 2009. Steven Lee  
 Union Name Date Signature

\*\*\*\*\*  
 PSC# \_\_\_\_\_ FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA Approved  
10/14/14 cmh

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Continue A. Concise description of proposed work.

## **A. FINANCIAL PLANNING SERVICES**

### **1. FINANCIAL PLAN:**

- (a) Contractor shall consult with SFMTA and City officials, bond counsel, disclosure counsel, underwriter, and rating agencies to develop a Financing Plan which will provide the most economical structure for any given financing. The Financing Plan shall include, but not be limited to, the following:
  - i. A thorough review and analysis of the existing financial resources, cash flows, and legal structure of the SFMTA, as well as all relevant data pertaining to the financing plan.
  - ii. A determination of the amount necessary to be issued.
  - iii. A determination of the structure, which will result in the SFMTA receiving the lowest possible borrowing, cost.
- (b) Contractor will provide guidance on the timing, structure and method of raising capital for proposed transactions in the financial plan.
- (c) Contractor will keep the SFMTA abreast of changing state and federal laws in connection with the SFMTA's financings and will be available to provide assistance and advice on any legislative issues impacting the SFMTA.

### **2. ANALYZE FUTURE DEBT CAPACITY:**

- (a) Contractor will formulate financial models to help evaluate the viability of various financing strategies to provide the required level of funding over time.

### **3. IDENTIFY FINANCING ALTERNATIVES:**

- (a) Contractor will develop objective financing plans incorporating a full range of financing alternatives including; pay-as-you-go, revenue bonds, lease financing or special district debt where appropriate.

## **B. DEBT MANAGEMENT SERVICES**

### **1. MAINTAIN DEBT POSITION SUMMARY:**

- (a) Following each sale of debt the Contractor will update and maintain schedules for the SFMTA's Outstanding Debt Summary including, but not limited to:
  - i. Updates reflecting outstanding debt
  - ii. Debt capacities
  - iii. Debt service schedules
  - iv. Ratings
  - v. Assessed values
  - vi. Authorized but unissued debt
  - vii. Contractor will maintain copies of all transcripts.

### **2. DEVELOP AND MONITOR FINANCING SCHEDULE**

- (a) Contractor will prepare a bond sale calendar that clearly identifies the responsibilities of each participant in the transaction.
  - i. SFMTA will have sufficient time for review of all disclosure materials prior to final printing and distribution.
  - ii. Contractor we will keep SFMTA staff informed about the progress of the financing and, if necessary, modify the schedule to meet changing circumstances.

### **3. ANALYZE DEBT STRUCTURE ALTERNATIVES:**

- (a) Contractor will analyze the debt structure and provide a determination based on the following three elements:
  - i. Is the proposed amortization schedule well-coordinated with SFMTA's existing liabilities and cash flow;
  - ii. Are the resources pledged to debt redemption sufficient to meet coverage requirements or tax rate parameters; and,

- iii. Is the proposed maturity schedule designed to attract maximum interest from underwriters and potential investors in the current market.
- (b) Contractor will provide advice and assistance concerning debt covenants, pledge of revenues, flow of funds, and legal coverage requirements.
- (c) Contractor will utilize the information from policy review and development to formulate the issue structure and other terms under which the bonds are to be offered addressing the following key issues:
  - i. Maturity Schedule and Pattern of Debt Service-provide advice and assistance in planning debt issue, determining the principal amount of debt to be sold, and develop a maturity schedule for each bond issue.
  - ii. Call Features- Contractor will perform detailed analyses of different call features, analyzing the effects of shorter call dates, smaller call premiums or even non-callable bonds and the potential impact they may have on marketing the bonds and interest rates that would be attained.
  - iii. Credit Enhancement- Contractor will analyze the merits of obtaining credit enhancements for discussion with SFMTA staff.
- 4. DEVELOP FINANCING DOCUMENTS:
  - (a) Contractor will assist in the preparation, review and adoption of all legal documents and for drafting, printing, and distributing all disclosure documents prior to the bond sale.
  - (b) Contractor will coordinate with SFMTA officials, bond counsel, and other team members in the preparation, review and finalization of all bond document preparation activities including:
    - i. Arranging for debt sales advertising in trade journals and periodicals such as the Bond Buyer and making all necessary arrangements for each bond sale with the registrar and trustee.
    - ii. Coordinate the printing and delivery of securities and notify the purchaser of the date and place that payment will be made.
- 5. COORDINATE THE MARKETING OF BONDS:
  - (a) To assist the SFMTA with the timing of proposed issues, Contractor will closely monitor all local, national and international developments and evaluate the potential impact of each event on a new-issue of tax-exempt securities.
  - (b) Contractor will assist the SFMTA in coordinating its offerings with those of other issuers. This effort is designed to focus underwriter interest in the SFMTA's transactions by separating them from other sales. The overall goal is to identify a market in which: interest rates are stable; the supply of tax-exempt securities is light; and there is significant demand from both institutional and retail investors.
  - (c) Working closely with SFMTA staff and bond counsel, Contractor will be actively involved in the review and development of key disclosure materials required to effectively market the SFMTA's issues (including the necessary documents for electronic bidding, if appropriate). These disclosure materials include the preliminary official statement ("POS"), the final official statement ("OS"), and for competitively bid issues, the official bid form and the Notice of Sale.
  - (d) For the SFMTA's offerings, Contractor will work closely with SFMTA staff and financing team members to ensure that the POS is in full compliance with SEC guidelines, and industry standards including the guidelines developed by GFOA and MSRB.
  - (e) Assist with securing a line or letter of credit when necessary.
- 6. RATING AGENCY CONTACTS:
  - (a) Contractor will develop a presentation and coordinate the introduction of SFMTA as a new issue to the three major rating agencies, Moody's Investors Service, Standard & Poor's Corporation and Fitch Ratings
  - (b) Contractor will determine both credit strengths and weaknesses prior to any presentation of materials to rating analysts based on a clear understanding of the analytical methods utilized by Moody's Investors Service, Standard & Poor's Corporation and Fitch Ratings.
  - (c) Contractor will recommend the rating firms to be used, if necessary, and prepare and present such information as is required to receive rating.
- 7. ASSIST WITH THE PRICING OF THE BONDS:
  - (a) Contractor will provide the SFMTA with market information relating to comparable issues in the market, comparisons of takedown levels and important economic data releases.



- i. Contractor will provide aggressive and informed representation to prospective bidders on behalf of the SFMTA in the pricing of securities.
- ii. Contractor will assist in the evaluation of competitive bids and actively monitor market conditions to effectively advise the SFMTA as to the most appropriate market timing for its security offerings.
- (b) Contractor will provide the SFMTA with a Final Pricing Report so that the SFMTA can evaluate the fairness of the pricing of the bonds.
  - i. The Report will be a summary of the bond pricing, final pricing and debt service schedules, orders and allocation of bonds (for negotiated financings), review of market conditions, bond rating reviews, and related news articles.
  - ii. The report will serve as a measure of the fairness of the pricing terms, and also as a comprehensive reference to which the SFMTA may refer in the future.
- 8. ASSIST WITH PRECLOSING AND CLOSING:
  - (a) Contractor will work with all parties involved with the closing to prepare a schedule of tasks to be completed prior to closing and identify the party responsible for completing the task. These tasks include completing the final official statement, preparing closing documents, arranging for the transfer of funds and the investment of funds.

## **C. PROJECT ANALYSIS**

### **PROJECT ANALYSIS**

- (a) Financial Advisor will provide the SFMTA with financial analytical support in the specific projects, including but not limited to the following types of projects:
  - i. Transit Oriented Development
  - ii. Real Estate Development
  - iii. Land Purchase and Sales
  - iv. Property Build out
  - v. Leveraging of other SFMTA assets

**3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE****A. Specify required skills and/or expertise:**

The Financial Advisors are required to have extensive knowledge, experience and expertise in financial modeling, debt service management, bond issuance, bond market, bond ratings and private/public partnership arrangements.

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

While the following classifications could perform partial services they do not possess expertise in financial modeling, bond market, bond rating, and private/public partnership arrangements, 9182 Manager VIII, 9187 Deputy Director II, and 5186 Finance Manager.

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

No

**4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM****A. Explain why civil service classes are not applicable:**

Civil Service classes do not have the skill sets, tools and market knowledge to perform the work. Additionally, civil service classifications do not possess the appropriate level of skills and expertise to protect the agency from any liabilities in the event the figures and analysis are incorrect which could pose a risk to the agency.

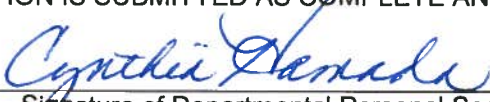
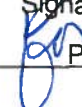
**B. Would it be practical to adopt a new civil service class to perform this work? Explain.**

No. These services are specialized and on an as-needed basis.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	( )	( X )
B. Will the contractor train City and County employees?	( )	( X )
C. Are there legal mandates requiring the use of contractual services?	( )	( X )
D. Are there federal or state grant requirements regarding the use of contractual services?	( )	( X )
E. Has a board or commission determined that contracting is the most effective way to provide this service? <i>The SFMTA Board of Director has approved Resolution No. 09-162 on September 15, 2009</i>	( X )	( )
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? <i>Ross Financial, The PFM Group, and Backstrom McCarley Berry &amp; Co., LLC.</i>	( X )	( )

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

  
 \_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator  
  
 \_\_\_\_\_  
 Parveen Boparai  
 Print or Type Name  
 \_\_\_\_\_  
 415.701.5377  
 Telephone Number  
 \_\_\_\_\_  
 San Francisco Municipal Transportation Agency  
 \_\_\_\_\_  
 1 South Van Ness Avenue, 6<sup>th</sup> Floor, San Francisco, CA 94103  
 Address



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

4060-09/10  
F617  
APR 12-7-09

MORGAN R. GORRANO  
PRESIDENT

E. DENNIS NORMANDY  
VICE PRESIDENT

JOY Y. BOATWRIGHT  
COMMISSIONER

DONALD A. CASPER  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

December 9, 2009

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBER 4060-09/10.**

At its meeting of **December 7, 2009** the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to approve request for proposed personal services contract #4060-09/10. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

*Anita Sanchez*  
ANITA SANCHEZ  
Executive Officer

### Attachment

c: Parveen Boparai, Municipal Transportation Agency  
Micki Callahan, Human Resources Director  
Jessica Huey, Department of Human Resources  
Jennifer Johnston, Department of Human Resources  
Naomi Kelly, Office of Contract Administration  
Mary Ng, Department of Human Resources  
Ben Rosenfield, Controller  
Commission File  
Chron

**POSTING FOR  
November 16, 2009**

**PROPOSED PERSONAL SERVICES CONTRACTS**

PSC No.	Depth	Department	Approval Type	Contract Amount	Description of work	Duration
4080-08/10	35	SF Municipal Transportation Agency	Regular	\$ 6,000,000	Provide financial advisory services on an as-needed basis. MTA intends to select a pool of consultants to assist with developing a long-term financial plan to ensure funding for major capital projects. Services include financial planning, debt management, project analysis, financing document development, bond marketing, and related services.	01-Nov-14
4082-08/10	25	Mayor's Office of Housing	Regular	\$ 375,000	Provide lead risk assessment and analysis of privately owned single family homes and tenant occupied multi-family properties. Services also include collecting dust wipes, conducting XRF and soil sample evaluations in accordance with HUD and other Federal guidelines.	30-Jun-13
4083-08/10	25	Mayor's Office of Housing	Regular	\$ 300,000	Perform project monitoring for lead hazard reduction and rehab work of participating properties that include privately owned single family homes and tenant occupied multi-family properties. Services include verifying contractor compliance with City and State regulations, conducting clearance inspections in accordance with HUD & Federal guidelines, submit assessment and analytical reports to MOH.	30-Jun-13

## PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 20, 2009DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: 35

TYPE OF APPROVAL: ( ) EXPEDITED (X) REGULAR (OMIT POSTING\_\_\_\_\_)

( ) CONTINUING ( ) ANNUAL

TYPE OF REQUEST: (X) INITIAL REQUEST ( ) MODIFICATION (PSC#\_\_\_\_\_)

TYPE OF SERVICE: Financial Advisory Services (as-needed pool)FUNDING SOURCE: Operating Budget and/or Bond ProceedsPSC AMOUNT: \$6,000,000.00PSC DURATION: 11/2/09 – 11/1/20141. DESCRIPTION OF WORKA. **Concise description of proposed work:** The Contractor will provide the following services:

A. Financial Planning Services – continued on next page

B. Debt Management Services – continued on next page

C. Project Analysis – continued on next page

Continue A.

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

Developing a long-term Financial Plan is vital to the stability of the SFMTA to ensure funding for major capital projects and maintaining the highest levels of service to the public. The SFMTA was granted the authority to issue debt, for the first time, through the passage of Proposition A in November 2007. The SFMTA has various major capital projects such as Central Subway, Transit Oriented Developments, Geary and Van Ness Avenue Bus Rapid Transit Projects, future system overhauls and long-term maintenance. The Federal Transit Administration grant funding (over \$900M) for the Central Subway Project looks to the SFMTA to have a financial contingency plan.

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

Previous financial advisory services were obtained through the Mayor's Office of Public Finance Financial Advisory Pool.

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

Not known at this time.

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

<u>IFPTE, Local 21</u>	<u>Farween Boparai</u>	<u>10-20-09</u>
Union Name	Signature of person mailing / faxing form	Date
<u>MEA</u>	<u>Farween Boparai</u>	<u>10-20-09</u>
Union Name	Signature of person mailing / faxing form	Date

RFP sent to: Ging Louie at Local 21, on October 6, 2009. Steven Lee  
Union Name Date Signature

\*\*\*\*\*

## FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# \_\_\_\_\_

SFMTA approved

STAFF ANALYSIS/RECOMMENDATION:

10-20-09

CIVIL SERVICE COMMISSION ACTION:

Continue A. Concise description of proposed work.

## **A. FINANCIAL PLANNING SERVICES**

### **1. FINANCIAL PLAN:**

- (a) Contractor shall consult with SFMTA and City officials, bond counsel, disclosure counsel, underwriter, and rating agencies to develop a Financing Plan which will provide the most economical structure for any given financing. The Financing Plan shall include, but not be limited to, the following:
  - i. A thorough review and analysis of the existing financial resources, cash flows, and legal structure of the SFMTA, as well as all relevant data pertaining to the financing plan.
  - ii. A determination of the amount necessary to be issued.
  - iii. A determination of the structure, which will result in the SFMTA receiving the lowest possible borrowing, cost.
- (b) Contractor will provide guidance on the timing, structure and method of raising capital for proposed transactions in the financial plan.
- (c) Contractor will keep the SFMTA abreast of changing state and federal laws in connection with the SFMTA's financings and will be available to provide assistance and advice on any legislative issues impacting the SFMTA.

### **2. ANALYZE FUTURE DEBT CAPACITY:**

- (a) Contractor will formulate financial models to help evaluate the viability of various financing strategies to provide the required level of funding over time.

### **3. IDENTIFY FINANCING ALTERNATIVES:**

- (a) Contractor will develop objective financing plans incorporating a full range of financing alternatives including; pay-as-you-go, revenue bonds, lease financing or special district debt where appropriate.

## **B. DEBT MANAGEMENT SERVICES**

### **1. MAINTAIN DEBT POSITION SUMMARY:**

- (a) Following each sale of debt the Contractor will update and maintain schedules for the SFMTA's Outstanding Debt Summary including, but not limited to:
  - i. Updates reflecting outstanding debt
  - ii. Debt capacities
  - iii. Debt service schedules
  - iv. Ratings
  - v. Assessed values
  - vi. Authorized but unissued debt
  - vii. Contractor will maintain copies of all transcripts.

### **2. DEVELOP AND MONITOR FINANCING SCHEDULE**

- (a) Contractor will prepare a bond sale calendar that clearly identifies the responsibilities of each participant in the transaction.
  - i. SFMTA will have sufficient time for review of all disclosure materials prior to final printing and distribution.
  - ii. Contractor we will keep SFMTA staff informed about the progress of the financing and, if necessary, modify the schedule to meet changing circumstances.

### **3. ANALYZE DEBT STRUCTURE ALTERNATIVES:**

- (a) Contractor will analyze the debt structure and provide a determination based on the following three elements:
  - i. Is the proposed amortization schedule well-coordinated with SFMTA's existing liabilities and cash flow;
  - ii. Are the resources pledged to debt redemption sufficient to meet coverage requirements or tax rate parameters; and,

- iii. Is the proposed maturity schedule designed to attract maximum interest from underwriters and potential investors in the current market.
- (b) Contractor will provide advice and assistance concerning debt covenants, pledge of revenues, flow of funds, and legal coverage requirements.
- (c) Contractor will utilize the information from policy review and development to formulate the issue structure and other terms under which the bonds are to be offered addressing the following key issues:
  - i. Maturity Schedule and Pattern of Debt Service-provide advice and assistance in planning debt issue, determining the principal amount of debt to be sold, and develop a maturity schedule for each bond issue.
  - ii. Call Features- Contractor will perform detailed analyses of different call features, analyzing the effects of shorter call dates, smaller call premiums or even non-callable bonds and the potential impact they may have on marketing the bonds and interest rates that would be attained.
  - iii. Credit Enhancement- Contractor will analyze the merits of obtaining credit enhancements for discussion with SFMTA staff.
- 4. DEVELOP FINANCING DOCUMENTS:
  - (a) Contractor will assist in the preparation, review and adoption of all legal documents and for drafting, printing, and distributing all disclosure documents prior to the bond sale.
  - (b) Contractor will coordinate with SFMTA officials, bond counsel, and other team members in the preparation, review and finalization of all bond document preparation activities including:
    - i. Arranging for debt sales advertising in trade journals and periodicals such as the Bond Buyer and making all necessary arrangements for each bond sale with the registrar and trustee.
    - ii. Coordinate the printing and delivery of securities and notify the purchaser of the date and place that payment will be made.
- 5. COORDINATE THE MARKETING OF BONDS:
  - (a) To assist the SFMTA with the timing of proposed issues, Contractor will closely monitor all local, national and international developments and evaluate the potential impact of each event on a new-issue of tax-exempt securities.
  - (b) Contractor will assist the SFMTA in coordinating its offerings with those of other issuers. This effort is designed to focus underwriter interest in the SFMTA's transactions by separating them from other sales. The overall goal is to identify a market in which: interest rates are stable; the supply of tax-exempt securities is light; and there is significant demand from both institutional and retail investors.
  - (c) Working closely with SFMTA staff and bond counsel, Contractor will be actively involved in the review and development of key disclosure materials required to effectively market the SFMTA's issues (including the necessary documents for electronic bidding, if appropriate). These disclosure materials include the preliminary official statement ("POS"), the final official statement ("OS"), and for competitively bid issues, the official bid form and the Notice of Sale.
  - (d) For the SFMTA's offerings, Contractor will work closely with SFMTA staff and financing team members to ensure that the POS is in full compliance with SEC guidelines, and industry standards including the guidelines developed by GFOA and MSRB.
  - (e) Assist with securing a line or letter of credit when necessary.
- 6. RATING AGENCY CONTACTS:
  - (a) Contractor will develop a presentation and coordinate the introduction of SFMTA as a new issue to the three major rating agencies, Moody's Investors Service, Standard & Poor's Corporation and Fitch Ratings
  - (b) Contractor will determine both credit strengths and weaknesses prior to any presentation of materials to rating analysts based on a clear understanding of the analytical methods utilized by Moody's Investors Service, Standard & Poor's Corporation and Fitch Ratings.
  - (c) Contractor will recommend the rating firms to be used, if necessary, and prepare and present such information as is required to receive rating.
- 7. ASSIST WITH THE PRICING OF THE BONDS:
  - (a) Contractor will provide the SFMTA with market information relating to comparable issues in the market, comparisons of takedown levels and important economic data releases.

- i. Contractor will provide aggressive and informed representation to prospective bidders on behalf of the SFMTA in the pricing of securities.
  - ii. Contractor will assist in the evaluation of competitive bids and actively monitor market conditions to effectively advise the SFMTA as to the most appropriate market timing for its security offerings.
- (b) Contractor will provide the SFMTA with a Final Pricing Report so that the SFMTA can evaluate the fairness of the pricing of the bonds.
  - i. The Report will be a summary of the bond pricing, final pricing and debt service schedules, orders and allocation of bonds (for negotiated financings), review of market conditions, bond rating reviews, and related news articles.
  - ii. The report will serve as a measure of the fairness of the pricing terms, and also as a comprehensive reference to which the SFMTA may refer in the future.
- 8. ASSIST WITH PRECLOSING AND CLOSING:
  - (a) Contractor will work with all parties involved with the closing to prepare a schedule of tasks to be completed prior to closing and identify the party responsible for completing the task. These tasks include completing the final official statement, preparing closing documents, arranging for the transfer of funds and the investment of funds.

## C. PROJECT ANALYSIS

### PROJECT ANALYSIS

- (a) Financial Advisor will provide the SFMTA with financial analytical support in the specific projects, including but not limited to the following types of projects:
  - i. Transit Oriented Development
  - II. Real Estate Development
  - iii. Land Purchase and Sales
  - iv. Property Build out
  - v. Leveraging of other SFMTA assets



**3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE****A. Specify required skills and/or expertise:**

The Financial Advisors are required to have extensive knowledge, experience and expertise in financial modeling, debt service management, bond issuance, bond market, bond ratings and private/public partnership arrangements.

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

While the following classifications could perform partial services they do not possess expertise in financial modeling, bond market, bond rating, and private/public partnership arrangements, 9182 Manager VIII, 9187 Deputy Director II, and 5186 Finance Manager.

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

No

**4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM****A. Explain why civil service classes are not applicable:**

Civil Service classes do not have the skill sets, tools and market knowledge to perform the work. Additionally, civil service classifications do not possess the appropriate level of skills and expertise to protect the agency from any liabilities in the event the figures and analysis are incorrect which could pose a risk to the agency.

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

No. These services are specialized and on an as-needed basis.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	( )	(X)
B. Will the contractor train City and County employees?	( )	(X)
C. Are there legal mandates requiring the use of contractual services?	( )	(X)
D. Are there federal or state grant requirements regarding the use of contractual services?	( )	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service? <i>The SFMTA Board of Director has approved Resolution No. 09-162 on September 15, 2009</i>	(X)	( )
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	( )	(X)

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

*Parveen Boparai*

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai

Print or Type Name

415.701.5377

Telephone Number

San Francisco Municipal Transportation Agency

1 So. Van Ness, 7<sup>th</sup> Floor, S. F. CA 94103

Address

MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS  
CITY AND COUNTY OF SAN FRANCISCO  
RESOLUTION No. 09-162

WHEREAS, Developing a long-term Financial Plan is vital to the stability of the SFMTA to ensure funding for major capital projects and maintaining the highest levels of service to the public; and

WHEREAS, On December 2, 2008, the SFMTA Board of Directors adopted Resolution No. 08-197 authorizing the Executive Director/CEO to issue a Request for Proposals (RFP) for as-needed financial advisory services; and

WHEREAS, On January 30, 2009, seven proposals were received in response to the RFP and all were deemed non-responsive for failure to demonstrate compliance with the Human Rights Commission Good Faith Effort requirements in establishing the 20% Local Business Enterprise sub-contracting goal; and

WHEREAS, Staff reissued the RFP on March 20, 2009 and provided specific clarification on items of non-compliance and assistance with producing the required Good Faith Effort documentation; and

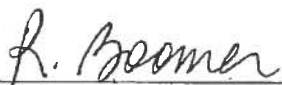
WHEREAS, Six proposals were received on April 17, 2009; and

WHEREAS, A selection committee consisting of representatives from the SFMTA, the Port of San Francisco, San Francisco International Airport and the City's Tax Collector's Office scored the six written proposals in accordance with the criteria outlined in the RFP; and

WHEREAS, The top three firms were interviewed by the selection committee which determined final scores and ranked the three within the pool of financial advisors; now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors authorizes the SFMTA Executive Director/CEO to execute Contract #2008/09-38A, #2008/09-38B and #2008/09-38C, Agreements between the City and County of San Francisco and Backstrom McCarley Berry & Co., LLC, Ross Financial and The PFM Group respectively to provide as-needed financial advisory services for terms not to exceed five years each and an amount not to exceed \$2,000,000.00, for each contract, excluding bond issuance fees paid for with bond proceeds.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of SEP 15 2009.

  
Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Transportation Security Administration Explosive Detection Canine Training

Funding Source: Federal Funds

PSC Duration: 5 years 2 days

PSC Amount: \$200,000

**1. Description of Work**

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

The consultant will provide required training to the San Francisco Municipal Transportation Agency (SFMTA) police service dogs (K-9 unit) and their handlers on explosives detection in accordance with Transportation Security Administration (TSA) standards. The canines and police officers will then be qualified and TSA-certified to work when explosives detection is required within the SFMTA transit system.

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

The Department of Homeland Security-TSA requires annual certification for explosives detection of each of the SFMTA K-9 unit teams. Without the TSA certification, the team will not possess the required certification and will no longer be allowed to work in these types of critical or emergency situations.

**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 SFMTA used Contract 37826-15/16 for related and similar services. This service was provided by the police department in the past.

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

Yes, the service is needed as long as SFMTA has a K-9 unit.

**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.**

See attached Bid Proposal and Insurance Certif

**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).

☒ 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 consultant will provide required training to the San Francisco Municipal Transportation Agency (SFMTA) police service dogs (K-9 unit) and their handlers on explosives detection in accordance with Transportation Security Administration (TSA) standards. The canines and police officers will then be qualified and TSA-certified to work when explosives detection is required within the SFMTA transit system. This TSA certification training is provided when required and on an as-needed basis only. The Department of Homeland Security-TSA requires an annual certification for explosives detection of each of the SFMTA K-9 unit teams. Without the TSA certification, the team will not possess the required certification and will no longer be allowed to work in these types of critical or emergency situations.

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

- A. Specify required skills and/or expertise: The consultant must be a TSA-certified canine trainer with the explosives detection specialty. Must have five (5) years of experience training police service dogs in explosives detection in accordance with TSA standards.
- B. Which, if any, civil service class(es) normally perform(s) this work? Q004, Police Officer 3;
- 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 trainer must be TSA certified. No one within the City is TSA certified as a trainer.

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

- A. Explain why civil service classes are not applicable.  
There is no civil service class position that currently requires the TSA certification to train canines and their handlers in the explosives detection specialty.
- 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 TSA certification training is provided when required and on an as-needed basis only.

**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. TSA canine teams will conduct training and other canine activities within view of the public, thereby providing a noticeably visible deterrent towards terrorist threats and other criminal activity. The training is 9 hours of field training for each handler team. Training includes proficiency training, obedience training, and explosives training.
- C. Are there legal mandates requiring the use of contractual services?  
No.

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

**7. Union Notification:** On 01/10/2020, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; SFPOA - Q2-Q50

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

Name: 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# 40189 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/16/2020

# **Receipt of Union Notification**

## Nuque, Amy

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**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Friday, January 10, 2020 4:51 PM  
**To:** Nuque, Amy; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40189 - 19/20

RECEIPT for Union Notification for PSC 40189 - 19/20 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 40189 - 19/20 for \$200,000 for Initial Request services for the period 01/31/2020 – 01/31/2025. 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/14448> 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: Transportation Security Administration Explosive Detection Canine TrainingFunding Source: Federal Funds

PSC Duration: 2 years

PSC Amount: \$100,000PSC Est. Start Date: 12/16/2015 PSC Est. End Date: 12/15/2017**1. Description of Work****A. Scope of Work:**

The consultant will provide required training to the San Francisco Municipal Transportation Agency (SFMTA) police service dogs (K-9 unit) and their handlers on explosives detection in accordance with Transportation Security Administration (TSA) standards. The canines and police officers will then be qualified and TSA-certified to work when explosives detection is required within the SFMTA transit system.

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

The Department of Homeland Security-TSA requires annual certification for explosives detection of each of the SFMTA K-9 unit teams. Without the TSA certification, the team will not possess the required certification and will no longer be allowed to work in these types of critical or emergency situations.

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 SFMTA used PSC #37509-13/14 for related and similar services. This service was provided by the police department in the past. See item 3.B.

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

**2. Union Notification:** On 09/04/2015, the Department notified the following employee organizations of this PSC/RFP request: SFPOA - Q2-Q50, Professional & Tech Engrs, Local 21,

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**PSC# 37826 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/14/2015

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

A. Specify required skills and/or expertise:

The consultant must be a TSA-certified canine trainer with the explosives detection specialty. Must have five (5) years of experience training police service dogs in explosives detection in accordance with TSA standards.

B. Which, if any, civil service class(es) normally perform(s) this work?  
Q004,

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:

There is no civil service class position that currently requires the TSA certification to train canines and their handlers in the explosives detection specialty.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No. This TSA certification training is provided when required and on an as-needed basis only.

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

	<b><u>YES</u></b>	<b><u>NO</u></b>
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? Nine (9) hours of field training for each team (dog and...see attached	<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 checked="" type="checkbox"/>	<input type="checkbox"/>

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 09/04/2015 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

# **Modification**

## **Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 49312 - 15/16)

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

Type of Service: software upgrade and maintenance

Funding Source: General fund

PSC Original Approved Amount: \$950,000

PSC Original Approved Duration: 06/01/16 - 05/30/19  
(2 years 51 weeks).

PSC Mod#1 Amount: \$470,000

PSC Mod#1 Duration: 06/01/19-11/25/20 (1 year 25 weeks).

PSC Mod#2 Amount: \$1,250,000

PSC Mod#2 Duration: 06/01/16-12/31/22 (2 years 5 weeks).

PSC Cumulative Amount Proposed: \$2,670,000

PSC Cumulative Duration Proposed: 6 years 30 weeks

**1. Description of Work**

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

The contractor will provide consulting services for the modification and customization of Customer Relationship Management (CRM) proprietary software used to manage the City's service requests. When required, vendor services assist City staff extend the functionality of the application while training staff to make additional improvements.

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

The City's CRM software handles incoming requests (made by phone, web and mobile devices) and tracks the response to the requests. Annual Software maintenance ensures the City can receive development assistance and includes access to new releases of the software. These upgrades provide needed and requested functionality to departments. Professional services, when necessary, help City staff adapt the software to the City's changing systems, business requirements and technology. Lack of a professional services contract would severely limit the City's ability to correctly respond to public requests and prevent resolving agencies, e.g., the Department of Public Works, the Public Utilities Commission and the Municipal Transportation Agency, from modernizing and improving practices.

**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?**

Yes. These needs are ongoing. The department plans to do a Request for Proposal (RFP) in the future to review these services and others provided to SF311 under contract, looking at vendor pools and potential new vendors to provide services.

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

The additional requested duration is to allow time for completion of a study on 3-1-1 Customer

Relationship Management (CRM) systems. This study may recommend a Request for Proposal (RFP) to secure different services.

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

A. Display all that apply

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

Explain the qualifying circumstances:

These services must be provided by the vendor as work is to be performed using their proprietary software.

B. Reason for the request for modification:

Add funds and duration

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

A. Specify required skills and/or expertise: Specialized expertise in the implementation of enterprise SF311 Call tracking, integration with knowledge and Geographic Information System (GIS) applications. Web service architecture, business rules, web and java development, database architecture and reporting. Knowledge of proprietary software to provide services.

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; 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 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 services classes do not have the specialized knowledge and experience to work with proprietary software to provides services necessary.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The technology advances rapidly and City employees would not be able to work on 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 attached memorandum
- 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.  
Verint Americas, Inc. Their software is proprietary.

**7. Union Notification:** On 02/05/20, 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# 49312 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/16/2020

# **Receipt of Union Notification**

## Lubamersky, Joan (ADM)

---

**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Wednesday, February 5, 2020 5:03 PM  
**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 # 49312 - 15/16 - 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 \$1,250,000 for services for the period June 1, 2016 – December 31, 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/10898>

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



# **Additional Attachment(s)**



OFFICE OF THE  
CITY ADMINISTRATOR



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

February 5, 2020

MEMORANDUM

TO: Honorable Civil Service Commission

FROM: *Joan Lubamersky*  
Joan Lubamersky, Contract Coordinator  
Office of the City Administrator

SUBJ: Duration Over Five Years  
PSC 49312 15.16

311 is working with a consultant to evaluate the current customer relationship management (CRM) platform (Verint) and identify unmet customer needs and areas for improvement. The study's findings will guide 311 in selecting the CRM platform and features that will meet customers' needs going forward, including the option of remaining with the current platform with enhanced features.

The study is still in progress. We are requesting an extension of the PSC to avoid disruption in the current provider's maintenance and support services and remotely hosted software services which are critical to 311's operations. When the study is completed, 311 will be able to incorporate the findings in the next phase of identifying a CRM platform that meets their requirements.

Thank you for your consideration.

Copy to: Nancy Alvaro, Director 311

## 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 # 49312 - 15/16)

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

Type of Service: software upgrade and maintenanceFunding Source: General fundPSC Original Approved Amount: \$950,000PSC Original Approved Duration: 06/01/16 - 05/30/19 (2 years 51 weeks)PSC Mod#1 Amount: \$470,000PSC Mod#1 Duration: 06/01/19-11/25/20 (1 year 25 weeks)PSC Cumulative Amount Proposed: \$1,420,000PSC Cumulative Duration Proposed: 4 years 25 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide consulting services for the modification and customization of Customer Relationship Management (CRM) proprietary software used to manage the City's service requests. When required, vendor services assist City staff extend the functionality of the application while training staff to make additional improvements.

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

The City's CRM software handles incoming requests (made by phone, web and mobile devices) and tracks the response to the requests. Annual Software maintenance ensures the City can receive development assistance and includes access to new releases of the software. These upgrades provide needed and requested functionality to departments. Professional services, when necessary, help City staff adapt the software to the City's changing systems, business requirements and technology. Lack of a professional services contract would severely limit the City's ability to correctly respond to public requests and prevent resolving agencies, e.g., the Department of Public Works, the Public Utilities Commission and the Municipal Transportation Agency, from modernizing and improving practices.

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

Yes

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

Yes. These needs are ongoing. The department plans to do a Request for Proposal (RFP) in the future to review these services and others provided to SF311 under contract, looking at vendor pools and potential new vendors to provide services.

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

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

A. Display all that apply

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

Explain the qualifying circumstances:

These services must be provided by the vendor as work is to be performed using their proprietary software.

B. Reason for the request for modification:

To add funds and extend duration.

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

A. Specify required skills and/or expertise: Specialized expertise in the implementation of enterprise SF311 Call tracking, integration with knowledge and Geographic Information System (GIS) applications. Web service architecture, business rules, web and java development, database architecture and reporting. Knowledge of proprietary software to provide services.

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; 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 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 services classes do not have the specialized knowledge and experience to work with proprietary software to provides services necessary.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The technology advances rapidly and City employees would not be able to work on 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.  
Vendor will train one Class 1063 for one day to allow City staff to perform additional improvements in the future
- 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.  
Verint Americas, Inc. Their software is proprietary.

**7. Union Notification:** On 04/23/18, 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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49312 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/10/2018

## 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: General fundPSC Duration: 2 years 51 weeksPSC Amount: \$950,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide consulting services for the modification and customization of Customer Relationship Management (CRM) proprietary software used to manage the City's service requests. When required, vendor services assist City staff extend the functionality of the application while training staff to make additional improvements.

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

The City's CRM software handles incoming requests (made by phone, web and mobile devices) and tracks the response to the requests. Annual Software maintenance ensures the City can receive development assistance and includes access to new releases of the software. These upgrades provide needed and requested functionality to departments. Professional services, when necessary, help City staff adapt the software to the City's changing systems, business requirements and technology. Lack of a professional services contract would severely limit the City's ability to correctly respond to public requests and prevent resolving agencies, e.g., the Department of Public Works, the Public Utilities Commission and the Municipal Transportation Agency, from modernizing and improving practices.

**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 under contract in the past, utilizing proprietary software.

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

Yes. These needs are ongoing. The department plans to do a Request for Proposal (RFP) in the future to review these services and others provided to SF311 under contract, looking at vendor pools and potential new vendors to provide services.

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

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

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. This contract was created by the Department of Technology and services transferred to SF311

7. **Union Notification:** On 03/21/2016, 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# 49312 - 15/16

DHR Analysis/Recommendation:

Commission Approval Required

06/06/2016 DHR Approved for 06/06/2016

action date: 06/06/2016

Approved by Civil Service Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4129-11/12)

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

Type of Service: Children's System of Care Database Information Systems Support

Funding Source: General Fund - Community Behavioral Health

PSC Original Approved Amount: \$600,000

PSC Original Approved Duration: 07/01/12 - 06/30/17 (5 years)

PSC Mod#1 Amount: \$201,600

PSC Mod#1 Duration: 07/01/17-06/30/19 (2 years)

PSC Mod#2 Amount: \$50,000

PSC Mod#2 Duration: 07/01/17-06/30/20 (1 year 1 day)

PSC Mod#3 Amount: \$175,000

PSC Mod#3 Duration: no duration added

PSC Mod#4 Amount: \$50,000

PSC Mod#4 Duration: 07/01/20-06/30/25 (5 years 1 day)

PSC Cumulative Amount Proposed: \$1,076,600

PSC Cumulative Duration Proposed: 13 years 2 days

**1. Description of Work**

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

The proposed work has three components. First, the Contractor will provide on-going 24/7/365 access for the application, and maintenance services for the comprehensive web-based database application, the Shared Youth Database, which is a customized database that creates matched records for children adolescent clients served by the Department of Public Health, San Francisco Human Services Agency, San Francisco Juvenile Probation Department and San Francisco Unified School District. This data base is used to identify opportunities for early intervention, care planning, practice improvement, and research. Second, the Contractor will complete building a data dashboard and associated reports using data obtained from Avatar, the behavioral health electronic health record. Third, the Contractor will build Clinical Reports, specifically ANSA (Adult Mental Health Outcome measure) reports that mirror those they previously built for CANS (Child/Youth outcome measure). The Data Dashboard and Clinical Reports components will involve the development of the reports, followed by training DPH IT staff to create similar new reports or modify existing reports using Crystal Reports. The training component is critical in that these reports require more complex programming than is typically done within Avatar and we are committed to building internal capacity to produce and maintain reports with the Avatar environment.

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

The funds will continue providing ongoing training, maintenance, consulting, and custom services for the web-based Shared Youth Database. The Shared Youth Database is powered by the contractors proprietary DCAR, comprehensive web-based application that is solely supported and maintained by the contractor. The funds will also support the completion of two projects for which existing DPH IT staff do not have the technical expertise, the Data Dashboard (which exists in the DCAR system) and Clinical Reports (which also exist for CANS data in the DCAR system). There are no new services in the requested amount, and proposed services are for current applications that are already in use by the Department of Public Health. Denial of this request will result in losing access to the Shared Youth Database which tracks all the records



and service needs of the children and adolescent clients. Denial will also result in losing the ability to complete the data dashboard and clinical reports, which are critical products for utilization management needed as we plan for health reform.

- 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 4129-11/12

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

Yes

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

The Department expects the need for these services to continue, as they provide a unique, cross-departmental, proprietary database that at this time is not expected to be replaced by larger systems.

## **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:

support services for the applications or hardware must be covered by contractor. Support, warranties and guaranties included in the software or hardware license will be invalidated if support/services are provided by the City.

- B. Reason for the request for modification:

extend duration by 5 years and increase amount by \$50,000

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

- A. Specify required skills and/or expertise: Knowledge of data integration and matching system for the Shared Youth Database, the integration of clients' data from the Department of Public Health, San Francisco Human Services Agency, San Francisco Juvenile Probation Department and San Francisco Unified School District. Proven project management and software implementation, integration, and training experience on Shared Youth Database. Analysis and programming skills as well as Local Area (LAN) and Wide Area (WAN) network technical support including the ability to maintain and establish secure communication through a multitude of firewall applications. Expertise with SQL programming and Crystal Reports to complete the Data Dashboard and Clinical Reports.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1022, IS Administrator 2; 1023, IS Administrator 3; 1024, IS Administrator-Supervisor; 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; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1071, IS Manager;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: YES; off-site application and data hosting/Warehousing services will be provided for web-based (remote) applications. Contractor will also provide access to software licenses for DCAR™, comprehensive web-based application powering the Shared Youth Database. Support services for the

applications, or hardware covered under this request must be performed by contractor. If support is provided by customers (i.e., civil service employees), warranties and guaranties included in the software or hardware license w111 be invalidated.

**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 contract represents proprietary products and services which meet specific business and functional needs for the Department, and which contain technical components that are beyond the scope of expertise of existing Civil Service classes to develop within practical time and quality parameters. DPH must continue support agreements in order to maintain licensing for current versions of the required systems, as well as to enable staff support for the implementation of new functions, regulatory changes, customization and emergency response to system problems.

**B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain:** No. Existing civil service classes continue working in conjunction with contract provider on the projects and ongoing system support, and DPH regularly incorporates effective ways to transfer knowledge and develop City staff to maximize their involvement in the various projects affected. Specifically, reports utilizing the data collected here are being build by the contractor (AJWI, Inc.) in Crystal Reports. The contractor will hold two full day sessions with the designated IT staff (2 IS Business Analysts) responsible for writing and maintaining Crystal Reports in order to describe the coding for the reports and how to update these reports as needed. The contractor will also be available for up to six (6) additional hours of consultation on these reports regarding their-coding and maintenance, in order to ensure accurate and effective knowledge transfer.

**6. Additional Information**

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

No.

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

Approximately 22 hours of training. 2 IS Business 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.**

No.

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

A.J. Wong

7. **Union Notification:** On 01/10/20, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 101 Grove Street, Room 405, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4129-11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/16/2020

# **Receipt of Union Notification**

## Hale, Jacquie (DPH)

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**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Friday, January 10, 2020 12:47 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; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 4129-11/12 - 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 \$50,000 for services for the period July 1, 2020 – June 30, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/9937>

Email sent to the following addresses: staff@sfmea.com Christina@sfmea.com Camaguey@sfmea.com 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: PUBLIC HEALTHDept. Code: DPHType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4129-11/12)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Children's System of Care Database Information Systems SupportFunding Source: General Fund - Community Behavioral HealthPSC Original Approved Amount: \$600,000PSC Original Approved Duration: 07/01/12 - 06/30/17 (5 years)PSC Mod#1 Amount: \$201,600PSC Mod#1 Duration: 07/01/17-06/30/19 (2 years)PSC Cumulative Amount Proposed: \$801,600PSC Cumulative Duration Proposed: 7 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The proposed work has three components. First, the Contractor will provide on-going 24/7/365 access for the application, and maintenance services for the comprehensive web-based database application, the Shared Youth Database, which is a customized database that creates matched records for children adolescent clients served by the Department of Public Health, San Francisco Human Services Agency, San Francisco Juvenile Probation Department and San Francisco Unified School District. This data base is used to identify opportunities for early intervention, care planning, practice improvement, and research. Second, the Contractor will complete building a data dashboard and associated reports using data obtained from Avatar, the behavioral health electronic health record. Third, the Contractor will build Clinical Reports, specifically ANSA (Adult Mental Health Outcome measure) reports that mirror those they previously built for CANS (Child/Youth outcome measure). The Data Dashboard and Clinical Reports components will involve the development of the reports, followed by training DPH IT staff to create similar new reports or modify existing reports using Crystal Reports. The training component is critical in that these reports require more complex programming than is typically done within Avatar and we are committed to building internal capacity to produce and maintain reports with the Avatar environment.

**Scope Change**

No scope change.

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

The funds will continue providing ongoing training, maintenance, consulting, and custom services for the web-based Shared Youth Database. The Shared Youth Database is powered by the contractors proprietary DCAR, comprehensive web-based application that is solely supported and maintained by the contractor. The funds will also support the completion of two projects for which existing DPH IT staff do not have the technical expertise, the Data Dashboard (which exists in the DCAR system) and Clinical Reports (which also exist for CANS data in the DCAR system). There are no new services in the requested amount, and proposed services are for current applications that are already in use by the Department of Public Health. Denial of this request will result in losing

access to the Shared Youth Database which tracks all the records and service needs of the children and adolescent clients. Denial will also result in losing the ability to complete the data dashboard and clinical reports, which are critical products for utilization management needed as we plan for health reform.

- 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.

4062-04/05

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

Yes

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

The Department wishes to extend the current contract by two years as it finds a continued need for these services, which provide a proprietary web-based database on juvenile clients used by the Department's Behavioral Health Services, the San Francisco Unified School District, and the Juvenile Probation Department, to access and coordinate services for clients which they have in common. The Department expects that these services will be include in any review of the Department's many information systems as part of preparations for implementation of a new, Department-wide Electronic Health Record (E HR) system.

## **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:

support services for the applications or hardware must be covered by contractor. Support, warranties and guaranties included in the software or hardware license will be invalidated if support/services are provided by the City.

- B. Reason for the request for modification:

extend two years

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

- A. Specify required skills and/or expertise: Knowledge of data integration and matching system for the Shared Youth Database, the integration of clients' data from the Department of Public Health, San Francisco Human Services Agency, San Francisco Juvenile Probation Department and San Francisco Unified School District. Proven project management and software implementation, integration, and training experience on Shared Youth Database. Analysis and programming skills as well as Local Area (LAN) and Wide Area (WAN) network technical support including the ability to maintain and establish secure communication through a multitude of firewall applications. Expertise with SQL programming and Crystal Reports to complete the Data Dashboard and Clinical Reports.



- B. Which, if any, civil service class(es) normally perform(s) this work? 1022, IS Administrator 2; 1023, IS Administrator 3; 1024, IS Administrator-Supervisor; 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; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1071, IS Manager;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: YES; off-site application and data hosting/Warehousing services will be provided for web-based (remote) applications. Contractor will also provide access to software licenses for DCAR™, comprehensive web-based application powering the Shared Youth Database. Support services for the applications, or hardware covered under this request must be performed by contractor. If support is provided by customers (i.e., civil service employees), warranties and guaranties included in the software or hardware license w111 be invalidated.

**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 contract represents proprietary products and services which meet specific business and functional needs for the Department, and which contain technical components that are beyond the scope of expertise of existing Civil Service classes to develop within practical time and quality parameters. DPH must continue support agreements in order to maintain licensing for current versions of the required systems, as well as to enable staff support for the implementation of new functions, regulatory changes, customization and emergency response to system problems.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Existing civil service classes continue working in conjunction with contract provider on the projects and ongoing system support, and DPH regularly incorporates effective ways to transfer knowledge and develop City staff to maximize their involvement in the various projects affected. Specifically, reports utilizing the data collected here are being build by the contractor (AJWI, Inc.) in Crystal Reports. The contractor will hold two full day sessions with the designated IT staff (2 IS Business Analysts) responsible for writing and maintaining Crystal Reports in order to describe the coding for the reports and how to update these reports as needed. The contractor will also be available for up to six (6) additional hours of consultation on these reports regarding their-coding and maintenance, in order to ensure accurate and effective knowledge transfer.

**6. Additional Information**

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

Training will be provided to users of this proprietary web-based database as needed. No other formal 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.  
A.J. Wong

**7. Union Notification:** On 08/08/17, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association;

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

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

Address: 101 Grove Street, Room 405, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4129-11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/03/2017

## Hale, Jacquie (DPH)

---

**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Tuesday, August 08, 2017 4:47 PM  
**To:** Hale, Jacquie (DPH); kgeneral@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 4129-11/12 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The Dept Title -- Dept has submitted a modification request for a Personal Services Contract (PSC) for \$201,600 for services for the period July 1, 2017 – June 30, 2019. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/9937>

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

## Hale, Jacquie (DPH)

---

**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Wednesday, November 22, 2017 3:30 PM  
**To:** Hale, Jacquie (DPH); kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 4129-11/12 - 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 \$50,000 for services for the period July 1, 2017 – 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/9937>

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44680 - 14/15)

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

Type of Service: Tuberculosis - Integrated Physician and Capacity Building Services

Funding Source: General Fund and Grants

PSC Original Approved Amount: \$845,000

PSC Original Approved Duration: 07/01/15 - 06/30/20  
(5 years 1 day).

PSC Mod#1 Amount: \$400,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$550,000

PSC Mod#2 Duration: 07/01/20-06/30/24 (4 years 1 day).

PSC Cumulative Amount Proposed: \$1,795,000

PSC Cumulative Duration Proposed: 9 years 2 days

**1. Description of Work**

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

Tuberculosis physician services for the delivery of prevention, diagnostic and treatment services for and related to all forms of tuberculosis and to build capacity for the elimination of Tuberculosis (TB) in San Francisco. Additional services to be provided by physicians include and are not limited to X-Rays, Computerized Tomography (CT) scans, collaborative mentorship of medical students, residents, junior faculty, interns, resident fellows and public health officials.

**Scope Change**

Only physician services are included under this PSC.

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

The Department of Public Health's goal is to prevent communicable disease in the City and County of San Francisco. These services increase capacity to meet this goal. The consequences of denial may contribute to an increased exposure and transmission of Tuberculosis in the City and County of San Francisco.

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

Services have been provided in the past through earlier PSC request. See 44680 - 14/15

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

Yes, services to be renewed annually based on the availability of 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:**

These are services for prevention and treatment of Tuberculosis, a basic public health function, providing core medical services. Until Tuberculosis is eradicated entirely, due to its contagious nature, a need for these services is expected to continue.

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

A. Display all that apply

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

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

Explain the qualifying circumstances:

These are continuing services with an approved medical research facility. In order for the Department to maintain capacity of the delivery of front line medical services it is imperative that the Department engage in collaborative efforts with the appropriate medical research facilities. This continued effort will enhance the Departments effort to provide the delivery of Public Health services to residents of the City and County of San Francisco.

B. Reason for the request for modification:

To extend the duration by four years, and add commensurately to the amount.

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

A. Specify required skills and/or expertise: Medical physician services with an expertise in treating Tuberculosis.

B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2233, Supervising Physician Spec;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This is a collaboration of services with an approved medical research facility. The Department lacks the resources that will be provided by the Curry International Tuberculosis Center currently operated by the University of California at San Francisco.

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 is imperative that in order to increase the Departments capacity to learn and engage in new and inovative research with regards to Tuberculosis that the Department collaborate with an approved medical research facility in the delivery of Tuberculosis 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 contact? If so, please explain what that will entail; if not,

explain why not.

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

No.

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

No.

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

No.

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

**7. Union Notification:** On 02/07/20, the Department notified the following employee organizations of this PSC/RFP request:

Physicians and Dentists - 8CC;

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

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

Address: 101 Grove Room 402, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44680 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/16/2020

# **Receipt of Union Notification**



## Hale, Jacquie (DPH)

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**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Friday, February 07, 2020 11:16 AM  
**To:** Hale, Jacquie (DPH); tjenkins@uapd.com; jduritz@uapd.com; Carmona, Irene (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 44680 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$550,000 for services for the period July 1, 2020 – June 30, 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/5786>

Email sent to the following addresses: jduritz@uapd.com tjenkins@uapd.com

# **Additional Attachment(s)**

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

Department: PUBLIC HEALTH -- DPH Dept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Tuberculosis - Integrated Physician and Capacity Building ServicesFunding Source: General Fund and Grants

PSC Duration: 5 years 1 day

PSC Amount: \$845,000PSC Est. Start Date: 07/01/2015 PSC Est. End Date: 06/30/2020**1. Description of Work****A. Scope of Work:**

Tuberculosis physician services for the delivery of prevention, diagnostic and treatment services for and related to all forms of tuberculosis and to build capacity for the elimination of Tuberculosis (TB) in San Francisco. Additional services include and are not limited to X-Rays, Computerized Tomography (CT) scans, collaborative mentorship of medical students, residents, junior faculty, interns, resident fellows and public health officials.

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

The Department of Public Health's goal is to prevent communicable disease in the City and County of San Francisco. These services increase capacity to meet this goal. The consequences of denial may contribute to an increased exposure and transmission of Tuberculosis in the City and County of San Francisco.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.  
PSC 2007 07/08.

D. Will the contract(s) be renewed? Yes, services to be renewed annually based on the availability of funding.

**2. Union Notification:** On 11/03/2014, the Department notified the following employee organizations of this PSC/RFP request: Physicians and Dentists - 8CC,

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**PSC# 44680 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

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

A. Specify required skills and/or expertise:

Medical physician services with an expertise in treating Tuberculosis.

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

2230,2232,2233,

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 is a collaboration of services with an approved medical research facility. The Department lacks the resources that will be provided by the Curry International Tuberculosis Center currently operated by the University of California at San Francisco.

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

No, it is imperative that in order to increase the Departments capacity to learn and engage in new and inovative research with regards to Tuberculosis that the Department collaborate with an approved medical research facility in the delivery of Tuberculosis services.

**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?  | <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? University of California San Francisco | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

☐ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON \_\_\_\_\_ BY:

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

Address: 101 Grove Room 402 San Francisco, CA



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

*Sent via Electronic Mail*

E. DENNIS NORMANDY  
PRESIDENT

June 19, 2015

DOUGLAS S. CHAN  
VICE PRESIDENT

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

KATE FAVETTI  
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBER 44680-14/15 FROM  
THE DEPARTMENT OF PUBLIC HEALTH.

SCOTT R. HELDFOND  
COMMISSIONER

GINA M. ROCCANOVA  
COMMISSIONER

At its meeting of June 15, 2015 the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report and approved the request for proposed Personal Services Contract Number 44680-14/15. This shall serve to notify the Office of the Controller and the Office of Contract Administration.

MICHAEL L. BROWN  
EXECUTIVE OFFICER

### PLEASE NOTE:

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

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN  
Executive Officer

### Attachment

Cc: Micki Callahan, Department of Human Resources  
Suzanne Choi, Department of Human Resource  
Jacquie Hale, Department of Public Health  
Ben Rosenfield, Controller's Office  
Jaci Fong, Contract Administration  
David Canham, SEIU, Local 1021  
Emma Gerould, SEIU, Local 1021  
Joe Brenner, SEIU, Local 1021  
Commission File  
Chron

Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**POSTING FOR****January 05, 2015****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2015-01-05

**APPLY**

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>
41036 - 14/15	AIRPORT COMMISSION	\$5,000,000.00	The San Francisco International Airport (Airport) Finance Division has a need to set up reimbursement agreements with firms to provide credit and/or liquidity facilities to have access to financial institutions that will provide short term financial loans to the Airport Commission (AC). The financial loans are necessary to ensure that the Airport's variable rate bonds are issued at the lowest possible interest rate.	January 5, 2015	December 31, 2019
44680 - 14/15	PUBLIC HEALTH	\$845,000.00	Tuberculosis physician services for the delivery of prevention, diagnostic and treatment services for and related to all forms of tuberculosis and to build capacity for the elimination of Tuberculosis (TB) in San Francisco. Additional services include and are not limited to X-Rays, Computerized Tomography (CT) scans, collaborative mentorship of medical students, residents, junior faculty, interns, resident fellows and public health officials.	July 1, 2015	June 30, 2020
48657 - 14/15	MUNICIPAL TRANSPORTATION AGENCY	\$9,500,000.00	The Pay-by-Phone (PBP) application contractor will provide software administration, maintenance, and support for the payment processing of credit cards to pay for parking meter usage. This service allows the public via the PBP payment method on personal smart phones (or other comparable devices) to pay for use at all metered spaces in the City, including those spaces under the jurisdiction of the Port of San Francisco ("Port").	April 1, 2015	May 30, 2024
44709 - 14/15	POLICE	\$121,090.00	Currently the San Francisco Police Department (SFPD) Forensic Biology unit owns a Tecan HID EVOLUTION 150 robot system. Federal standards require all new instrumentation utilized for casework to be validated prior to use. Vendor will provide validation services of the Tecan HID EVOLUTION 150 for use. Upon validation of the system, casework will be processed, increasing both the quality and efficiency of the Forensic Biology Unit.	January 5, 2015	December 31, 2015
45542 - 14/15	PUBLIC UTILITIES COMMISSION	\$200,000.00	An independent analysis and review of revenue, costs of service, and rates for the electric utilities under the jurisdiction of the San Francisco Public Utilities Commission (SFPUC). Contract work consists of development of annual revenue requirement for electric service, allocation of the annual revenue requirement to retail classes of service based on their respective service requirements and development of schedules of electric rates to recover allocated costs from each retail customer class.	May 1, 2015	December 1, 2016
41501 - 14/15	RECREATION AND PARK COMMISSION	\$800,000.00	The Recreation and Park Department (RPD) is seeking the services of engineering firms with marina and coastal engineering expertise that can deliver a Criteria Package for the waterside improvements to the Marina Yacht Harbor, East Harbor, which RPD intends will be performed under separate contract by a design-builder. This consultant shall be tasked with providing preliminary design services for marina, coastal and general civil engineering, and consulting support services during the design/build process. Landside improvement designs will be prepared by the City and County of San Francisco's Department of Public Works (DPW).	January 1, 2015	December 31, 2017
45873 - 14/15	RECREATION AND PARK COMMISSION	\$1,200,000.00	Provide full Architectural and Engineering (A/E) services for the Garfield Pool Renovation. This includes all services necessary for schematic design phase,	January 1, 2015	January 1, 2020

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
			design development, participation in presentations to stakeholders. In addition, complete construction documents for permitting, all services required for the construction administration phase and project closeout. A/E firm shall also provide cost estimating services during the course of the project.		
43213 - 14/15	GENERAL SERVICES AGENCY - TECHNOLOGY	\$750,000.00	Training users on the citywide Enterprise Licensed Esri Geographic Information System (GIS) Software products, and Geographic Information System (GIS) Project consulting	January 9, 2015	September 30, 2018

**TOTAL AMOUNT \$18,416,090**

CSY

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

Department: PUBLIC HEALTH Dept. Code: DPHType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44680 - 14/15)Type of Approval: ☐ Expedited ☐ Regular (☐ Omit Posting)Type of Service: Tuberculosis - Integrated Physician and Capacity Building ServicesFunding Source: General Fund and GrantsPSC Original Approved Amount: \$845,000PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)PSC Mod#1 Amount: \$400,000PSC Mod#1 Duration: no duration added

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

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

PSC Cumulative Amount Proposed: \$1,245,000PSC Cumulative Duration Proposed: 5 years 1 day**1. Description of Work****A. Scope of Work:**

Tuberculosis physician services for the delivery of prevention, diagnostic and treatment services for and related to all forms of tuberculosis and to build capacity for the elimination of Tuberculosis (TB) in San Francisco. Additional services to be provided by physicians include and are not limited to X-Rays, Computerized Tomography (CT) scans, collaborative mentorship of medical students, residents, junior faculty, interns, resident fellows and public health officials.

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

The Department of Public Health's goal is to prevent communicable disease in the City and County of San Francisco. These services increase capacity to meet this goal. The consequences of denial may contribute to an increased exposure and transmission of Tuberculosis in the City and County of San Francisco.

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

Services have been provided in the past through earlier PSC request. See 44680 - 14/15

D. Will the contract(s) be renewed? Yes, services to be renewed annually based on the availability of funding.

**2. Union Notification:** On 09/14/15, the Department notified the following employee organizations of this PSC/RFP request: Physicians and Dentists - 8CC;

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**PSC# 44680 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/25/2015



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

A. Specify required skills and/or expertise:

Medical physician services with an expertise in treating Tuberculosis.

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

2230,2232,2233,

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 is a collaboration of services with an approved medical research facility. The Department lacks the resources that will be provided by the Curry International Tuberculosis Center currently operated by the University of California at San Francisco.

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

No, it is imperative that in order to increase the Departments capacity to learn and engage in new and inovative research with regards to Tuberculosis that the Department collaborate with an approved medical research facility in the delivery of Tuberculosis services.

**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?   | <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? Current PSC supports services | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 09/14/15 BY:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.orgAddress: 101 Grove Room 402 San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 42163 - 13/14)

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

Type of Service: Program Scheduling and Cost Control Staff Augmentation Services (CS-369)

Funding Source: SSIP and HSIP Programs

PSC Original Approved Amount: \$9,500,000

PSC Original Approved Duration: 10/01/14 - 09/30/18 (4 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 10/01/18-08/31/20 (1 year 48 weeks)

PSC Mod#2 Amount: \$4,500,000

PSC Mod#2 Duration: 09/01/20-09/30/22 (2 years 4 weeks)

PSC Cumulative Amount Proposed: \$14,000,000

PSC Cumulative Duration Proposed: 8 years 1 day

**1. Description of Work**

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

The scope of work is to augment, assist and support Program Controls Support Bureau (PCSB) staff as-needed in developing and updating detailed, resource loaded project and program schedules with work breakdown structure and major milestones; providing construction Critical Path Method (CPM) scheduling support services, including review and recommendation for time extension entitlements; forecasting and monitoring status of project schedules and budgets at completion; implementing change control management measures; establishing and maintaining the Primavera-based Program Control System for all capital improvement projects such that San Francisco Public Utilities Commission (SFPUC)/City and County of San Francisco software systems can be utilized in conjunction with PCSB Program Control System for scheduling and cost, and change control/management.

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

The development, maintenance, monitoring, controlling and reporting of project /program level schedules and budgets are the responsibility of Program Controls Group (PCG) of the Project Management Bureau (PMB). Manpower with expertise in scheduling and cost estimating is required to augment SFPUC staff. Failure to meet these objectives would impact the ability of SFPUC to successfully complete Hetchy System Improvement Program (HSIP) and the Sewer System Improvement Program (SSIP) and other critical capital improvement projects on time and within budget.

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

Services have been provided in the past through earlier PSC request. See 42163 - 13/14

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

No.

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

PSC 42163-13/14 authorizes SFPUC contract CS-369.A which requires a one-year amendment from its original four-year term to a five-year term from September 1, 2015 through August 31, 2020. The duration of PSC 42163-13/14 exceeds five years after Modification No. 1 because the contract start date is later than the PSC start 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 response from department

B. Reason for the request for modification:

The San Francisco Public Utilities Commission wishes to continue services to augment City staff in order to continue to provide specialized program/project scheduling, Critical Path Method scheduling, forecasting, change control, cost control, and cost estimating for capital improvement projects/programs.

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

A. Specify required skills and/or expertise: 1) skill and expertise in CPM Scheduling, 2) experience in implementing Earned Value Method for progress reporting, 3) proficient in utilizing P6, 4) expertise in cost engineering and estimating, and 5) experience with change management/control.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 5602, Utility Specialist;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The civil service classes listed above are applicable; however, consultants are needed to meet peak workload level. Hiring a consultant to augment City staff in the Program Controls Group (PCG) during peak will allow us to avoid layoffs after completion of the SSIP & HSIP.

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 since this expertise is only needed thru the completion of these programs.

**6. Additional Information**

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

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

**7. Union Notification:** On 02/12/20, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfwater.org

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

\*\*\*\*\*

#### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42163 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/16/2020

# **Receipt of Union Notification**

## Irwin, William

---

**From:** dhr-psccordinator@sfgov.org on behalf of wirwin@sfgov.org  
**Sent:** Wednesday, February 12, 2020 4:03 PM  
**To:** Irwin, William; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 42163 - 13/14 - MODIFICATIONS

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$4,500,000 for services for the period September 1, 2020 – September 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/13753>

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: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 42163 - 13/14)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Program Scheduling and Cost Control Staff Augmentation Services (CS-369)Funding Source: SSIP and HSIP ProgramsPSC Original Approved Amount: \$9,500,000PSC Original Approved Duration: 10/01/14 - 09/30/18 (4 years)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 10/01/18-08/31/20 (1 year 48 weeks)PSC Cumulative Amount Proposed: \$9,500,000PSC Cumulative Duration Proposed: 5 years 48 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The scope of work is to augment, assist and support Program Controls Support Bureau (PCSB) staff as-needed in developing and updating detailed, resource loaded project and program schedules with work breakdown structure and major milestones; providing construction Critical Path Method (CPM) scheduling support services, including review and recommendation for time extension entitlements; forecasting and monitoring status of project schedules and budgets at completion; implementing change control management measures; establishing and maintaining the Primavera-based Program Control System for all capital improvement projects such that San Francisco Public Utilities Commission (SFPUC)/City and County of San Francisco software systems can be utilized in conjunction with PCSB Program Control System for scheduling and cost, and change control/management.

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

The development, maintenance, monitoring, controlling and reporting of project /program level schedules and budgets are the responsibility of Program Controls Group (PCG) of the Project Management Bureau (PMB). Manpower with expertise in scheduling and cost estimating is required to augment SFPUC staff. Failure to meet these objectives would impact the ability of SFPUC to successfully complete Hetchy System Improvement Program (HSIP) and the Sewer System Improvement Program (SSIP) and other critical capital improvement projects on time and within budget.

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

Services have been provided in the past through earlier PSC request. See 42163 - 13/14

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

No.



- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:  
PSC 42163-13/14 authorizes SFPUC contract CS-369.A which requires a one-year amendment from its original four-year term to a five-year term from September 1, 2015 through August 31, 2020. The duration of PSC 42163-13/14 exceeds five years after Modification No. 1 because the contract start date is later than the PSC start 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 response from department

B. Reason for the request for modification:

Additional time is required to conclude the provision of program controls and scheduling services for various Wastewater Enterprise Capital Projects.

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

- A. Specify required skills and/or expertise: 1) skill and expertise in CPM Scheduling, 2) experience in implementing Earned Value Method for progress reporting, 3) proficient in utilizing P6, 4) expertise in cost engineering and estimating, and 5) experience with change management/control.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 5602, Utility Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
The civil service classes listed above are applicable; however, consultants are needed to meet peak workload level. Hiring a consultant to augment City staff in the Program Controls Group (PCG) during peak will allow us to avoid layoffs after completion of the SSIP & HSIP.
- 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 since this expertise is only needed thru the completion of these programs.

## **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.  
No.

**7. Union Notification:** On 07/16/19, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42163 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/25/2019

## Irwin, William

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**From:** dhr-psccordinator@sfgov.org on behalf of wirwin@sfgov.org  
**Sent:** Tuesday, July 16, 2019 4:50 PM  
**To:** Irwin, William; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 42163 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period October 1, 2018 – August 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/13753>

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 ecassidy@ifpte21.org

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 49268 - 17/18)

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

Type of Service: Health Information Management Consulting, Implementation and Coordination of Training Services

Funding Source: General Fund

PSC Original Approved Amount: \$3,000,000

PSC Original Approved Duration: 11/01/17 - 12/31/21  
(4 years 8 weeks).

PSC Mod#1 Amount: \$1,470,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$300,000

PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$4,770,000

PSC Cumulative Duration Proposed: 4 years 8 weeks

**1. Description of Work**

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

The contractor(s) will provide services to the Health Information Management (HIM) unit throughout the course of the San Francisco Department of Public Health Electronic Health Record (SFDPH EHR) project. Service areas will include: project management and consulting services in support of the consolidation of HIM functions across the San Francisco Health Network; pre-implementation and implementation phases specifically in the area of workflow evaluation, design and redesign; coordinating, evaluating and determining the quantity of staff training; and overall oversight of HIM functions during post-EHR implementation.

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

The services are necessary in order for the Department to achieve a successful implementation of the new Electronic Health Record system. In addition, in order to effectively consolidate and integrate the HIM functions throughout the Department outside assistance with expertise in the chosen EHR application is needed. Denial of the request will result in delays and added cost to the overall project.

**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 49268 - 17/18

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

Only if there is a continued need and 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:**

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

**A. Display all that apply**

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

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

Explain the qualifying circumstances:

The services are needed to part of the SFDPH EHR project. This is a time-limited project and requires highly specialized skills, typically found in the private sector.

B. Reason for the request for modification:

Increase amount to allow continued services

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

- A. Specify required skills and/or expertise: Contractor must have a comprehensive breadth of knowledge of modern HIM process and techniques and have completed at least 3 successful HIM conversions of the chosen EHR provider in the last 5 years. Contractor resources will need to possess any relevant licenses or certification in the sub-matter.
- B. Which, if any, civil service class(es) normally perform(s) this work? 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: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Civil Service classes are not applicable because the services are as-needed, limited in term, and specific to the SFDPH EHR project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Because the services are as-needed, limited in term, and specific to the SFDPH EHR project, it not feasible to adopt a new civil service class to perform the work.

### **6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Civil service employees will have the opportunity to interact with the contractor and through this interaction the employees will be exposed to the latest techniques and skills related to HIM services. Current civil service staff will have the opportunity to have significant knowledge transfer from the contractors.
- 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.

KPMG LLP

**7. Union Notification:** On 02/11/20, 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St., Rm. 405, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49268 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/16/2020

# **Receipt of Union Notification**

## Hale, Jacquie (DPH)

---

**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Tuesday, February 11, 2020 3:58 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; Li, Joanna (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 49268 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$300,000 for services for the period April 1, 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/10848>

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: PUBLIC HEALTHDept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 49268 - 17/18)

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

Type of Service: Health Information Management Consulting, Implementation and Coordination of Training Services

Funding Source: General Fund

PSC Original Approved Amount: \$3,000,000

PSC Original Approved Duration: 11/01/17 - 12/31/21 (4 years 8 weeks)

PSC Mod#1 Amount: \$1,470,000

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$4,470,000

PSC Cumulative Duration Proposed: 4 years 8 weeks

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

The contractor(s) will provide services to the Health Information Management (HIM) unit throughout the course of the San Francisco Department of Public Health Electronic Health Record (SFDPH EHR) project. Service areas will include: project management and consulting services in support of the consolidation of HIM functions across the San Francisco Health Network; pre-implementation and implementation phases specifically in the area of workflow evaluation, design and redesign; coordinating, evaluating and determining the quantity of staff training; and overall oversight of HIM functions during post-EHR implementation.

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

The services are necessary in order for the Department to achieve a successful implementation of the new Electronic Health Record system. In addition, in order to effectively consolidate and integrate the HIM functions throughout the Department outside assistance with expertise in the chosen EHR application is needed. Denial of the request will result in delays and added cost to the overall project.

**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 49268 - 17/18

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

Only if there is a continued need and 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:****2. Reason(s) for the Request****A. Display all that apply**

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

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

Explain the qualifying circumstances:

The services are needed to part of the SFDPH EHR project. This is a time-limited project and requires highly specialized skills, typically found in the private sector.

B. Reason for the request for modification:

Increasing the amount of the PSC in order to accurately reflect the recently negotiated contract for services.

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

- A. Specify required skills and/or expertise: Contractor must have a comprehensive breadth of knowledge of modern HIM process and techniques and have completed at least 3 successful HIM conversions of the chosen EHR provider in the last 5 years. Contractor resources will need to possess any relevant licenses or certification in the sub-matter.
- B. Which, if any, civil service class(es) normally perform(s) this work? 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: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Civil Service classes are not applicable because the services are as-needed, limited in term, and specific to the SFDPH EHR project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Because the services are as-needed, limited in term, and specific to the SFDPH EHR project, it not feasible to adopt a new civil service class to perform 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.  
Civil service employees will have the opportunity to interact with the contractor and through this interaction the employees will be exposed to the latest techniques and skills related to HIM

services. Current civil service staff will have the opportunity to have significant knowledge transfer from the contractors.

- 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.

KPMG LLP

- 7. Union Notification:** On 03/21/18, 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St., Rm. 405, San Francisco, CA 94102

\*\*\*\*\*

#### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49268 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/09/2018

## Li, Joanna (DPH)

---

**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Wednesday, March 21, 2018 9:51 AM  
**To:** Hale, Jacquie (DPH); tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Li, Joanna (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 49268 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$1,470,000 for services for the period April 1, 2018

– 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/10848>

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47706 - 16/17)

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

Type of Service: Services to support Department, Community and City initiatives

Funding Source: General Fund, Grants, Work Order

PSC Original Approved Amount: \$95,000

PSC Original Approved Duration: 10/01/16 - 09/30/18  
(1 year 52 weeks).

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 04/01/17-12/31/19 (1 year 13 weeks).

PSC Mod#2 Amount: \$295,000

PSC Mod#2 Duration: 07/01/17-09/30/20 (39 weeks 23 hours).

PSC Mod#3 Amount: \$500,000

PSC Mod#3 Duration: no duration added

PSC Mod#4 Amount: no amount added

PSC Mod#4 Duration: 07/01/19-12/31/20 (13 weeks 1 day).

PSC Mod#5 Amount: \$500,000

PSC Mod#5 Duration: 10/01/19-05/31/23 (2 years 21 weeks).

PSC Cumulative Amount Proposed: \$1,890,000

PSC Cumulative Duration Proposed: 6 years 34 weeks

**1. Description of Work**

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

The initial engagement will be in support of a task force established by the Board of Supervisors in preparation for the possible legalization and regulation of adult use and possession of cannabis, the Cannabis State Legalization Task Force, begun in early 2016, to be active for a two-year period. The Task Force is comprised of 22 members, including non-voting representatives of City departments such as Planning, Fire, Police, Building Inspection and Public Health and voting members from various sectors, including advocates, business and tourism sector representatives. Services will include assistance in planning; identifying best practices, legal mandates and other relevant information; determining the stakeholder needs; facilitating meetings and handling task force/project documentation and communications; development of findings and recommendations; and making large and small group presentations.

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

Contractor assistance is needed to augment Department capacity and allow civil service staff to lead the project and to provide oversight and implementation, legislative and policy development, and project specific tasks essential to advance any initiative or project through to completion.

**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 47706 - 16/17

D. Will the contract(s) be renewed?

Only if there are additional projects and continued 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:

There is an on-going need for these core public health services.

## **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).

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

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

Explain the qualifying circumstances:

The subject area for an individual project will be diverse in nature. In addition, the need for the service is based on a given project and funding to support this service. Funding is typically based on grant funds, or one time funding to support a given initiative.

B. Reason for the request for modification:

This modification adds additional spending authority and extends the term in order to continue preexisting services and add two new grants for additional services that fall within the scope.

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

A. Specify required skills and/or expertise: The Contractor must have: strong facilitation skills in managing a large and smaller groups; meeting planning and preparation; creating agendas and synthesizing meeting minutes; report and issue brief and technical writing; experience in developing and delivering presentations to legislative bodies and commissions, community groups, executive and line staff, and City departments.

B. Which, if any, civil service class(es) normally perform(s) this work? 1805, Performance Analyst II;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor may be required to provide own equipment for documentation and presentations.

## **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 project-specific nature of the work, which requires specific knowledge on a given topic. In addition, the work is intermittent and temporary in nature.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It is not practical to adopt a new civil service class because of the short term, project-specific, topic-specific nature of the services needed.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
While formal training is not part of the central scope of the needed services, some knowledge transfer is expected due to the nature of the project, e.g., staff and stakeholders are expected to learn from any research or presentations made by the contractor.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Contractors: Harder & Company; Hatchuel,Tabernik,&Associates

**7. Union Notification:** On 01/23/20, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;  
Municipal Executive Association; Management & Superv 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: 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# 47706 - 16/17

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 03/16/2020



# **Receipt of Union Notification**

## Hale, Jacquie (DPH)

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**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Thursday, January 23, 2020 3:58 PM  
**To:** Hale, Jacquie (DPH); amakayan@ifpte21.org; 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; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 47706 - 16/17 - 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 \$500,000 for services for the period October 1, 2019

– May 31, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/8372>

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

amakayan@ifpte21.org

# **Additional Attachment(s)**



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED  
MAYOR

*Sent Via Electronic Mail*

December 21, 2018

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACTS 47570-18/19;  
47962-18/19; 41701-18/19; 42303-18/19; 42957-18/19; 42332-  
18/19; 35070-14/15; 47706-16/17; AND 48552-13/14.**

At its meeting on **December 17, 2018** the Civil Service Commission had for its consideration the above matter.

The Commission took the following actions:

1. Approved PSC #47570-18/19.
2. Adopted the report. Approved the remaining requests for proposed Personal Services Contracts and notified the Office of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.

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

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN  
Executive Officer

### Attachments

Cc: Alexander Burns, Department of Public Works  
Jacquie Hale, Department of Public Health  
Bill Irwin, Public Utilities Commission  
Shamica Jackson, Public Utilities Commission  
Sean McFadden, Recreation and Park  
Amy Nuque, Municipal Transportation Agency  
Commission File  
Chron

Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**POSTING FOR****December 17, 2018****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2018-12-17

**APPLY**

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
47570 - 18/19	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$3,600,000.00	The Consultants will provide as-needed environmental, scientific and laboratory consultation services to provide rapid and cost effective resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey and coastal engineering. Consultants will review project plans, perform field surveys and sampling activities, perform specialized laboratory analyses, develop reports and assist in regulatory negotiations. Individual CSO's will define job/task specific scopes of work.	December 17, 2018	June 30, 2024	REGULAR
47962 - 18/19	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$200,000.00	The consultant will develop various design schemes of possible new trash cans for Public Works to choose from. The design process will involve the use of 2D and 3D renderings to show form, color, material, and finishes, as well as small scale or large scale mock-ups for physical representation. A total of 3 final designs will be selected to go into prototype production and for actual testing on the streets. The consultant's service under this PSC will include working closely with a 3rd party engineering team and prototype fabricator and provide coordination and oversight services during the prototype production period.	December 17, 2018	December 16, 2020	REGULAR
41701 - 18/19	PUBLIC HEALTH	\$10,000,000.00	Contractor(s) will provide as-needed, short-term, intermittent EPIC-credentialed training services to assist with the EPIC-Electronic Health Record (E H R) training methodology, program development, approach, resources, tasks and tools. Contractor(s) will present solutions for successful end-user training, adoption, and assist the Department with recruiting and retaining credentialed trainer consultants specifically for the critical short-term go-live EPIC EHR transitional period.	October 1, 2018	September 30, 2022	REGULAR
42303 - 18/19	PUBLIC HEALTH	\$10,000,000.00	Contractor(s) will provide as-needed, short-term, intermittent services to assist with the EPIC EHR (Electronic Health Record) and EPIC MyChart Patient Portal Go-Live activation, adoption, logistical administration, surge user support, technology customer service desk functions, information technology incidents, web related problem management, strategic planning, training and implementation.	October 1, 2018	September 30, 2022	REGULAR
42957 - 18/19	PUBLIC UTILITIES COMMISSION	\$9,500,000.00	Provide engineering planning, assessment and design services on an as-needed basis to support projects for electric power transmission, power distribution, street lights, and distributed and central generation of all types (including interconnection facilities), and particularly renewable generation. Other work may include engineering or construction management support services. Such services could include: engineering consultation, preparation of conceptual and detailed stamped design drawings and specifications, the drafting and refining of Electric Services Guidelines and Standards, the review and evaluation of construction documents, construction management, and other services at the discretion of the San Francisco Public Utilities Commission (SFPUC).	March 1, 2019	February 28, 2024	REGULAR
42332 - 18/19		\$8,500,000.00	Hetch Hetchy Water & Power's (HHWP) Renewal and Replacement Program (R&R) was developed to manage aging infrastructure, i.e., asset	March 6, 2019	March 4, 2024	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
	PUBLIC UTILITIES COMMISSION		life extension of existing capital assets. This ongoing program includes understanding failure mechanisms, detection through comprehensive inspection and assessment, protection/correction. As part of this program, the SFPUC requires technical support for performing pipeline inspection services for steel pipe using HHWP's magnetic flux leakage tool, minor repair/replacement design projects, and developing various components of its R&R program for the San Joaquin Pipelines. The bulk of this Professional Services Contract (PSC) will be for the condition assessment of The San Joaquin Pipelines (SJPLs) while a smaller portion will be used to supplement HHWP's Renewal and Replacement Program (R&R). The R&R program will be run and staffed by City engineers (San Francisco/HHWP) staff. The PSC does include supplemental task provisions for as-needed technical support.			

**TOTAL AMOUNT \$41,800,000**

**ESV**

**Posting For December 17, 2018****Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2018-12-17

**APPLY**

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
35070 - 14/15 - MODIFICATIONS	December 17, 2018	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$50,000	\$250,000	<p>The contractor will have an as-needed support role for the San Francisco Municipal Transportation Agency (SFMTA) during peak periods of design requests and will prepare a wide variety of graphs, charts and maps to illustrate and provide comparative information on both proposed projects and projects under construction; prepare and design the format, page layouts and typography; and execute various types of plain and color art work for a variety of publications.</p> <p><b>Scope Change:</b> No. Ongoing graphic design projects can be completed by in-house graphic designers. This contractor is available as-needed during peak times.</p>	08/01/2018	12/31/2019	REGULAR
47706 - 16/17 - MODIFICATIONS	December 17, 2018	PUBLIC HEALTH -- DPH	\$500,000	\$1,390,000	<p>The initial engagement will be in support of a task force established by the Board of Supervisors in preparation for the possible legalization and regulation of adult use and possession of cannabis, the Cannabis State Legalization Task Force, begun in early 2016, to be active for a two-year period. The Task Force is comprised of 22 members, including non-voting representatives of City departments such as Planning, Fire, Police, Building Inspection and Public Health and voting members from various sectors, including advocates, business and tourism sector representatives. Services will include assistance in planning; identifying best practices, legal mandates and other relevant information; determining the stakeholder needs; facilitating meetings and handling task force/project documentation and communications; development of findings and recommendations; and making large and small group presentations.</p>	11/01/2018	09/30/2020	REGULAR
48552 - 13/14 - MODIFICATIONS	December 17, 2018	RECREATION AND PARK COMMISSION -- REC	\$746,000	\$1,584,000	<p>(i) Design Development Documents in sufficient detail and completeness to show and describe among other things, the size and character of the Improvements as to the architectural, structural, mechanical and electrical systems and materials. (ii)</p>	11/09/2018	03/01/2021	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p>Preliminary (50%) Construction Documents, which shall generally include (a) site plans at appropriate scale showing the building, streets, walks, and other open spaces, with all land uses designated and all site development details and bounding streets, and points of vehicular and pedestrian access shown, (b) all building plans and elevations at appropriate scale, (c) building sections showing all typical cross sections at appropriate scale, floor plans, (e) preliminary tenant improvement plans, if applicable, (f) plans for public access areas, (g) outline specifications for materials, finishes and methods of construction, (h) exterior signage and exterior lighting plans, (i) material and color samples, and (j) roof plans showing all mechanical and other equipment.</p> <p><b>Scope Change:</b> Changes in the phasing of the project resulted in additional expenditure related to construction documentation, construction administration, geotechnical work, and tenant improvements.</p>			

**TOTAL AMOUNT \$1,296,000**



## 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: Services to support Department, Community and City initiativesFunding Source: General Fund, Grants, Work OrderPSC Duration: 1 year 52 weeksPSC Amount: \$95,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The initial engagement will be in support of a task force established by the Board of Supervisors in preparation for the possible legalization and regulation of adult use and possession of cannabis, the Cannabis State Legalization Task Force, begun in early 2016, to be active for a two-year period. The Task Force is comprised of 22 members, including non-voting representatives of City departments such as Planning, Fire, Police, Building Inspection and Public Health and voting members from various sectors, including advocates, business and tourism sector representatives. Services will include assistance in planning; identifying best practices, legal mandates and other relevant information; determining the stakeholder needs; facilitating meetings and handling task force/project documentation and communications; development of findings and recommendations; and making large and small group presentations.

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

Contractor assistance is needed to augment Department capacity and allow civil service staff to lead the project and to provide oversight and implementation, legislative and policy development, and project specific tasks essential to advance any initiative or project through to completion.

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

This is a new service.

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

Only if there are additional projects and continued 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).

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

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

B. Explain the qualifying circumstances:

The subject area for an individual project will be diverse in nature. In addition, the need for the service is based on a given project and funding to support this service. Funding is typically based on grant funds, or one time funding to support a given initiative.

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

A. Specify required skills and/or expertise: The Contractor must have: strong facilitation skills in managing a large and smaller groups; meeting planning and preparation; creating agendas and synthesizing meeting minutes; report and issue brief and technical writing; experience in developing and delivering presentations to legislative bodies and commissions, community groups, executive and line staff, and City departments.

B. Which, if any, civil service class(es) normally perform(s) this work? 1805, Performance Analyst II;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor may be required to provide own equipment for documentation and presentations.

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

The purpose of these services is to provide project-specific, short-term assistance with relevant knowledge, skills and experience as needed to augment and assist existing civil service staff and management; it would not be practical to hire staff to perform these services full-time.

### **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 project-specific nature of the work, which requires specific knowledge on a given topic. In addition, the work is intermittent and temporary in nature.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It is not practical to adopt a new civil service class because of the short term, project-specific, topic-specific nature of the services needed.

### **6. Additional Information**

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

No.

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

While formal training is not part of the central scope of the needed services, some knowledge transfer is expected due to the nature of the project, e.g., staff and stakeholders are expected to learn from any research or presentations made by the contractor.

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

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

Architect & Engineers, Local 21; Management & Superv Local 21; Municipal Executive Association; 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: 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# 47706 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/01/2016