



London Breed
Mayor

Micki Callahan
Human Resources Director

Date: April 17, 2020

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Joan Lubamersky, GSA
Veronica Martinez, ADP
Cynthia Avakian, AIR
Amy Nuque, MTA
Genie Wong, POL
Bill Irwin / Daniel Kwon, PUC
Jolie Gines, TIS
Monique Colon, HOM
Jacquie Hale, DPH
Alexander Burns, DPW
Kimmie Wu, TTX

Subject: **Personal Services Contracts Approval Request**

This report contains thirty-nine (39) 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 |
|----------------------|--|-----------------------|
| \$503,673,270 | \$301,269,241 | \$2,715,228,666 |

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POSTING FOR**May 04, 2020****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2020-05-04

APPLY

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|---------------|--------------------------------------|-------------------|--|---------------------------------|-------------------------------|-------------------------|
| 37772 - 19/20 | ADULT PROBATION | \$125,000.00 | It is the intent of SFAPD to obtain a fully automate, vendor-hosted, web-based, automated Telephone Reporting System (TRS) that is based on interactive voice response (IVR) technology that tracks compliance of low-risk clients on probation, provides transcription services, and manages client contact information, demographics, and system usage. The system will have the capacity of automating the reception and dissemination of information by SFAPD officers and their clients. It will allow SFAPD to modify client information and generate reports regarding client enrollment and compliance on programs required by the conditions of their supervision. The system will be accessible to SFAPD clients and officers 365 days a year, 24 hours a day. Probation officers will have the ability to pre-record individual and group messages for clients. Approximately 400+ low-risk clients will need to report to their probation officer via the automated telephone reporting system in order to meet court-mandated supervision requirements. | June 1, 2020 | May 31, 2025 | REGULAR |
| 46100 - 19/20 | ADULT PROBATION | \$3,000,000.00 | APD is seeking to create a list of pre-qualified vendors that are able to provide different Women Gender Responsive services to its Reentry Program clients, including, but not limited to: Peer Led Efforts; Women Gender Responsive Transitional Housing; Life Skills Training; Job Readiness and Job Placement; Education Support and Mentoring; Recovery and Addiction Support; Gender Responsive Research. The expertise of these professionals sought is unique and greatly needed by the Adult Probation Department (APD). Given the breadth of service areas we are targeting, we anticipate that most of the proposals we receive will be from non-profit agencies, but will also be open to receiving proposals from for-profit agencies or private consultants. | March 1, 2020 | February 28, 2025 | REGULAR |
| 46006 - 19/20 | GENERAL SERVICES AGENCY - CITY ADMIN | \$2,000,000.00 | Catering and related services for small, medium and large sized events on an as-needed basis. Caterers will provide food services and catering staff for single events or under contracts for multiple events. Service packages include but are not limited to meal preparation, distribution and cleanup services | March 1, 2020 | February 28, 2025 | REGULAR |

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|---------------|---|------------------|---|--------------------------|------------------------|------------------|
| 49526 - 19/20 | GENERAL SERVICES AGENCY - CITY ADMIN | \$800,000.00 | <p>Proposed work is to provide equipment and a technician to assist Department of Public Health (DPH) programs to remove tattoos from under resourced young people 13-25 years of age. Sixty sessions are provided annually to help young people have tattoos removed that they no longer want and/or that may pose a threat to their personal safety or prevent them from gaining employment and other negative outcomes. Tattoos are removed free of charge. Young people must have a San Francisco residence.</p> <p>This procurement is being performed by the Office of Contract Administration. Contractor selected will be charged with providing one Medlite C6 laser and a technician to input system settings at the direction of DPH licensed physicians. Among other requirements, a contractor selected pursuant to this RFB must:</p> <ol style="list-style-type: none"> 1) Deliver and set up the laser system for each session as indicated and scheduled by the ZSFG Tattoo Removal Program Medical Director. 2) Perform all required preventative maintenance to the laser system to ensure the equipment operates at optimal condition during periods of use and in the event of a system malfunction the contractor will provide a backup system. | July 1, 2020 | June 30, 2025 | REGULAR |
| 49582 - 19/20 | GENERAL SERVICES AGENCY - CITY ADMIN | \$1,125,000.00 | <p>Work to be performed is to dry dock the City's Fire Department (SFFD) boats for repairs and maintenance services. The immediate need for these services is for SFFD's three boats. All three boats are in rotation but Fire Boat #1 (the Phoenix) has not been out of the water for five years and is overdue for repairs and maintenance. In addition, having the City's fleet of vessels dry docked and out of water will give the City full access to repairs that cannot easily be identified and serviced when boats are in the water.</p> | April 1, 2020 | March 31, 2025 | REGULAR |
| 41640 - 19/20 | AIRPORT COMMISSION | \$400,000,000.00 | <p>Project Management Support Services (PMSS) and Design Build (DB) teams will manage and complete the design and construction of the West Field Cargo Development at the San Francisco International Airport (Airport). Services include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. This project includes design and construction a 300,000 square foot double deck multi-tenant cargo facility included airside apron and landside truck delivery/pick-up and parking. The construction cost is estimated to be 85% of the requested PSC amount.</p> | January 1, 2021 | January 31, 2027 | REGULAR |
| 42256 - 19/20 | AIRPORT COMMISSION | \$17,000,000.00 | <p>Contractor will provide financial and investment advisory services to the Airport in the capacity of municipal advisers or licensed investment advisers to support the management of the Airport's debt program, outstanding interest rate swaps, arbitrage rebate calculations and investment bonds.</p> | May 1, 2020 | April 30, 2027 | 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 | 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. | January 1, 2019 | June 30, 2021 | REGULAR |
| | | | 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. | | | |
| 47428 - 19/20 | MUNICIPAL TRANSPORTATION AGENCY | \$200,000.00 | The contractor will provide complete veterinary services for five (5) or more police services dogs (K-9 unit) assigned to the San Francisco Municipal Transportation Agency (SFMTA). These services include routine procedures and treatment, as well as, full-service emergency veterinarian care on a 24-hour/7days per week basis. | January 31, 2020 | January 31, 2025 | REGULAR |
| 48515 - 19/20 | MUNICIPAL TRANSPORTATION AGENCY | \$17,000,000.00 | The consultant will provide proprietary software and hardware for the Advanced Train Control System (ATCS) to automatically control the movements of the trains within Central Subway. This system is similar to the existing ATCS currently used in the Muni Metro Subway. The consultant will configure, program, upgrade, and expand the system so that the new train control systems computerize the automatic movement of the trains within the Central Subway to work with the existing Muni Metro system. | January 1, 2019 | December 31, 2023 | REGULAR |

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|---------------|---------------------------------|----------------|---|--------------------------|------------------------|------------------|
| 45232 - 19/20 | MUNICIPAL TRANSPORTATION AGENCY | \$1,000,000.00 | <p>Seeking access to planning and transportation demand management specialists to provide intermittent as-needed services related to planning and implementing transportation demand management projects, programs, services, and policies. The specialists may also procure commute management technologies & services, preparation and graphic design of materials, printing, procurement of incentives, meeting facilitation, event scheduling, translation services, etc.</p> <p>Request for Proposal (RFP) under development.</p> | July 1, 2020 | June 30, 2025 | REGULAR |
| 47223 - 19/20 | POLICE | \$610,000.00 | <p>The contractor will provide software license and equipment maintenance on MAGUS, the City's Message Switch Computer System. MAGUS allows San Francisco Police Department (SFPD) officers to instantly query suspect information from police vehicles, workstations and other electronic devices in seconds. When an officer enters suspect information, MAGUS processes the request by confirming requestor and device are authorized and provides access to confidential information from many sources including:</p> <ol style="list-style-type: none"> 1. Computer Assisted Bay Area Law Enforcement (CABLE) 2. Local Criminal History Database 3. Alameda Warrants System (AWS) 4. Department of Motor Vehicles (DMV) 5. California Law Enforcement Telecommunications (CLETS) 6. Federal Bureau of Investigations (FBI) databases | March 10, 2020 | March 9, 2024 | REGULAR |
| 41915 - 19/20 | PUBLIC UTILITIES COMMISSION | \$170,000.00 | <p>SFPUC Peninsula watershed has an integrated roads system of over 90 miles, dam faces and fuel breaks that need to be maintained annually to reduce flashy fuels and ignition sources to reduce fire risk within the watershed and along its Wildland Urban Interface.</p> <p>This contract is to maintain 40 miles of the northern section of the watershed roads. This work incorporates mowing the roadsides to reduce brush encroachment and flashy fuels along the roadside, maintains pullouts for safety vehicles and passings for emergency vehicles.</p> | March 13, 2020 | August 2, 2020 | REGULAR |
| 46091 - 19/20 | PUBLIC UTILITIES COMMISSION | \$900,000.00 | <p>Fish screen cleaning and Division of Safety of Dams-required valve exercising at raw water supplies including: San Antonio Reservoir, Calaveras Reservoir, Crystal Springs Reservoir, and San Andreas Reservoir.</p> <p>Perform required treated water tanks and reservoir inspections and cleanings as required. Tanks and reservoirs to be inspected and cleaned are: Castlewood Reservoir, Tesla Treatment Facility domestic water tanks, Sunol Town Tanks, SVWTP Chlorine Contact Tank, SVWTP Treated Water Reservoir, The Balancing Reservoir, HTWTP Chlorine Contact Chamber, and HTWTP Treated Water Reservoir.</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 |
|---------------|-----------------------------|----------------|---|--------------------------|------------------------|------------------|
| 46406 - 19/20 | PUBLIC UTILITIES COMMISSION | \$4,000,000.00 | <p>1. The selected Proposers will receive and screen 811 USA tickets from USA North (USAN) directly.</p> <p>2. The selected Proposers will handle all communications with the original excavator that submitted the ticket.</p> <p>3. The selected Proposers will be responsible for responding to 811 USA notifications on behalf of the Power Enterprise. Response must be given between two (2) working days to fourteen (14) calendar days when the notice has been issued.</p> <p>4. The selected Proposers will use existing as built drawings and GIS information from the Power Enterprise to locate and mark utilities utilizing current industry standard locator equipment. A positive response includes marking or staking the horizontal path of their facility with the appropriate color code (electric = red), providing information about the location of the Power Enterprise's facility, or advising the excavator of clearance.</p> <p>5. The selected Proposer will update and redline any incorrect utility locations shown on existing as built drawings and provide updated CAD drawings.</p> <p>6. After completion of the ticket response, the contractor shall close out the ticket and notify the Utility Field Services (UFS) group within the Power Enterprise of completion.</p> <p>7. The contractor shall provide a monthly report containing overall number of tickets, quantity of tickets cancelled, quantity of tickets without a remark, and quantity of tickets with markings needed. Immediate access may be needed to verify emergency USAN tickets.</p> | June 1, 2020 | May 31, 2024 | REGULAR |
| 47839 - 19/20 | PUBLIC UTILITIES COMMISSION | \$1,050,000.00 | <p>The work is calibrating and maintaining important water meters of the Hetch Hetchy regional water transmission system. The purpose of the work is to maintain accurate and reliable meter reads used for water accounting purposes. The work includes calibrating, inspecting, cleaning, and maintaining the system meters and related instruments used.</p> <p>The primary objective of all calibration activities is to ensure meter-signal accuracy and consistency carries through from the field located secondary metering equipment, through all remote transmitting units and field programmable logic controllers, through the SFPUC SCADA system, to the final remote operational display.</p> <p>The work often includes entering confined spaces to use special testing equipment to certify instrument accuracy. Work on each meter is documented and calibration certificates presented. Reporting includes site field notes, calibration notes and metering site instrument inventories. As needed, the work will involve diagnosing problems, identifying failed instruments, and performing parts replacement.</p> | April 1, 2020 | April 1, 2022 | REGULAR |
| 49813 - 19/20 | PUBLIC UTILITIES COMMISSION | \$170,000.00 | <p>SFPUC maintains a extensive fuel break system within the Peninsula watershed for the protection of water quality, infrastructure and natural resources. This system is supported and monitored by CalFire with the premise that in the event of a large wildland fire access and defensible space will allow CalFire to effectively contain a fire prior to a rapid spread outside of the watershed. Mastication is also done as part of a vegetation management program for the SFPUC power line maintenance.</p> <p>Mastication is used to maintain the brush and fuels levels within the fuel breaks. A masticator changes the composition of the fuels from high brush that will allow a fire to pass through at a high intensity to a small wood chip that will decomposes on the ground. In areas that are masticated fire will pass through at a low intensity allowing CalFire to extinguish the fire prior to further spread.</p> | May 13, 2020 | August 2, 2020 | REGULAR |

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|---------------|---|----------------|---|--------------------------|------------------------|------------------|
| 49947 - 19/20 | PUBLIC UTILITIES COMMISSION | \$3,000,000.00 | Assist San Francisco Public Utilities Commission (SFPUC) personnel in providing corrosion control engineering support which includes: performing corrosion investigations and testing; write studies and reports; prepare corrosion control performance criteria; design plans, specifications, cost estimates; corrosion condition assessment surveys of pipelines; cathodic protection interference mitigation; leak investigations; coating inspections; construction support; and other corrosion engineering tasks. Structures needing corrosion control engineering services include pipeline segments, tanks and storage vessels within the various facilities operated by the Water Supply and Treatment Division (WSTD), City Distribution Division (CDD) and the Wastewater Enterprise (WWE). | July 6, 2020 | July 5, 2025 | REGULAR |
| 45115 - 19/20 | GENERAL SERVICES AGENCY - PUBLIC WORKS | \$600,000.00 | Consultants will perform highly specialized acoustical engineering services, such as measuring noise and vibration levels, calculating and designing engineering noise controls, engineering architectural acoustics to achieve good speech intelligibility and or precise and accurate sound, preparing environmental noise report, and other related services to support Public Works Building Design and Construction design staff on an as-needed basis. | April 6, 2020 | December 31, 2026 | REGULAR |
| 43402 - 18/19 | GENERAL SERVICES AGENCY - TECHNOLOGY | \$5,000,000.00 | This enterprise agreement allows the City to purchase equipment, parts, materials, radios, software and as needed incidental services from the radio system vendor at a discounted rate. | April 1, 2020 | June 30, 2030 | REGULAR |
| 44025 - 19/20 | GENERAL SERVICES AGENCY - TECHNOLOGY | \$5,000,000.00 | <p>The San Francisco Department of Technology operates a Lights Out Data Center located at 200 Paul Street and a remote tape processing site at One South Van Ness Avenue. The remote site supports an automated tape library utilized by a mainframe and electronic mail server. One South Van Ness Avenue is the remote location. This remote location also houses the System and Networking Control Center. The Department of Technology seeks proposals from contractors that can perform all systems programming works, tasks, and projects that are necessary to support a non-stop mainframe operation in the environments described above. The contractor's duties will encompass many different disciplines that are presently performed by a consulting firm. That firm employs several systems programmers. The contractor's duties will include routine system changes, responding to service requests, software installation, customization, migration, configuration changes, problem analysis and resolution, disaster recovery, and new technology exploration and implementation.</p> <p>The contractor must be able to provide the day-to-day operational support that is necessary to ensure the continuous operation of the Department of Technology Data Center, 24 hours per day, 7 days per week; 365 days per year. The contractor must be able to provide onsite and on-call staff to ensure that system problems are addressed in an efficient and timely manner. In addition, the contractor must be able to provide system software and special technical support services for the mainframe in the following areas: Operating System (OS) upgrades and customization, Customer Information Control System (CICS) transaction server migration, Web-to-Host implementation, exploration of Unix System Services (USS) features and technical Operating System support for Financial Accounting Management Information System (FAMIS) (a software product maintained by COGSDALE).</p> | April 1, 2020 | December 31, 2025 | REGULAR |

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|---------------|-----------------------------|-----------------|--|--------------------------|------------------------|------------------|
| 44846 - 19/20 | TREASURER/TAX COLLECTOR | \$2,500,000.00 | <p>The Treasurer-Tax Collector is requesting proposals to provide investment advisory services to the City. Proposers should provide technical & strategic advice that will supplement the Investment staff's duties to manage the Pooled Fund. This is not a solicitation for the management of any of the City's funds. Specifically, the advice shall pertain to the areas of:</p> <ul style="list-style-type: none"> * portfolio optimization techniques, * regulatory changes, * global and macroeconomic events, * benchmarking / performance measurement, * cash flow forecasting, and * compliance <p>In addition, the selected Contractor must be able to provide daily and monthly accounting and compliance reports, which include analyses of projected income from maturities and callable securities for a prolonged time period.</p> | February 21, 2020 | February 14, 2030 | REGULAR |
| 48274 - 19/20 | TREASURER/TAX COLLECTOR | \$5,000,000.00 | <p>The Office of the Treasurer and Tax Collector is seeking to procure licensed armored car and secure safe services to serve all departments citywide. Suppliers must have experience offering high-security, high-volume armored transport, currency processing, smart vault and change order services. These services will be used to assist City departments with the movement of currency, coins and checks to designated vaults and cash processing centers. These services include:</p> <ol style="list-style-type: none"> 1) secure and efficient transportation of Citywide cash and check collections and deposits to bank. 2) deposit pickup from various citywide cash collection points, change order service and delivery, and emergency cash services. 3) providing secured vaults or safes in various department locations which departments can use to deposit their collections and when it is most advantageous. | February 21, 2020 | February 14, 2030 | REGULAR |
| 44886 - 19/20 | TREASURER/TAX COLLECTOR | \$270,000.00 | <p>The Office of the Treasurer and Tax Collector, Office of Financial Empowerment (OFE) is seeking to expand its one-on-one financial coaching program, Smart Money Coaching (SMC), to reach more residents in low-income communities and in communities with inequitable economic opportunity. The financial coaching service provider would have opportunities to support coaching across the City at City department sites, community-based organizations (CBOs) and other locations identified by the financial coaching service provider in partnership with OFE.</p> | February 19, 2020 | June 30, 2022 | REGULAR |
| 46104 - 19/20 | PUBLIC UTILITIES COMMISSION | \$14,000,000.00 | <p>Consultants will perform highly specialized engineering tasks that include conducting geotechnical field explorations, investigations, and laboratory testing; hydraulic modeling, corrosion testing and evaluation, condition inspection and assessment of existing transmission pipelines, seismic vulnerabilities of transmission pipelines crossing earthquake faults, site surveying in remote locations, hydraulic bypass and energy dissipation design for powerhouses, preparing reports for new and existing transmission pipelines; The SFPUC intends to award two (2) contracts, each not to exceed \$7,000,000.</p> | July 1, 2020 | June 30, 2028 | REGULAR |

TOTAL AMOUNT \$484,720,000

Posting For May 04, 2020

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2020-05-04

APPLY

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|---|-------------------------------|---|----------------------|---------------------|---|---------------|------------|------------------|
| 35616 - 15/16 - MODIFICATIONS | May 4, 2020 | GENERAL SERVICES AGENCY - CITY ADMIN -- ADM | \$650,000 | \$650,000 | Contractor will provide as-needed surgeries for animals that are placed for adoption at the City's animal shelter. This is a reimbursement program. The City only reimburses the San Francisco SPCA after collecting funds from the customer. There is no cost to the City. Therefore the dollar value of this request is \$0. We have been advised that a contract is the way to create that process. | 07/01/2016 | 06/30/2021 | REGULAR |
| 46663 - 17/18 - MODIFICATIONS | May 4, 2020 | DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM | \$1,555,770 | \$2,620,961 | Technical assistance to the Department of Homelessness and Supportive Housing (HSH) to support the implementation of HSH's Five-Year Strategic Framework, and the Department's work to drive systems transformation and culture change. Includes assessment to Department's approach to addressing homelessness in San Francisco, as well as specific strategies in the following areas: adult homelessness, family homelessness, youth homelessness, street homelessness, coordinated entry systems for all populations, problem solving strategies, data and performance measurement. | 02/24/2020 | 06/30/2022 | REGULAR |
| 45799 - 15/16 - MODIFICATIONS | May 4, 2020 | MUNICIPAL TRANSPORTATION AGENCY -- MTA | \$2,000,000 | \$6,000,000 | The Contractor will develop a campaign strategy and messaging for roadway safety campaigns. The contractor will research and develop strategies, creative work and social media campaigns based on best-practices for safety campaigns that have shown actual reductions in collision rates and changes in people's behavior. | 05/31/2020 | 12/31/2024 | REGULAR |
| 40113 - 14/15 - MODIFICATIONS | May 4, 2020 | PUBLIC HEALTH -- DPH | \$100,000 | \$185,000 | Medical record copying services, year-round, five days-a-week (excluding holidays), for San Francisco General Hospital and Medical Center (SFGHMC) and Laguna Honda Hospital (LHH). | 07/01/2020 | 06/30/2025 | REGULAR |

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|----------------------------------|-------------------------------|-------------------------|----------------------|---------------------|---|---------------|------------|------------------|
| 44755 - 15/16 - MODIFICATIONS | May 4, 2020 | PUBLIC HEALTH -- DPH | \$12,000,000 | \$24,000,000 | Integrated, culturally relevant array of community wide health and wellness programs and services focused on disease prevention and mental health promotion for the broad range of San Francisco's Black/African American populations and HOPE SF residents in the targeted HOPE SF communities. The focus is to improve health outcomes through policy, systems and environmental change, and the implementation and evaluation of collaborative, integrated programs. Specific strategies include peer leadership development and support, coalition building, individual community capacity building, and community level support for healthy eating/active living and stress reduction and community clinical linkages. | 07/01/2021 | 06/30/2026 | REGULAR |
| 46791 - 19/20 - MODIFICATIONS | May 4, 2020 | PUBLIC HEALTH -- DPH | \$500,000 | \$599,000 | Contractor will provide multi-lingual telephone answering services for several programs within the Department of Public Health, including the Behavioral Health Services, Communicable Disease Control and Prevention, Environmental Health Bureau, Health at Home, Laguna Honda Hospital, Primary Care, and Zuckerberg San Francisco General Hospital. Services include hearing impaired, telecommunications device for the deaf (TDD) services/ equipment and sufficient staff to handle calls with computerized system to record call times with details, while maintaining records of information for monthly reports for volume and call statistics. | 07/01/2020 | 06/30/2025 | REGULAR |
| 46791 - 19/20 - MODIFICATIONS | May 4, 2020 | PUBLIC HEALTH -- DPH | \$500,000 | \$599,000 | Contractor will provide multi-lingual telephone answering services for several programs within the Department of Public Health, including the Behavioral Health Services, Communicable Disease Control and Prevention, Environmental Health Bureau, Health at Home, Laguna Honda Hospital, Primary Care, and Zuckerberg San Francisco General Hospital. Services include hearing impaired, telecommunications device for the deaf (TDD) services/ equipment and sufficient staff to handle calls with computerized system to record call times with details, while maintaining records of information for monthly reports for volume and call statistics. | 07/01/2020 | 06/30/2025 | REGULAR |

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|----------------------------------|-------------------------------|---|----------------------|---------------------|---|---------------|------------|------------------|
| 4124-09/10 - MODIFICATIONS | May 4, 2020 | PUBLIC UTILITIES COMMISSION -- PUC | \$1,300,000 | \$10,000,000 | Specialized and technical services in the areas of recycled water treatment, storage, distribution, operations, water quality, regulatory permitting, and other additional services related to the overall development and implementation of San Francisco Public Utilities Commission(SFPUC) recycled water projects. | 12/01/2022 | 11/30/2024 | REGULAR |
| 33836 - 18/19 - MODIFICATIONS | May 4, 2020 | GENERAL SERVICES AGENCY - PUBLIC WORKS - - DPW | \$300,000 | \$500,000 | This is for design development, documentation, and installation of furnishings for new homeless shelter capital projects. This involves development of a furniture plan for dormitories, offices, and community spaces and furniture specifications to procure the furnishings, and overseeing the installations and completion of punch list items prior to occupancy. | 01/03/2021 | 01/03/2022 | REGULAR |
| 34958 - 17/18 - MODIFICATIONS | May 4, 2020 | GENERAL SERVICES AGENCY - PUBLIC WORKS - - DPW | \$47,500 | \$142,500 | Professional consulting services for strategic planning, organizational development and coaching for management and supervisorial staff on the Baldrige Excellence Framework through the goal of improving our organizational development and performance management. | 09/02/2020 | 03/01/2022 | REGULAR |
| | | | | | Scope Change: N/A | | | |

1 2 next > last »

TOTAL AMOUNT \$18,953,270

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ADULT PROBATION -- ADP

Dept. Code: ADP

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

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

Type of Service: Automated Telephone Reporting System

Funding Source: General Fund

PSC Amount: \$125,000

PSC Est. Start Date: 06/01/2020

PSC Est. End Date 05/31/2025

1. Description of Work

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

It is the intent of SFAPD to obtain a fully automate, vendor-hosted, web-based, automated Telephone Reporting System (TRS) that is based on interactive voice response (IVR) technology that tracks compliance of low-risk clients on probation, provides transcription services, and manages client contact information, demographics, and system usage. The system will have the capacity of automating the reception and dissemination of information by SFAPD officers and their clients. It will allow SFAPD to modify client information and generate reports regarding client enrollment and compliance on programs required by the conditions of their supervision. The system will be accessible to SFAPD clients and officers 365 days a year, 24 hours a day. Probation officers will have the ability to pre-record individual and group messages for clients. Approximately 400+ low-risk clients will need to report to their probation officer via the automated telephone reporting system in order to meet court-mandated supervision requirements.

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

The automated supervision reporting system is needed to provide the means to manage probation officers workloads according to clients' needs and risks levels. This will allow probation officers the time necessary to direct supervision services to higher needs and risk clients. Approximately 400+ low-risk clients will need to report to their probation officer via the automated telephone reporting system in order to meet court-mandated supervision requirements. Through SB 678 (2009) California legislation required that probation departments across the State implement evidence based practices in community corrections in order to improve public safety and decrease costs. Evidence based practices indicate that appropriate supervision levels matching clients' needs and risks, increase effective use of resources, public safety, and rehabilitative opportunities for clients. SFAPD must be able to procure a contract with a supplier that satisfies SFAPD needs by the time the current vendor's contract expires on 05/31/2020.

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

Yes, this service has been previously provided and approved by the Civil Service Commission via #4085 12/13.

D. Will the contract(s) be renewed?

Renewal will be subject to evaluation of system performance.

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 contract will be closer to 4 years, with cushion to allow for other contract administration tasks.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This service is for a specific need and it is required on a periodic (if not daily) basis, resulting in a peak workload that requires special expertise. SFAPD need the automated telephone reporting system to meet its immediate case management needs, and to be able to integrate seamlessly with SFAPD's case management system and other IT facets. The contractor will provide special expertise and equipment, including ongoing data management and software applications to allow probation officers and clients to comply with court-mandated supervision requirements. Approximately 400+ low-risk clients will need to report to their probation officer via the automated telephone reporting system in order to meet court-mandated supervision requirements.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: SFAPD will need the automated telephone reporting system to meet its immediate case management needs, and to be able to integrate seamlessly with SFAPD's case management system and other IT facets. The contractor will provide special expertise and equipment, including ongoing data management and software applications to allow probation officers and clients to comply with court-mandated supervision

requirements. Approximately 400+ low-risk clients will need to report to their probation officer via the automated telephone reporting system in order to meet court-mandated supervision requirements. Without an automated telephone reporting system, clients would need to report with their probation officers in person, which may prove inefficient given the department's limited resources. An automated telephone reporting system makes it possible for clients and probation offices to connect with each other in an organized and systemized manner. Such system is able to automate all points of contact between parties, and lets an officer know immediately when a client is not compliant. An automated telephone reporting system is also able to generate data reports that probation officers may use to maintain client accountability, and to share with the courts as needed.

- B. Which, if any, civil service class(es) normally perform(s) this work? 8444, Deputy Probation Officer; 8530, Deputy Probation Officer SFERS;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide special expertise and equipment, including ongoing data management and software applications to allow probation officers and clients to comply with court-mandated supervision requirements. SFAPD will need the automated telephone reporting system to meet its immediate case management needs, and to be able to integrate seamlessly with SFAPD's case management system and other IT facets.

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

Not applicable. Classifications 8530 and 8444 conduct client supervision via the automated telephone reporting system, and are able to view data reports. However, they do NOT administer the actual system and software.

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

- A. Explain why civil service classes are not applicable.
The nature of the service is unique and highly specialized to the needs of the Adult Probation Department. These types of systems are proprietary in nature and require authorized personnel to handle it, as well as to provide training and technical assistance. The level of effort to establish and maintain the telephone reporting system is minimal and once it is established probation officers will be in charge of running the program. In addition, the contractor will need to provide special expertise and equipment, including ongoing data management and software applications, so that SFAPD probation officers and clients may comply with court-mandated supervision requirements.
- 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 nature of the service is unique and highly specialized to the needs of the Adult Probation Department. These types of systems are proprietary in nature and require authorized personnel to handle it, as well as to provide training and technical assistance. The level of effort to establish and maintain the telephone reporting system is minimal and once it is established probation officers will be in charge of running the program. The main outcome of this PSC is the automated reporting system. However, once the system is set up and live, it will be used by SFAPD officers on a regular basis to supervise clients on their caseload. In addition to being State-mandated, an automated telephone reporting system and related software services are not provided by the City, and is part of a copyrighted patented software that can only be handled by an external contractor.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. The contractor will provide technical training on how to use its special software and data management systems. The trainings will be provided to new staff and as ongoing refreshers.
- 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 02/03/2020, the Department notified the following employee organizations of this PSC/RFP request:

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

Name: Elisa Baeza Phone: 4155531691 Email: elisa.baeza@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 37772 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

From: [Baeza, Elisa \(ADP\)](#)
To: [Lazaro, Nixon \(ADP\)](#); tmontoya@sfpoa.org; mlobre@sfpoa.org; kennethlomba@gmail.com
Cc: [Martinez, Veronica \(ADP\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Union Notification for PSC 37772 - 19/20 more than \$100k
Date: Wednesday, February 05, 2020 2:42:00 PM
Attachments: [Receipt of Notice for new PCS over \\$100K PSC # 37772 - 19_20_v2.pdf](#)

Good afternoon, this message services as the 'union notification' for PSC # 37772 – 19/20. Please see attached notification generated by the PSC database.

Best regards,

Elisa Baeza, MPP
Senior Administrative Analyst
Finance and Administrative Services Division
Adult Probation Department
Tel: (415) 553-1691
Fax: (415) 553-9582
elisa.baeza@sfgov.org

CONFIDENTIALITY NOTICE: This communication with its contents may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s). Unauthorized interception, review, use or disclosure is prohibited and may violate applicable laws including the Electronic Communications Privacy Act. If you are not the intended recipient, please contact the sender and destroy all copies of the communication.

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ADULT PROBATION

Dept. Code: ADP

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4085 12/13)

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

Type of Service: Professional Service

Funding Source: General Fund

PSC Original Approved Amount: \$335,000

PSC Original Approved Duration: 04/01/13 - 06/30/16 (3 years 13 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 06/30/16-05/31/18 (1 year 47 weeks)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 06/01/18-05/31/20 (2 years 1 day)

PSC Cumulative Amount Proposed: \$335,000

PSC Cumulative Duration Proposed: 7 years 8 weeks

1. Description of Work

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

A fully automated, web-based telephone reporting system based on interactive voice response (IVR) technology. The system will have the capacity of automating the reception and dissemination of information by APD officers and their clients. It will allow APD and its partners to modify clients' information and generate reports regarding clients' enrollment and compliance on programs required by the conditions of their supervision. The system will be accessible to APD clients, APD staff and its partners 365 days a year, 24 hours a day. Officers will have the ability to pre-record individual and group messages for clients.

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

The automated supervision reporting system is needed to provide the means to manage probation officers workloads according to clients' needs and risks levels. This will allow probation officers the time necessary to direct supervision services to higher needs and risk clients. Through SB 678 (2009) California legislation required that probation departments across the State implement evidence based practices in community corrections in order to improve public safety and decrease costs. Evidence based practices indicate that appropriate supervision levels matching clients' needs and risks, increase effective use of resources, public safety, and rehabilitative opportunities for clients.

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?

Renewal will be subject to evaluation of system performance

- 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 need to store and manage data using this software application is ongoing and extends beyond five years.

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

The required telephone reporting system service is not provided by the City. In addition, the telephone reporting system service is part of a copyrighted patented software that can only be handled by Contractor.

- B. Reason for the request for modification:

Increase duration of PSC.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor should have at least five years of experience establishing and maintaining successful automated telephone reporting systems with law enforcement agencies. Contractor should have the ability to train APD staff and its partners to navigate and use the system to monitor clients. Contractor should provide technical assistance as needed to maintain the system and its web-based components.

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

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

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

Not Applicable

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

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

The nature of the service is unique and highly specialized to the needs of the Adult Probation Department. These types of systems are proprietary in nature and require authorized personnel to handle it, as well as to provide training and technical assistance. The level of effort to establish and maintain the telephone reporting system is minimal and once it is established probation officers will be in charge of running the program.

- 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 level of effort estimated is not such that will require the adoption of a new civil service class. The main outcome of this PSC is the automated reporting system. However, once the system is set up and live, it will be used by probationer officers on a regular basis to supervise clients on their caseload.

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 Attachment with additional information.
- C. Are there legal mandates requiring the use of contractual services?
See Attachment.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, 4085 12/13.

- 7. Union Notification:** On 09/14/17, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Diane Lim Phone: 553-1058 Email: diane.lim@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4085 12/13

DHR Analysis/Recommendation:

10/16/2017

Commission Approval Required

Approved by Civil Service Commission

10/16/2017 DHR Approved for 10/16/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ADULT PROBATIONDept. Code: ADPType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4085 12/13)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Professional ServiceFunding Source: General FundPSC Original Approved Amount: \$335,000PSC Original Approved Duration: 04/01/13 - 06/30/16 (3 years 13 wPSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 06/30/16-05/31/18 (1 year 47 weeks)

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$335,000PSC Cumulative Duration Proposed: 5 years 8 weeks**1. Description of Work****A. Scope of Work:**

A fully automated, web-based telephone reporting system based on interactive voice response (IVR) technology. The system will have the capacity of automating the reception and dissemination of information by APD officers and their clients. It will allow APD and its partners to modify clients' information and generate reports regarding clients' enrollment and compliance on programs required by the conditions of their supervision. The system will be accessible to APD clients, APD staff and its partners 365 days a year, 24 hours a day. Officers will have the ability to pre-record individual and group messages for clients.

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

The automated supervision reporting system is needed to provide the means to manage probation officers workloads according to clients' needs and risks levels. This will allow probation officers the time necessary to direct supervision services to higher needs and risk clients. Through SB 678 (2009) California legislation required that probation departments across the State implement evidence based practices in community corrections in order to improve public safety and decrease costs. Evidence based practices indicate that appropriate supervision levels matching clients' needs and risks, increase effective use of resources, public safety, and rehabilitative opportunities for clients.

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 4085 12/13

D. Will the contract(s) be renewed? Renewal will be subject to evaluation of system performance

2. Union Notification: On 07/22/15, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 4085 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/17/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractor should have at least five years of experience establishing and maintaining successful automated telephone reporting systems with law enforcement agencies. Contractor should have the ability to train APD staff and its partners to navigate and use the system to monitor clients. Contractor should provide technical assistance as needed to maintain the system and its web-based components.

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

none,

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

no

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The nature of the service is unique and highly specialized to the needs of the Adult Probation Department. These types of systems are proprietary in nature and require authorized personnel to handle it, as well as to provide training and technical assistance. The level of effort to establish and maintain the telephone reporting system is minimal and once it is established probation officers will be in charge of running the program.

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

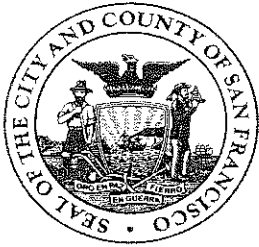
The level of effort estimated is not such that will require the adoption of a new civil service class. The main outcome of this PSC is the automated reporting system. However, once the system is set up and live, it will be used by probationer officers on a regular basis to supervise clients on their caseload.

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

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 07/22/15 BY:

Name: Diane Lim Phone: 553-1058 Email: diane.lim@sfgov.orgAddress: 880 Bryant Street, Room 200 San Francisco, CA 94103



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent Via Electronic Mail

DOUGLAS S. CHAN
PRESIDENT

August 21, 2015

GINA M. ROCCANOVA
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

KATE FAVETTI
COMMISSIONER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACTS NUMBERS 45087-
14/15; 48830-14/15; 48177-14/15; 48406-14/15; 42251-14/15;
43831-14/15; 46518-14/15; 43887-14/15; 40120-14/15; 4085-12/13;
4077-11/12; 4098-08/09 AND 39548-13/14.**

SCOTT R. HELDFOND
COMMISSIONER

At its meeting of August 17, 2015 the Civil Service Commission had for its consideration the above matter.

The Commission took the following actions:

MICHAEL L. BROWN
EXECUTIVE OFFICER

- 1) Conditionally approved PSC #45087-14/15, with the proviso that the Department of Emergency Management works with the Executive Officer and clearly state that this contract is for a specific event, resulting in a peak workload that requires special expertise.
- 2) Conditionally approved PSC #46518-14/15, with the proviso that the Department of Technology works with the Executive Officer to amend their submission on (5B) and expand on the baseline training component.
- 3) Postponed PSC #4077-11/12 to the next Commission meeting of September 21, 2015 at the request of the Department of Adult Probation and SEIU, Local 1021 to allow more time for discussions.
- 4) Adopted the report and approved the request for all remaining PSCs (PSC numbers 48830-14/15, 48177-14/15, 48406-14/15, 42251-14/15, 43831-14/15, 40120-14/15, 4085-12/13 and 4098-08/09). This shall serve to notify the Office of the Controller and the Office of Contract Administration.

PLEASE NOTE:

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

CIVIL SERVICE COMMISSION



MICHAEL L. BROWN
Executive Officer

Attachment

Cc: Cynthia Avakian, Airport Commission
Rachel Buerkle, Environment
Jolie Gines, Department of Technology
Jacquie Hale, Department of Public Health
Cynthia Hamada, Municipal Transportation Agency
Joyce Kimotsuki, Controller's Office
Tristan Levardo, Department of Emergency Management
Diane Lim, Adult Probation
Stacey Lo, Public Utilities Commission
Shamica Jackson, Public Utilities Commission
Ben Rosenfield, Controller's Office
Jaci Fong, Contract Administration
Commission File
Chron



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

March 7, 2013

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4081-12/13 THROUGH 4096-12/13; 4034-11/12.

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

The above matter will be considered by the Civil Service Commission at a meeting to be held on **March 18, 2013 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the ratification agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

c: Cynthia Avakian, Airport
Parveen Boparai, Municipal Transportation Agency
Jeanne Buick, Department of Human Resources
Jesusa Bushong, Fire Department
Micki Callahan, Human Resources Director
Kendall Gary, Department of Technology
Leorah Dang, Department of Human Resources
Karen Henderson, Mayor's Office
Greg Kato, Treasurer/Tax Collector
William Lee, Department of Emergency Management
Diane Lim, Adult Probation
Shawn Wallace, Police Department
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

POSTING FO,

03/18/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No. | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|----------|-------------------------|---------------|-----------------|--|----------------------|
| 4081-12/13 | 08 | Treasurer/Tax Collector | Regular | \$350,000 | Customization of the proprietary software program Columbia Ultimate Business Solutions (CUBS) will be required due to legislative changes, including the Gross Receipts Tax and Business Registration Fee Ordinance (Proposition E passed November 6, 2012) and the Moscone Expansion District fee. | 3/1/2013 - 2/28/2015 |
| 4082-12/13 | 08 | Treasurer/Tax Collector | Regular | \$1,000,000 | The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured a proprietary software solution for Cashiering under PSC# 4035-09/10, 9/21/2009. the software must be configured to meet the requirements of the Ordinance. | 3/1/2013 - 6/30/2015 |
| 4083-12/13 | 08 | Treasurer/Tax Collector | Regular | \$3,000,000 | The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance. | 3/1/2013 - 6/30/2018 |
| 4084-12/13 | 08 | Treasurer/Tax Collector | Regular | \$6,000,000 | The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance. | 3/1/2013 - 6/30/2018 |
| 4085-12/13 | 13 | Adult Probation | Regular | \$335,000 | A fully automated, web-based telephone reporting system based on interactive voice response (IVR) technology. The system will have the capacity of automating the reception and dissemination of information by APD officers and their clients. It will allow APD and its partners to modify clients' information and generate reports regarding clients' enrollment and compliance on programs required by the conditions of their supervision. The system will be accessible to APD clients, APD staff and its partners 365 days a year, 24 hours a day. Officers will have the ability to pre-record individual and group messages for clients. | 4/1/2013 - 6/30/2016 |
| 4086-12/13 | 27 | Airport Commission | Regular | \$4,500,000 | Staff is proposing to implement an Asset Management program to create a new way of managing the Airport's facilities, which provides the Airport with the ability to cost-effectively manage its assets across their life cycles. The Airport seeks to hire a consultant that has expertise in asset management, facility condition assessments, and asset-related system integrations for medium or large hub U.S. airports, similar non-U.S. airports, and/or multi-functional facilities found on campuses of comparable size that are varied in building type, renewal life cycles, and occupancy. | 3/19/2013 - 9/8/2018 |

POSTING FOR

03/18/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No. | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|----------|-----------------------------|---------------|-----------------|---|------------------------|
| 4087-12/13 | 27 | Airport Commission | Regular | \$35,000,000 | The Airport plans to upgrade its industrial waste treatment plant (IWTP). A design-build team, with knowledge and experience in industrial waste water treatment processing, sanitary sewer and recycled water systems, will design and bid the trade packages for direct construction work when design is complete. The IWTP project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWTP process and shop buildings, refurbishment of the existing trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, and upgrading of the existing Wonderware software program for process control. | 3/18/2013 - 12/31/2018 |
| 4088-12/13 | 27 | Airport Commission | Regular | \$1,000,000 | Provide programming and the overview schematic design of the entire recycled water system at SFO, including, but not limited to: system overview, source identification, construction needed and point of use treatment evaluation for the San Francisco International Airport campus from the terminals to the production of the recycled water. | 3/18/2013 - 12/31/2016 |
| 4089-12/13 | 31 | Fire Department | Regular | \$1,200,000 | Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing, at least once, possibly twice for each uniformed member over the life of the contract. | 7/1/2013 - 6/30/2015 |
| 4090-12/13 | 25 | Mayor | Regular | \$150,000 | Perform up to 24 detailed cost estimates in general conformance with CSI format at various stages of pre-construction for up to 8 multifamily affordable housing construction projects with an aggregate hard cost value of at least \$100,000,000. Scope also includes associated meetings, reports, bid analyses, and some limited change order analyses. | 2/1/2013 - 6/30/2016 |
| 4091-12/13 | 40 | Public Utilities Commission | Regular | \$400,000 | Design of a "One Water, One City" demonstration garden and outdoor classroom which will educate students in grades K-5 about ways to take care of their environment and showcase innovative green infrastructure strategies on an accessible and site-appropriate micro-scale. In addition to the design, the proposed work will also include a community outreach plan, an educational management plan (lesson plans, educational framework, etc.) and on-site garden maintenance and upkeep. | 5/6/2013 - 5/31/2015 |
| 4092-12/13 | 40 | Public Utilities Commission | Regular | \$600,000 | The proposed work includes preparation of geotechnical exploration program and report providing criteria for design of new cisterns to increase capacity of Auxiliary Water Supply System (AWSS) for firefighting. Cisterns will be located throughout the City. | 5/1/2013 - 4/30/2016 |

POSTING FOR

03/18/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No. | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|----------|---------------------------------|---------------|-----------------|---|----------------------|
| 4093-12/13 | 68 | Municipal Transportation Agency | Regular | \$32,000,000 | The contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and apparatus required to rehabilitate sixteen (16) Ex-SEPTA PCC historic streetcars. To provide a level of performance, safety, quality of materials, workmanship, and reliability sufficient to provide a 20-year minimum car service. Shall prepare all acquired detailed drawings, design calculations, stress analysis, and other technical documentation. | 6/1/2013 - 6/1/2019 |
| 4094-12/13 | 75 | Dept of Technology | Regular | \$3,000,000 | Installation of surveillance camera and related security equipment for signaling and monitoring. | 2/5/2013 - 6/30/2016 |
| 4095-12/13 | 77 | Emergency Management | Regular | \$1,092,648 | The CORES Responder Management System integrates the verification of responder credentials and the deployment of responders during an emergency. The CORES Alert Notification System facilitates mass notification and two-way communication to provide immediate delivery of customized alerts to any number of relevant recipients. The contract will include hours for training and support hours. | 4/1/2013 - 3/31/2018 |
| 4096-12/13 | 77 | Emergency Management | Regular | \$650,000 | WebEOC is a web-based crisis information management system currently used by San Francisco and San Mateo. WebEOC enables users from multiple locations and jurisdictions to collaborate and manage multiple incidents and events, provide situation reports, manage resources, and prepare Incident Command System(ICS) and Incident Action Plan(IAP) reports. The renewal contract includes license and support for both San Francisco and San Mateo Counties. | 2/1/2013 - 1/31/2018 |

Total Amount - Regular: \$90,277,648

POSTING FOR

03/18/2013

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 |
|------------|--------|------------------|---------------|-----------------|------------------|---|------------|------------|
| 4034-11/12 | 38 | Police | Regular | \$5,000,000 | \$8,000,000 | The proposed work is to enhance the SFPD Crime Data Warehouse to allow the implementation of full mobile computing capabilities which will allow full update access to the application by all secured mobile devices. In addition, the SFPD Crime Data Warehouse will be expanded and enhanced to allow for Property Evidence Tracking, managing of the Crime Lab workflow and to facilitate, and make accessible, local Criminal History data. All of these systems and future systems in the SFPD Crime Data Warehouse will be tied together by a full implementation of the Oracle Web Portal product that will for the first time allow SFPD Officers and other Law Enforcement agency personnel to access the full gamut of needed information from a single source. | 10/1/2011 | 12/31/2017 |

Sum of Modified Amounts: \$5,000,000

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ADULT PROBATION -- ADP

Dept. Code: ADP

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

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

Type of Service: Gender Responsive Services for Justice-Involved Women

Funding Source: General Fund

PSC Amount: \$3,000,000

PSC Est. Start Date: 03/01/2020

PSC Est. End Date 02/28/2025

1. Description of Work

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

APD is seeking to create a list of pre-qualified vendors that are able to provide different Women Gender Responsive services to its Reentry Program clients, including, but not limited to: Peer Led Efforts; Women Gender Responsive Transitional Housing; Life Skills Training; Job Readiness and Job Placement; Education Support and Mentoring; Recovery and Addiction Support; Gender Responsive Research. The expertise of these professionals sought is unique and greatly needed by the Adult Probation Department (APD). Given the breadth of service areas we are targeting, we anticipate that most of the proposals we receive will be from non-profit agencies, but will also be open to receiving proposals from for-profit agencies or private consultants.

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

Incarcerated and other justice-involved women can benefit from a continuum of care that addresses their unique needs. Justice-involved cis and trans women and gender non-conforming individuals are also often overlooked, greatly impacting their ability to transition back from incarceration and into their communities successfully. Considering the women whose experiences with trauma, substance use disorders, and mental health problems have led to their contact with the criminal justice system, services that treat these underlying issues are likely more appropriate for many women to ensure successful transitions from custody to community, and to reduce their recidivism rates. Providing services that are responsive to women greatly increase their likelihood of reentering successfully. When justice involved women reenter successfully, they are much less likely to re-offend and return to custody. Most generally, criminal justice agencies must take a gender-responsive approach to meet the needs of justice-involved women. Denial of this PSC will mean that APD may not be able to provide these needed services to justice-involved women.

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

A RFQ of this sort has not been recently been published. While APD has contracted with agencies to provide gender-responsive services to justice-involved clients, including women, for shorter terms (ex: 12-month terms), APD now seeks to create a list of pre-qualified vendors – through a RFQ – that are able to provide different and comprehensive Women Gender Responsive services to its Reentry Program clients for a longer terms as allowed by contracting guidelines.

D. Will the contract(s) be renewed?

It depends. Any contract/agreement renewals are contingent on funding availability and contractor/grantee performance.

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):

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

B. Explain the qualifying circumstances:

Agencies that apply to this RFQ, and are pre-qualified, and are awarded a contract/agreement, will be required to possess a specialized level of expertise, training, and/or certification in order to be able to provide periodic services to justice-involved women/APD clients. These services require skills and experience that are very specific, which makes it difficult to point to a single civil service class that could perform all the services required at any given time. To that end, it is imperative that APD is able to pre-qualify (and eventually contracts with) agencies that provide important reentry-focused services that APD is unable to provide to its clients due to the nature of its work (funder v. service provider). These agencies will be able to meet these client service needs that are much needed by APD.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skills and experience include an understanding of public safety & community corrections, and criminal justice, coupled with experience in providing gender responsive services to cis and trans women and gender non-conforming individuals. In addition, the required skills and /or expertise will depend upon the area chosen above. Organizations must have at least 3 years providing the services they are applying to provide. The required skills of employees must be in alignment with the services they are proposing to provide. Agencies that apply to this RFQ, and are pre-qualified, will be required to possess a specialized level of expertise, training, and/or certification in order to be able to provide services to justice-involved women. To that end, civil service classes are not applicable to this PSC.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2910, Social Worker; 2912, Senior Social Worker; 9772, Community Development Spec; 9774, Sr. Community Devl Spc 1; 9775, Sr Community Dev Spec 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes - The contractor/grantee, depending on the services they propose via the RFQ and on who gets pre-qualified, may provide meeting space, or specialized course training, or housing services, to APD and justice-involved clients.

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

Agencies that apply to this RFQ, and are pre-qualified, will be required to possess a specialized level of expertise, training, and/or certification in order to be able to provide services to justice-involved women. To that end, civil service classes are not applicable to this PSC.

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

- A. Explain why civil service classes are not applicable.
Agencies that apply to this RFQ, and are pre-qualified, will be required to possess a specialized level of expertise, training, and/or certification in order to be able to provide services to justice-involved women. The skills and experience required for this service are very specific, which makes it difficult to point to a single civil service class that could perform all the services required at any given time. To that end, it is not feasible to transition the work to the City at this time.
- 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. Agencies that apply to this RFQ, and are pre-qualified, will be required to possess a specialized level of expertise, training, and/or certification in order to be able to provide services to justice-involved women. The skills and experience required for this service are very specific, which makes it difficult to point to a single civil service class that could perform all the services required at any given time. To that end, it is not feasible to transition the work to the City at this time.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Potential contractors/grantees will not train APD employees. Contractors/grantees will be responsible for training their own employees if they have gaps in providing the proposed services for which they are applying.
- 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:
SEIU 1021 Miscellaneous

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

Name: Elisa Baeza Phone: 4155531691 Email: elisa.baeza@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46100 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

From: dhr-psccordinator@sfgov.org on behalf of elisa.baeza@sfgov.org
To: [Baeza, Elisa \(ADP\)](#); [Meyers, Julie \(HSA\)](#); Ricardo.lopez@sfgov.org; [Basconcillo, Katherine \(PUC\)](#); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; [Poon, Sin Yee \(HSA\)](#); david.canham@seiu1021.org; jtanner940@aol.com; [Baeza, Elisa \(ADP\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46100 - 19/20
Date: Thursday, January 23, 2020 1:33:21 PM

RECEIPT for Union Notification for PSC 46100 - 19/20 more than \$100k

The ADULT PROBATION -- ADP has submitted a request for a Personal Services Contract (PSC) 46100 - 19/20 for \$3,000,000 for Initial Request services for the period 03/01/2020 – 02/28/2025. 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/14493> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- 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: Catering services

Funding Source: General fund

PSC Duration: 5 years

PSC Amount: \$2,000,000

1. Description of Work

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

Catering and related services for small, medium and large sized events on an as-needed basis. Caterers will provide food services and catering staff for single events or under contracts for multiple events. Service packages include but are not limited to meal preparation, distribution and cleanup services

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

The consequences of denial would be that departments would not have a prequalified list of caterers from which to choose. The intent is to create a Catering & Related Services Marketplace to provide one stop shopping for departments to use for their catering needs. The contracts would include terms and conditions required for such engagements.

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.

Catering has been procured by departments using direct department purchase orders.

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:

Events requiring catering are intermittent and require cooking facilities and equipment the City lacks.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Caterers provide food services and catering staff for single events or under contracts for multiple events. Service packages include but are not limited to meal preparation, distribution and cleanup services. Some events require food to be prepared on-site or cooked and delivered within five hours of preparation.

B. Which, if any, civil service class(es) normally perform(s) this work? 2604, Food Service Worker; 2606, Senior Food Service Worker; 2618, Food Service Supervisor; 2619, Senior Food Service Supervisor; 2620, Food Service Mgr Administrator; 2650, Assistant Cook; 2654, Cook; 2656, Chef;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide a facility, mobile food facility (MFFs), or temporary food facility (TFF) where they will prepare and deliver catering and related services for City events.

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

Services are as needed. Catering services are specialized, based on each individual event and involve specialized planning, preparation and equipment.

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

- A. Explain why civil service classes are not applicable.
Services are as needed. Catering services are specialized, based on each individual event and involve specialized planning, preparation and equipment.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Food related classifications exist, however catering and related services for this PSC are specialized and unique to each event and require preparation and delivery equipment.

6. Additional Information

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

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

Municipal Executive Association; SEIU 1021 Miscellaneous

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

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46006 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Thursday, January 23, 2020 8:01 PM
To: Lubamersky, Joan (ADM); Meyers, Julie (HSA); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46006 - 19/20

RECEIPT for Union Notification for PSC 46006 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 46006 - 19/20 for \$2,000,000 for Initial Request services for the period 03/01/2020 – 02/28/2025. 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/14465> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- 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: Tattoo removal

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$800,000

1. Description of Work

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

Proposed work is to provide equipment and a technician to assist Department of Public Health (DPH) programs to remove tattoos from under resourced young people 13-25 years of age. Sixty sessions are provided annually to help young people have tattoos removed that they no longer want and/or that may pose a threat to their personal safety or prevent them from gaining employment and other negative outcomes. Tattoos are removed free of charge. Young people must have a San Francisco residence.

This procurement is being performed by the Office of Contract Administration. Contractor selected will be charged with providing one Medlite C6 laser and a technician to input system settings at the direction of DPH licensed physicians. Among other requirements, a contractor selected pursuant to this RFB must:

1) Deliver and set up the laser system for each session as indicated and scheduled by the ZSFG Tattoo Removal Program Medical Director.

2) Perform all required preventative maintenance to the laser system to ensure the equipment operates at optimal condition during periods of use and in the event of a system malfunction the contractor will provide a backup system.

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

Consequences of denial would be that under resourced young people would not have the opportunity to have tattoos removed free of charge.

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 by other City procurement procedures.

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 are only available 60 times per year. Vendor provides the laser equipment to perform the services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must be able to provide one Medlite C6 laser and a trained technician to input system settings at the direction of DPH licensed physicians. Among other requirements, a contractor must: 1) Deliver and set up the laser system for each session as indicated and scheduled by the ZSFG Tattoo

Removal Program Medical Director. 2) Perform all required preventative maintenance to the laser system to ensure the equipment operates at optimal condition during periods of use and in the event of a system malfunction the contractor will provide a backup system.

- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide the laser equipment.

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 equipment or trained personnel to provide these services.

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

- A. Explain why civil service classes are not applicable.
No civil service classifications 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. Work is only performed approximately 60 times per year.

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 01/22/2020, 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: 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# 49526 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Wednesday, January 22, 2020 5:18 PM
To: Lubamersky, Joan (ADM); Meyers, Julie (HSA); seichenberger@local39.org; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49526 - 19/20

RECEIPT for Union Notification for PSC 49526 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 49526 - 19/20 for \$800,000 for Initial Request services for the period 07/01/2020 – 06/30/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14503> 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: [Lubamersky, Joan \(ADM\)](#)
To: [Meyers, Julie \(HSA\)](#); [seichenberger@local39.org](#); [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](#); [Basconcillo, Katherine \(PUC\)](#); [Sandeep.lal@seiu1021.me](#); [pcamarillo_seiu@sbcglobal.net](#); [MRainsford@local39.org](#); [Wendy.Frigillana@seiu1021.org](#); [pscreview@seiu1021.org](#); [pkim@ifpte21.org](#); [agonzalez@iam1414.org](#); [ted.zarzecki@seiu1021.net](#); [leah.berlanga@seiu1021.org](#); [gail@sfflocal798.org](#); [cityworker@sfcwu.org](#); [davidmkersten@gmail.com](#); [djohnson@opcmialocal300.org](#); [ramonliuna261@gmail.com](#); [ablood@cirseiu.org](#); [pkarinen@nccrc.org](#); [tony@dc16.us](#); [stevek@bac3-ca.org](#); [xiumin.li@seiu1021.org](#); [Poon, Sin Yee \(HSA\)](#); [smcgarry@nccrc.org](#); [rmitchell@twusf.org](#); [grojo@local39.org](#); [jduritz@uapd.com](#); [staff@sfmea.com](#); [mike@dc16.us](#); [khughes@ibew6.org](#); [L21PSCReview@ifpte21.org](#); [sfmsa@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](#); [Lubamersky, Joan \(ADM\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Typo in PSC posting PSC 49526-19.20
Date: Wednesday, February 26, 2020 5:05:00 PM
Attachments: [Unions Notification Tattoos PSC 49526 19.20.pdf](#)
[PSC 49526 Tattoos as posted 1.22.20.pdf](#)

This PSC is for tattoo removal, as described in the attached PSC summary.

However, the type of service was written at "tatoo."

We are writing to tell you about this correction which we will make shortly.

Thank you.

Joan

Best regards,

Joan

Joan Lubamersky
Office of the City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102
Telephone: 415-554-4859
Fax: 415-554-4849

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: Boat repair and maintenance services

Funding Source: General fund

PSC Amount: \$1,125,000

PSC Est. Start Date: 04/01/2020

PSC Est. End Date 03/31/2025

1. Description of Work

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

Work to be performed is to dry dock the City's Fire Department (SFFD) boats for repairs and maintenance services. The immediate need for these services is for SFFD's three boats. All three boats are in rotation but Fire Boat #1 (the Phoenix) has not been out of the water for five years and is overdue for repairs and maintenance. In addition, having the City's fleet of vessels dry docked and out of water will give the City full access to repairs that cannot easily be identified and serviced when boats are in the water.

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

This service is necessary to maintain operations of the SFFD and San Francisco Police Department (SFPD) Marine Units which are responsible for maritime tasks for 64 square miles of San Francisco waterways, as well as the Port of San Francisco which include the ferry and cruise ship terminals. Denial may result in nonoperational boats, and delayed costly emergency repairs and will impact performance and response time for the SFFD and San Francisco Police Marine Units.

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

There has not been a City Wide As-Needed Boat Repairs and Maintenance contract. However, the Civil Service Commission recently approved PSC # 42463-19/20 which is replacement of engines and repairs and maintenance for the SFPD.

D. Will the contract(s) be renewed?

If necessary.

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

Work is as needed and requires having a shipyard and repair equipment necessary to perform the services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor is required to provide a dry dock and boat repair yard within the Bay Area region as well as industrial machinery and tools needed to perform the services. The contractor must be certified to perform the services by the American Boat and Yacht Council or provide alternative documentation (e.g. certification from equipment manufacturer and/or marine association) that demonstrates equivalent qualifications.

B. Which, if any, civil service class(es) normally perform(s) this work? 9376, Market Research Spec, Port; H110, Marine Engineer of Fire Boats;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide a shipyard and repair equipment.

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

Work is as-needed.

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

- A. Explain why civil service classes are not applicable.
This work requires having a shipyard and repair equipment and is as-needed. Therefore, civil service classifications would not be applicable.
- 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. Work is as needed.

6. **Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. 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 02/10/2020, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Firefighters - B/U 2

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

Name: 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# 49582 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Monday, February 10, 2020 6:03 PM
To: Lubamersky, Joan (ADM); 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; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49582 - 19/20

RECEIPT for Union Notification for PSC 49582 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 49582 - 19/20 for \$1,125,000 for Initial Request services for the period 04/01/2020 – 03/31/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14557> 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: [Lubamersky, Joan \(ADM\)](#)
To: shon@sffdlocal798.org
Subject: Notification of Personal Services Contract Boat Repair PSC 49582 19.20
Date: Monday, February 10, 2020 6:22:00 PM
Attachments: [Union Notice PSC 49582 Boat Repair.pdf](#)
[PSC 49582 Boat Repair as posted.pdf](#)

February 10, 2020

MEMORANDUM

TO: President Shon Buford
Firefighters Local 728

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

SUBJ Proposed Personal Services Contract (PSC) 49582.19.20
Boat Repair

This memorandum is being sent as notice that the City and County of San Francisco Office of Contract Administration proposes to contract for services to dry dock and repair boats for the San Francisco Fire and Police Department. We are notifying you because Classification H110 Marin Engineer of Fire Boats, which you represent, might provide some of these services.

A copy of our PSC request is attached.

Employee organizations are usually notified of PSCs by the Department of Human Resources on line PSC portal. However Firefighters 728 is not registered for these notifications.

Therefore we are contacting you via email. Employee organizations generally have thirty (30) days during which they can raise questions about a proposed PSC.

Please let me know if you have any questions.

Attachment: PSC Summary Form 1 and Notice

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: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Program Management Support and Design Build Services for West Field Cargo Development

Funding Source: Airport Capital Funds

PSC Amount: \$400,000,000

PSC Est. Start Date: 01/01/2021

PSC Est. End Date 01/31/2027

1. Description of Work

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

Project Management Support Services (PMSS) and Design Build (DB) teams will manage and complete the design and construction of the West Field Cargo Development at the San Francisco International Airport (Airport). Services include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. This project includes design and construction a 300,000 square foot double deck multi-tenant cargo facility included airside apron and landside truck delivery/pick-up and parking. The construction cost is estimated to be 85% of the requested PSC amount.

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

Air cargo tonnage at the Airport has grown consistently, and the composition (in belly and freighter shares) has changed since 2000 favoring belly cargo's need for access to the passenger terminal ramp. In order to accommodate growing belly cargo demand, new airport support facilities in the West Field Area will be required. This aligns with tenants' requests for additional space to handle increased cargo demand. If the Airport does not proceed with the West Field Cargo development to handle projected cargo growth, tenants will be forced to operate in a constrained environment that could be both unsafe and inefficient. If the Airport cannot accommodate tenants' needs, they may be forced to move operations to other airports which could mean lost revenue for the Airport.

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

This is a new service.

D. Will the contract(s) be renewed?

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

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

The duration of the PSC will allow the West Field Cargo building to have program management support and design build services during design and construction phases.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a capital project which requires expertise in the construction of an air cargo operations and cargo handling facilities that meets TSA and CBP requirements.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Architectural, engineering, project controls, scheduling, construction, project management and construction management skills related to the building of an air cargo facility, including expertise in Transportation Security Administration (TSA) and Customs and Board Patrol (CBP) requirements for cargo security and screening, fuel hydrant systems, and aircraft systems and operations.

B. Which, if any, civil service class(es) normally perform(s) this work? 5174, Administrative Engineer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4; 6317, Assistant Const Inspector; 6318, Construction Inspector; 6319, Senior Const Inspector;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide office facilities on Airport property for their staff during the design and construction of the West Field Cargo development, and also provide construction equipment not possessed by the City during the construction phase.

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

A Notice of Intent was emailed to the Public Utilities Commission, Public Works, the Municipal Transportation Agency and San Francisco Port on 1/6/20. Responses were due by 1/7/20. No responses were received.

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

- A. Explain why civil service classes are not applicable.
This work requires specialized expertise in the construction of an air cargo operations and cargo handling facility. It also requires expertise in TSA and Customs and CBP requirements for an air cargo facility.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as this is a fixed-term capital project requiring expertise that current civil service classes do not possess.

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 as there is no plan to transition this work to the City.
- 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 02/21/2020, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

Address: P.O. Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41640 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

Yen Pang (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Friday, February 21, 2020 7:05 PM
To: Cynthia Avakian (AIR); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Yen Pang (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41640 - 19/20

Follow Up Flag: Follow up
Flag Status: Flagged

RECEIPT for Union Notification for PSC 41640 - 19/20 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 41640 - 19/20 for \$400,000,000 for Initial Request services for the period 04/20/2020 – 04/19/2026. Notification of 30 days (60 days for SEIU) is required.

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

<https://gcc01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F14381&data=02%7C01%7Cyen.pang%40flysfo.com%7Cca46e4c7ab624826a44808d7b745c405%7C22d5c2cfce3e443d9a7dfcc0231f73f%7C0%7C1%7C637179382582974099&sdata=XdkQBNLeH0Eq7YyEmaz3CE4VgCnp8O%2FOzfvz%2FvQW68k%3D&reserved=0> 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: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Airport Financial and Investment Advisory Services

Funding Source: Revenue Bonds and Airport Operating Funds

PSC Amount: \$17,000,000

PSC Est. Start Date: 05/01/2020

PSC Est. End Date 04/30/2027

1. Description of Work

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

Contractor will provide financial and investment advisory services to the Airport in the capacity of municipal advisers or licensed investment advisers to support the management of the Airport's debt program, outstanding interest rate swaps, arbitrage rebate calculations and investment bonds.

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

The Airport currently has \$8.2 billion in debt obligations and anticipates issuing additional bonds periodically to finance the Airport's Capital Improvement Plan or to restructure the Airport's debt portfolio. Management of a complex debt program requires financial advisors for services relating to the Airport's debt. These services are required to ensure that bonds and other financial instruments are issued or refunded at the lowest possible interest cost and to create a dynamic, efficient market among investors. Denial of this service will prevent the successful sales of these bonds, jeopardize the implementation of the Airport's future capital improvement plans, and potentially reduce interest earning.

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 in the past under PSC 43672-14/15.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for these 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 duration will allow the long term support of the Airport's ability to manage its debt program, interest rate swaps, arbitrage rebate calculations and bond investments.

2. Reason(s) for the Request

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

☒ 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:

Airport requires services from an independent 3rd party to maintain impartiality and avoid the appearance of bias.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor will be required to provide municipal and investment advice for the Airport. Section 15B-a.1.A of the Securities Exchange Act of 1934 requires municipal advisers to be registered with the Securities and Exchange Commission (SEC). The SEC recommends only using licensed Investment Advisers that are registered with the SEC (www.investor.gov). Other requirements include: demonstrated experience providing investment advisory services for a large portfolio of municipal bond reserve funds, market intelligence, and knowledge and expertise in evaluating airport facility debt across a wide variety of needs.

B. Which, if any, civil service class(es) normally perform(s) this work? 1117, Dep Dir for Investments, Ret; 9255, Airport Economic Planner; 9258, Airport Asst Dep Dir, Bus&Fin; 0931, Manager III;

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

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

None, as there are no Civil Service staff registered as a municipal or investment advisers with the SEC.

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 as the work must be performed by municipal advisers or investment advisers, who are registered with the SEC. No civil service classification includes the SEC registration.
- 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, not at this time.

6. Additional Information

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

7. Union Notification: On 02/10/2020, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: P.O. Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42256 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

[https://goel.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.dfw.gov%2Fdhsdprpal%2Fnode%2F14488&data=02%7C01%7Cyen_pgm%40fhyso.com%7C411a173d3d7665d7e8008a7e8c9bea%7C2D2d5c2efcc4e44349a73dfed02117f30c7C09c7C6371680803182511&&data=6bb4%2FaTrewLE7V00jg%3E2BpXmJTyNlYqfdgYHvZBM%3CD&reserved=0](#)

For union notifications, 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: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Investment Advisory Services

Funding Source: Airport Operating Funds

PSC Amount: \$1,000,000

PSC Est. Start Date: 12/15/2014

PSC Est. End Date 06/30/2020

1. Description of Work

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

To provide San Francisco International Airport (SFO) with general investment advisory services on an as-needed basis. This includes review of the investment policy and best practice recommendations for \$680 million of debt service reserve funds; advisory service on portfolio structure, security selection and periodic re-balancing of the portfolio; and preparation of detailed holding, activity or market condition reports on a daily, monthly or quarterly basis.

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

These services are necessary to ensure that bonds and other financial instruments are issued or refunded at the lowest possible interest cost and to create a market among investors. Denial of this service will prevent the successful sale(s) of these bonds and jeopardize the implementation of the Airport's future capital improvement plans.

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 work was previously perform under PSC 4098-09/10.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for this service.

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

The contracts will be for a five (5) year term to insure consistency in Investment Advisory services.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The Investment Advisory Services required by SFO is highly specialized.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor must be a registered Investment Advisor by the Securities and Exchange Commission (SEC). They must work for a nationally known portfolio management firm with demonstrated experience providing investment advisory services for a large portfolio of municipal bond reserve funds.

B. Which, if any, civil service class(es) normally perform(s) this work? 1117, Dep Dir for Investments, Ret; 9255, Airport Economic Planner; 9258, Airport Asst Dep Dir, Bus&Fin; 0931, Manager III;

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?

Staff do not possess the specialized skills and resources required to manage the debt service reserve funds held by the trustee.

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

A. Explain why civil service classes are not applicable.

Existing civil service classifications will be working closely with the Investment Advisor; however, the Advisor needs to be registered with the SEC and have the resources of a large Investment Firm to manage the portfolio of a large municipal bond reserve funds. Additionally the work is on an as-needed basis.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The investment advisory services require registration with the SEC, and will be required only on an as-needed basis.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the 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 10/20/2014, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; Prof & Tech Eng, Local 21

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

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

Address: P.O. Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43672 - 14/15

DHR Analysis/Recommendation:

action date: 12/15/2014

Commission Approval Required

Approved by Civil Service Commission

12/15/2014 DHR Approved for 12/15/2014

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 they 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 contact? 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# <u>46268 - 19/20</u> | |
| DHR Analysis/Recommendation: | Civil Service Commission Action: |
| Commission Approval Required | |
| DHR Approved for 05/04/2020 | |

Receipt of Union Notification

From: dhr-psccordinator@sfgov.org on behalf of john.tsutakawa@sfgov.org
To: Tsutakawa, John (HSA); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; 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

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 on behalf of john.tsutakawa@sfgov.org
To: [Tsutakawa, John \(HSA\)](#); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; [Basconcillo, Katherine \(PUC\)](#); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xlumin.li@seiu1021.org; [Poon, Sin Yee \(HSA\)](#); david.canham@seiu1021.org; jtanner940@aol.com; [Gendelman, Johanna \(HSA\)](#); [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

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: 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: 24-Hour Veterinary Care and Hospital/Facility

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 contractor will provide complete veterinary services for five (5) or more police services dogs (K-9 unit) assigned to the San Francisco Municipal Transportation Agency (SFMTA). These services include routine procedures and treatment, as well as, full-service emergency veterinarian care on a 24-hour/7days per week basis.

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

The SFMTA's K-9 unit requires veterinary care for routine and emergency medical needs. If this service is denied, the health and welfare of the K-9 unit would be at risk and the lack of police services dogs certified for explosives would also place the public as well as the SFMTA transit system in jeopardy.

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

The service has been provided by the same contractor in the past. The contract approval number is: 35331 13/14

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 Certificate.

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:

SPCA will perform emergency medical services to K-9 on an as-needed basis, 24/7. It is not practical for the SFMTA to build or acquire a hospital/facility for the K-9 unit and fully equip and hire staff to maintain a 24-hour, 7 days per week if a new Veterinarian class is created.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The consultant must be a licensed Veterinarian(s) who has expertise in servicing working animals, such as the K-9 Unit police dogs, with routine medical, dental, dietary, surgery, radiology, and pharmaceutical needs. The Veterinarian(s) must possess expertise in providing emergency medical care.

B. Which, if any, civil service class(es) normally perform(s) this work? 2292, Shelter Veterinarian;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide a 24-hour, full-service animal hospital and kennel facilities

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

Society for the Prevention of Cruelty to Animals (SFPCA) is the only City medical facility that can provide emergency needs for animals. Sgt Manuel Bonilla has already research as needed medical care for animals within the City. SFPCA won the contract and no City suppliers came back for protest in the past 5 years when using SFPCA for animal care.

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

A. Explain why civil service classes are not applicable.

There are no civil service classes that perform the entire scope of veterinary work required.

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 limited and used on an as-needed or emergency basis. It would not be practical for the SFMTA to build or acquire a hospital/facility for the K-9 unit and fully equip and hire staff to maintain a 24-hour, 7 days per week if a new Veterinarian class is created.

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, it is not practical for the SFMTA to build or acquire a hospital/facility for the K-9 unit and fully equip and hire staff to maintain a 24-hour, 7 days per week if a new Veterinarian class is created.

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:

Physicians and Dentists - 8CC; 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47428 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Friday, January 10, 2020 4:07 PM
To: Nuque, Amy; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; tjenkins@uapd.com; jduritz@uapd.com; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47428 - 19/20

RECEIPT for Union Notification for PSC 47428 - 19/20 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 47428 - 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/14445> 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: 24-Hour Veterinary Care and Hospital/FacilityFunding Source: Federal Grant PSC Duration: 4 years 47 weeksPSC Amount: \$100,000 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 05/30/2019**1. Description of Work**

A. Scope of Work:

The contractor will provide complete veterinary services for five (5) or more police services dogs (K-9 unit) assigned to the San Francisco Municipal Transportation Agency (SFMTA). These services include routine procedures and treatment, as well as, full-service emergency veterinarian care on a 24-hour/7days per week basis

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

The SFMTA's K-9 unit requires veterinary care for routine and emergency medical needs. If this service is denied, the health and welfare of the K-9 unit would be at risk and the lack of police services dogs certified for explosives would also place the public as well as the SFMTA transit system in jeopardy.

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

This service was provided via SFMTA purchase order. SFMTA is correcting this situation by using the personal services contract process.

D. Will the contract(s) be renewed? Yes. The service will be needed as long as SFMTA has a K-9 u

2. Union Notification: On 06/20/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Physicians and Dentists - 8CC,

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 35331 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/30/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The consultant must be a licensed Veterinarian(s) who has expertise in servicing working animals, such as the K-9 Unit police dogs, with routine medical, dental, dietary, surgery, radiology, and pharmaceutical needs. The Veterinarian(s) must possess expertise with providing emergency medical care.

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

2292,

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

Yes. The contractor will provide a 24-hour, full-service animal hospital and kennel facilities.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

There are no civil service classes that perform the entire scope of veterinary work required.

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

No. This service is limited and used on an as-needed or emergency basis. It would not be practical for the SFMTA to build or acquire a hospital/facility for the K-9 unit and fully equip and hire staff to maintain a 24-hour, 7 days per week if a new Veterinarian class is created.

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? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 06/20/2014 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: 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: Advanced Train Control System for Central Subway

Funding Source: Federal Funds

PSC Duration: 5 years

PSC Amount: \$17,000,000

1. Description of Work

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

The consultant will provide proprietary software and hardware for the Advanced Train Control System (ATCS) to automatically control the movements of the trains within Central Subway. This system is similar to the existing ATCS currently used in the Muni Metro Subway. The consultant will configure, program, upgrade, and expand the system so that the new train control systems computerize the automatic movement of the trains within the Central Subway to work with the existing Muni Metro system.

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

The Federal Transportation Administration (FTA) and California Public Utilities Commission (CPUC) require an automatic train control system in order to operate within the subway for the safety of the employees and the public. If this service is denied, the San Francisco Municipal Transportation Agency will not be able to operate the trains within the Central Subway.

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 ATCS exists within the current Muni Metro Subway and has been in place since the 1990's. The Muni Metro system has been maintained and upgraded on an as-needed basis to improve the various software and hardware using PSC #4029-06/07.

D. Will the contract(s) be renewed?

No

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The software and hardware are a propriety system.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The consultant must have expertise in the development and manufacturing of specialized electronic boards including electrical circuit design. Must possess proprietary software knowledge in order to program logic and electronic boards that will operate all automatic train movements within the subway to maintain safe conditions.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide a Thales System Management Computer and peripherals for train control operation.

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

The software and hardware are a propriety system.

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

- A. Explain why civil service classes are not applicable.
Civil Service classes do not possess the knowledge of the proprietary Thales software and electrical circuitry needed to customize the automatic train control system.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This service is project driven using the experience of a very limited pool of experts.

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 software and hardware are a proprietary system.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
Yes. PSC # 4053 13/14
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes. Thales Transport and Security

7. **Union Notification:** On 02/02/2020, 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 S Van Ness Ave, HR ELB, 6th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48515 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

Receipt of Notice for new PCS over \$100K PSC # 48515 - 19/20

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

amy.nuque@sfmta.com <Amy.Nuque@sfmta.com>

Sun 2/2/2020 3:52 PM

To: Nuque, Amy <Amy.Nuque@sfmta.com>; Meyers, Julie (HSA) <Julie.Meyers@sfgov.org>; seichenberger@local39.org <seichenberger@local39.org>; Camaguey@sfmea.com <Camaguey@sfmea.com>; ablood@cirseiu.org <ablood@cirseiu.org>; kcartermartinez@cirseiu.org <kcartermartinez@cirseiu.org>; ecassidy@ifpte21.com <ecassidy@ifpte21.com>; wendywong26@yahoo.com <wendywong26@yahoo.com>; sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; kpage@ifpte21.org <kpage@ifpte21.org>; tjenkins@uapd.com <tjenkins@uapd.com>; eerbach@ifpte21.org <eerbach@ifpte21.org>; tmathews@ifpte21.org <tmathews@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; jb@local16.org <jb@local16.org>; Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>; Basconcillo, Katherine (PUC) <kbasconcillo@sfgwater.org>; Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>; pcamarillo_seiu@sbcglobal.net <pcamarillo_seiu@sbcglobal.net>

RECEIPT for Union Notification for PSC 48515 - 19/20 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 48515 - 19/20 for \$17,000,000 for Initial Request services for the period 01/01/2019 – 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/14528> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- 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: On-Call Consultant to provide Transportation Demand Management Services

Funding Source: Local, Local Sales Tax and Operating Funds

PSC Duration: 5 years

PSC Amount: \$1,000,000

1. Description of Work

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

Seeking access to planning and transportation demand management specialists to provide intermittent as-needed services related to planning and implementing transportation demand management projects, programs, services, and policies. The specialists may also procure commute management technologies & services, preparation and graphic design of materials, printing, procurement of incentives, meeting facilitation, event scheduling, translation services, etc.

Request for Proposal (RFP) under development.

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

San Francisco has prioritized the Transit First Policy, which prioritizes travel by walking, bicycling, transit, and ridesharing. It is vital to provide information, incentives, and programs that make it easy for residents, employees, and visitors of San Francisco to be able to take advantage of sustainable transportation services and infrastructure. This Project will enable the SFMTA to implement key actions in the San Francisco Transportation Demand Management Plan that are supported by multiple city agencies.

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

In recent years these services have not been provided. This is a new and developing area of focus for the SFMTA and partner agencies which requires specific expertise and for which exact needs are unknown, supporting the decision to pursue an on-call contract to enable this work to be implemented.

D. Will the contract(s) be renewed?

No, At the conclusion of this contract, if further services are required a new RFP would be required and a new PSC process initiated.

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.

Under 5 years, but will be close to 5 years. The purpose of "on-call" contract is that required services are intermittent or not yet known, and timelines may extend to nearly 5 years.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Services are required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload) in order to address the need for Transportation Demand Management within San Francisco.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contracted staff must have a core level of broad experience with Transportation Demand Management planning, programs, policy, and services as well as knowledge of behavior change approaches. In addition, a contractor must be able to provide support to general planning, facilitation, graphic design, marketing, and campaign design, commute management technologies and services, program evaluation, and strategic planning efforts.

B. Which, if any, civil service class(es) normally perform(s) this work? 5277, Planner 1; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5320, Illustrator and Art Designer; 5330, Graphics Supervisor;

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

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

This work will be overseen by a team of existing staff in these classifications; however, additional services are required on an as-needed, intermittent basis and require more specific expertise and access to technology services not available through existing resources.

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

A. Explain why civil service classes are not applicable.

This work will be overseen by a team of existing staff in these classifications; however, additional services are required on an as-needed, intermittent basis and require more specific expertise and access to technology services not available through existing resources.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Not applicable. Existing civil service classes encompass the types of work that will be conducted through this contract.

6. Additional Information

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

No.

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

No. No training is planned for 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 03/03/2020, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 1 S Van Ness Ave, HR ELB, 6th FJ, 6029 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45232 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Tuesday, March 3, 2020 9:51 AM
To: Nuque, Amy; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45232 - 19/20

RECEIPT for Union Notification for PSC 45232 - 19/20 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 45232 - 19/20 for \$1,000,000 for Initial Request services for the period 07/01/2020 – 06/30/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14646> 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: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Software License and Equipment Maintenance

Funding Source: General Fund

PSC Duration: 4 years 1 hour

PSC Amount: \$610,000

1. Description of Work

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

The contractor will provide software license and equipment maintenance on MAGUS, the City's Message Switch Computer System. MAGUS allows San Francisco Police Department (SFPD) officers to instantly query suspect information from police vehicles, workstations and other electronic devices in seconds. When an officer enters suspect information, MAGUS processes the request by confirming requestor and device are authorized and provides access to confidential information from many sources including:

1. Computer Assisted Bay Area Law Enforcement (CABLE)
2. Local Criminal History Database
3. Alameda Warrants System (AWS)
4. Department of Motor Vehicles (DMV)
5. California Law Enforcement Telecommunications (CLETS)
6. Federal Bureau of Investigations (FBI) databases

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

This service is necessary to ensure that MAGUS is properly maintained for police investigations. If denied, police investigations will be limited.

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 4054-10/11

D. Will the contract(s) be renewed?
Unknown at this time.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Only Level II has proprietary rights to maintain MAGUS licenses and equipment.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor will have proprietary skills and expertise to maintain MAGUS.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1054, IS Business Analyst-Principal;

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

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

None. The MAGUS system is proprietary and can only be maintained by Level II, Inc.

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

A. Explain why civil service classes are not applicable.

The MAGUS system is proprietary and can only be maintained by Level II, Inc.

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 MAGUS system is proprietary and can only be maintained by Level II, Inc.

6. Additional Information

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

No.

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

No. Training is not needed.

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

No.

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

No.

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

No.

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

Yes. Level II has proprietary rights to perform work on the MAGUS.

7. Union Notification: On 02/03/2020, 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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47223 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

From: dhrrpscordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
To: [\(POL\); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Wong_Genie_\(POL\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Wong_Genie_(POL); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Wong_Genie_(POL); DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 47223 - 19/20
Date: Monday, February 3, 2020 9:16:32 AM

RECEIPT for Union Notification for PSC 47223 - 19/20 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC)

47223 - 19/20 for \$610,000 for Initial Request services for the period 03/10/2020 – 03/09/2024. 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/14520> 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)

LEVEL II inc.
STANDARD SUPPORT SERVICES

1.0 SERVICES PROVIDED BY LEVEL II

LEVEL II shall provide the following “Support Services” to Customer for the Licensed Products:

—Nonconformities:

For nonconformities which preclude the Licensed Products from substantially conforming in all material respects to *LEVEL II*'s specifications:

- Quick and direct access to *LEVEL II* software engineers having expert knowledge of the Licensed Products.
- All times are given in Pacific Standard or Daylight Time.
- The *LEVEL II* Business hours are Monday through Friday, from 8:00 A.M. to 5:00 P.M. excluding holidays.
- The Principal Period of Maintenance (PPM) time frame is Monday through Friday, from 8:00 A.M. to 5:00 P.M. excluding holidays.
- Reasonable efforts to correct such nonconformities or provide an avoidance procedure. This service is provided at no additional charge provided the service is requested during the PPM time frame.
- Maintenance service available 24 hours a day, seven (7) days a week. Service requested outside the PPM time frame is provided on a time and material (T/M) basis at the Standard Hourly Rate, with a two (2) hour minimum charge.
- Maintenance service requests not covered include without limitation:
 - 1) Service requests processed outside the PPM time frame or on holidays.
 - 2) Correction of nonconformities introduced by Licensed Product adaptations applied by Customer or any party other than *LEVEL II*.
 - 3) Service requests to diagnose problems other than Licensed Product nonconformities.
 - 4) Requests to design/implement new Licensed Products features.
- For maintenance service not covered, the service is available on a T/M basis at the Standard Hourly Rate, with a two (2) hour minimum charge.

— Licensed Product Enhancements:

- Enhanced releases of the Licensed Products and associated documentation will be provided to Customer during the term of the Agreement. *LEVEL II* reserves the right to charge an additional fee for enhanced releases that are of a different integer release level than the one initially delivered to Customer or that require new or upgraded third-party products.
- If Customer decides to use the new release, *LEVEL II* will install the new release upon the Customer's current platform without charge. If Customer does not use the new release, *LEVEL II* reserves the right to discontinue support for the old release upon thirty (30) days' notice.
- Nothing herein shall oblige *LEVEL II* to release Enhancements and *LEVEL II* shall, in its sole discretion, determine the nature, content, timing and release level of Enhancements, if any.

— Procedure for support

1. Customer will provide *LEVEL II* electronics communications access to the system to facilitate *LEVEL II*'s remote maintenance thereof.
2. Customer will designate a single employee who will be the initial point of contact for receiving and creating Licensed Product nonconformity reports.

3. Customer will use reasonable efforts to correct all reported nonconformities prior to contacting *LEVEL II*.
4. If Customer determines the reported nonconformity is with the *LEVEL II* Licensed Products and *LEVEL II*'s assistance is required to diagnose and correct the nonconformity, Customer will complete the nonconformity report with the following information:
 - Problem Report Number (Tracking Key), if applicable
 - Site-ID
 - Reporting Party Name
 - Reporting Party Telephone Number
 - Date/Time Problem Reported
 - Date/Time Problem Occurred
 - Description of Problem
 - Problem's Criticality
 - Problem Example (if applicable)
 - Diagnosis performed by Customer (if applicable)
 - Other Diagnostic Information (if applicable); for example
 - Workstation/Printer/Device mnemonic
 - Workstation/Printer/Device IP Address
 - User ID
 - Etc.
5. Contact *LEVEL II*:
 - a. E-mail or Fax nonconformity report:
 - E-mail nonconformity report to Maint@LevelTwo.com, or
 - Fax nonconformity report to *LEVEL II* (Fax number 206-575-7981)

NOTE: E-mailed or faxed nonconformity reports submitted outside of the *LEVEL II* Business hours will be picked up at the start of the next business day and responded to within a 24 hour period.
 - b. Phone Call – use the following phone numbers to reach *LEVEL II*:
 - During *LEVEL II* Business: (888) 232-9609, Toll-free number, or (206) 575-7682
 - Outside Business hours: **(425) 691-0590** [primary number], if you receive no call within 30 minutes, call (425) 691-0585 [backup number]
6. Problems reported to *LEVEL II* during the PPM time frame will be reported to the company's service coordinator who will assign the appropriate *LEVEL II* engineer to the nonconformity report. Problems reported to *LEVEL II* outside the PPM time frame will be assigned by the *LEVEL II* employee responding to the call.
7. Using the faxed or emailed nonconformity report, the *LEVEL II* engineer assigned to the nonconformity report will provide reasonable efforts to correct the reported nonconformity or provide an avoidance procedure, following the Licensed Product nonconformity procedure set forth above.
8. All nonconformity reports will remain "Open" until *LEVEL II* determines that corrective action has been applied to correct the reported nonconformity, or an avoidance procedure has been provided, or other action has been applied allowing closure of the report. Upon closure, *LEVEL II* will provide Customer the following disposition information:

- Description of corrective action or avoidance procedure applied by *LEVEL II* or disposition of nonconformity report.
- Date/Time closed
- *LEVEL II* engineer name assigned to the nonconformity report
- Verbal, E-mail or fax copy of *LEVEL II*'s "Closed" nonconformity report to Customer
- If service provided by *LEVEL II* is billable to Customer, *LEVEL II* will invoice Customer for services rendered per the terms set forth in the Agreement.

—Relation to Warranty Provisions:

- During the limited warranty period (if any) set forth in the Agreement, *LEVEL II* will provide the standard support services set forth in this Exhibit at no additional fee (excluding services not covered by the standard support services).

—Excluded Items

- Under this standard support services, *LEVEL II* provides support services for only the Licensed or Purchased Products defined in the Agreement, and not for any unlisted products made or provided by a third party, save those which may be embedded software components of the *LEVEL II* products.

—Exceptions

- *LEVEL II* is not obligated, under standard maintenance service, to rebuild any archives (historical Journal files) or configuration files that are corrupted by any platform component, i.e. computer or communications equipment, or executable computer programs, not provided by *LEVEL II*. ***LEVEL II* recommends that all Journal customers backup their archives daily on non-volatile and removable storage media and remove daily a copy of the current backup to a place safely distant from the JOURNAL program's regular operation site.** If programs not of *LEVEL II*'s provenance are resident upon the platform hosting *LEVEL II*'s program products whose presence *LEVEL II* has not previously approved in writing, *LEVEL II* reserves the right to cancel the Agreement without notice, refunding unabsorbed prepayments pro rata. N.B: To rebuild archives or configuration files from current backup copies can take as little as two hours, while the effort entailed in doing the same without backup copies is unpredictable, but can equal many days or even weeks.

2.0 **PAYMENT BY CUSTOMER**

- (a) Customer shall pay an annual support fee in accordance with the schedule set forth in the Agreement. The entire annual support fee is due and payable immediately upon expiration of the applicable warranty period set forth in the Agreement. For succeeding years, the then current annual support fee is due and payable immediately upon expiration of the prior annual support period. No portion of the annual support fee is refundable for any reason. The amount and timing of the annual support fee may be changed by *LEVEL II* from time to time in accordance with *LEVEL II*'s then-current policies.
- (b) *LEVEL II* may refuse to provide or delay the provision of any services or items if Customer becomes delinquent in payment of its obligations.



3.0 **LIMITED WARRANTY, LIABILITY**

3.1 Limited Warranty.

- (a) *LEVEL II* warrants to Customer that *LEVEL II* will use reasonable efforts to provide the Support Services to Customer substantially in accordance with the Agreement in all material respects.
- (b) Customer acknowledges that the Support Services are complex and may contain some non-conformities, defects or errors. *LEVEL II* does not warrant that the Support Services will meet Customer's needs or expectations, that the Support Services will be error free or uninterrupted, or that all non-conformities can or will be corrected. *LEVEL II*'s SOLE OBLIGATION and Customer's SOLE REMEDY under this Limited Warranty is for *LEVEL II* to use said reasonable efforts, or if that is not feasible, at *LEVEL II*'s option, to refund the support service fees paid by Customer for the Support Services involved.
- (c) This Limited Warranty is void if any non-conformity has resulted from accident, abuse, misuse, misapplication, or the act or failure to act of any party other than *LEVEL II*. This Limited Warranty is for Customer's exclusive benefit and is non-transferable. Customer agrees that this Limited Warranty fulfills its essential purpose.
- (d) THE EXPRESS WARRANTY PROVIDED IN SECTIONS 3.1(a) THROUGH (c) IS A LIMITED WARRANTY AND IT IS THE ONLY WARRANTY MADE BY *LEVEL II*. *LEVEL II* MAKES AND CUSTOMER RECEIVES NO OTHER WARRANTY, WHETHER EXPRESS OR IMPLIED, AND ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED. THE STATED EXPRESS WARRANTY IS THE EXCLUSIVE REMEDY FOR DAMAGES AND IS IN LIEU OF ALL LIABILITIES OR OBLIGATIONS OF *LEVEL II*. NO ORAL OR WRITTEN ADVICE OR INFORMATION PROVIDED BY *LEVEL II* OR ANY OF ITS AGENTS OR EMPLOYEES SHALL CREATE A WARRANTY OR IN ANY WAY INCREASE THE SCOPE OF THIS LIMITED WARRANTY, AND CUSTOMER AND END USER ARE NOT ENTITLED TO RELY ON ANY SUCH ADVICE OR INFORMATION.

3.2 Limited Liability.

NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, CONTRACTOR'S CUMULATIVE DAMAGE LIABILITY UNDER THIS AGREEMENT, SHALL BE LIMITED TO THRICE THE VALUE OF THE CONTRACT. CONTRACTOR'S LIABILITY LIMIT SET FORTH HEREIN SHALL NOT APPLY TO (1) DAMAGES CAUSED BY CONTRACTOR'S GROSS NEGLIGENCE, RECKLESS CONDUCT OR WILLFUL ACTS OR OMISSIONS, (2) LIMIT CLAIMS OR GENERAL DAMAGES THAT FALL WITHIN THE INSURANCE COVERAGE REQUIRED UNDER THIS AGREEMENT, (3) STATUTORY FINES, EXPENSES, DAMAGES CAUSED BY CONTRACTOR'S VIOLATION OF FEDERAL, STATE AND/OR LOCAL LAWS, IN PARTICULAR THOSE INCLUDED IN THIS AGREEMENT, (4) CONTRACTOR'S OBLIGATION TO INDEMNIFY AND DEFEND CITY PURSUANT TO THE GENERAL INDEMNIFICATION CLAUSE AND FOR INTELLECTUAL PROPERTY INFRINGEMENT, (5) CONTRACTOR'S WARRANTIES UNDER THIS AGREEMENT, AND (6) WRONGFUL DEATH CAUSED BY CONTRACTOR.

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: Roadside Mowing - 2020

Funding Source: Water Enterprise Operating Budget

PSC Duration: 20 weeks 2 days

PSC Amount: \$170,000

1. Description of Work

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

SFPUC Peninsula watershed has an integrated roads system of over 90 miles, dam faces and fuel breaks that need to be maintained annually to reduce flashy fuels and ignition sources to reduce fire risk within the watershed and along its Wildland Urban Interface.

This contract is to maintain 40 miles of the northern section of the watershed roads. This work incorporates mowing the roadsides to reduce brush encroachment and flashy fuels along the roadside, maintains pullouts for safety vehicles and passings for emergency vehicles.

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

This contract is necessary to reduce the level of risk for spark ignition along the roadside. Consequence of denial will put the Peninsula watershed and bordering properties at a higher risk of ignition and fire during growing fire season.

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.

Contract put out to bid. See PSC 42002-18/19

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 is a short term contract to assist our operations division in completing work by a July 4th deadline. This work is needed to reduce the potential for spark ignitions along roadsides in the SFPUC Peninsula watershed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This requires a special knowledge in equipment operations and fire suppression. Equipment operators must be able to work on narrow roadsides mowing off the edge while trained in sensitive habitat recognition. Operators must be able to take all avoidance measures to minimize spark and ignition sources and have fire suppression equipment and a knowledge of its function to put out any ignitions during operations.

B. Which, if any, civil service class(es) normally perform(s) this work? 7328, Operating Engineer, Universal;

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

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

The department work orders this work to Water Supply and Treatment (WS&T) annually. WS&T completes over 40 miles of mowing and discing as part of our fire protection implementation. Due to staffing levels the 40 miles have not been completed each year which results in a higher risk of potential catastrophic fires. This work will continue to be work ordered and contracted until staffing levels are high enough to complete all work by a July 4th fire protection deadline.

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

- A. Explain why civil service classes are not applicable.
Civil service workers do perform a level of this work however staffing levels have resulted in more prioritized work loads not being completed.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this work can be completed by the 7328 operating engineers. It is important that more of this position is funded to complete this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No. Contractor will not provide training. Operating engineer 7328 should be the classification doing this work under the civil service classifications. Operators should have a minimum of 3 years experience running heavy equipment on steep slopes and rural roads. The operator should maintain an 8hr fire suppression safety course and maintain a certification to extinguish spark ignitions that could become potential fires. The operator should annually be given a minimum of 8 hours of biological training to understand the sensitivity of different sites and the impacts of work completed.
- 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 02/21/2020, 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: 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# 41915 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sflower.org
Sent: Friday, February 21, 2020 4:38 PM
To: Irwin, William; Irwin, William; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41915 - 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 41915 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41915 - 19/20 for \$170,000 for Initial Request services for the period 03/13/2020 – 08/02/2020. 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/14598> 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: [Kyger, Todd](#)
To: [Irwin, William](#)
Subject: FW: PSCs for Civil Service
Date: Tuesday, March 31, 2020 5:10:57 PM
Attachments: [PSCs for Civil Service.msg](#)

Please find email with projects that were reviewed (attached), and the Operating Engineers corresponding approval to proceed below.

Thank you,
t

From: Charles Lavery <clavery@oe3.org>
Sent: Tuesday, March 31, 2020 5:07 PM
To: Kyger, Todd <TKyger@sfwater.org>
Subject: RE: PSCs for Civil Service

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.

Hi Todd,

Thank you for the notification.

I approve to proceed to Civil Service. Please let me know if I need to take any other steps.

Best Regards,

Charley Lavery

District Representative/Trustee
Operating Engineers Local 3
828 Mahler road, Suite B
Burlingame, CA 94010
Office 650 652 7969 x 2103, Cell 415 418 8558

From: Kyger, Todd <TKyger@sfwater.org>
Sent: Tuesday, March 31, 2020 3:58 PM
To: Charles Lavery <clavery@oe3.org>
Subject: PSCs for Civil Service

Please review and provide your approval to proceed to Civil Service. If you have any questions or

concerns, please do not hesitate to contact me.

Thank you,
t

From: [Kyger, Todd](#)
To: [Charley Lavery](#)
Subject: PSCs for Civil Service
Date: Tuesday, March 31, 2020 3:58:00 PM
Attachments: [PSC 49813 - 1920 Mastication 2020 with union notice.pdf](#)
[PSC 41915 - 1920 Roadside Mowing 2020 with union notice.pdf](#)

Please review and provide your approval to proceed to Civil Service. If you have any questions or concerns, please do not hesitate to contact me.

Thank you,
t

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Roadside Mowing (Req. 99674)Funding Source: Water Enterprise Operating BudgetPSC Amount: \$155,000PSC Est. Start Date: 05/13/2019PSC Est. End Date: 08/02/2019**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

SFPUC Peninsula watershed has an integrated roads system of over 90 miles, dam faces and fuel breaks that need to be maintained annually to reduce flashy fuels and ignition sources to reduce fire risk within the watershed and along its Wildland Urban Interface.

This contract is to maintain 40 miles of the northern section of the watershed roads. This work incorporates mowing the roadsides to reduce brush encroachment and flashy fuels along the roadside, maintains pullouts for safety vehicles and passings for emergency vehicles.

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

This contract is necessary to reduce the level of risk for spark ignition along the roadside. Consequence of denial will put the Peninsula watershed and bordering properties at a higher risk of ignition and fire during growing fire season.

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. Contract put out to bid.

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 is a short term contract to assist our operations division in completing work by a July 4th deadline. This work is needed to reduce the potential for spark ignitions along roadsides in the SFPUC Peninsula watershed.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This requires a special knowledge in equipment operations and fire suppression. Equipment operators must be able to work on narrow roadsides mowing off the edge while trained in sensitive habitat recognition. Operators must be able to take all avoidance measures to minimize spark and ignition sources and have fire suppression equipment and a knowledge of its function to put out any ignitions during operations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7328, Operating Engineer, Universal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

The department work orders this work to Water supply and Treatment annually. WS&T completes over 40 miles of mowing and discing as part of our fire protection implementation. Due to staffing levels the 40 miles has not been completed each year which results in a higher risk of potential catastrophic fires. This work will continued to be work ordered and contracted until staffing levels are high enough to complete all work by a July 4th fire protection deadline.

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

- A. Explain why civil service classes are not applicable.
Civil service workers do perform a level of this work however staffing levels have resulted in more prioritized work loads not being completed.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this work can be completed by the 7328 operating engineers. It is important that more of this position is funded to complete this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Contractor will not provide training. Operating engineer 7328 should be the classification doing this work under the civil service classifications. Operators should have a minimum of 3 years experience running heavy equipment on steep slopes and rural roads. The operator should maintain an 8hr fire suppression safety course and maintain a certification to extinguish spark ignitions that could become potential fires. The operator should annually be given a minimum of 8 hours of biological training to understand the sensitivity of different sites and the impacts of work completed.
- 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 04/19/2019, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42002 - 18/19

DHR Analysis/Recommendation:

action date: 05/20/2019

Commission Approval Required

Approved by Civil Service Commission

05/20/2019 DHR Approved for 05/20/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Dive team inspection and cleaning of raw water and treated water facilities (PRO.0156)

Funding Source: Water Enterprise Operating Budget

PSC Duration: 5 years

PSC Amount: \$900,000

1. Description of Work

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

Fish screen cleaning and Division of Safety of Dams-required valve exercising at raw water supplies including: San Antonio Reservoir, Calaveras Reservoir, Crystal Springs Reservoir, and San Andreas Reservoir.

Perform required treated water tanks and reservoir inspections and cleanings as required. Tanks and reservoirs to be inspected and cleaned are: Castlewood Reservoir, Tesla Treatment Facility domestic water tanks, Sunol Town Tanks, SVWTP Chlorine Contact Tank, SVWTP Treated Water Reservoir, The Balancing Reservoir, HTWTP Chlorine Contact Chamber, and HTWTP Treated Water Reservoir.

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

These services are required for the reliability of facilities and water supply to Surface Water Treatment Plants in the SFPUC. In addition, potable water tanks and reservoirs are required to be inspected and cleaned in accordance with the operations plan associated with the facility. The operations plan is a requirement for compliance with the California Code of Regulations Title 22. Facilities must be operated and maintained in accordance with Title 22.

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.

Contracting services. One such example was PO 0000360797, fish screen cleaning

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).

☒ 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:

Diving services are specialized work, not normally performed by city employees. Work is to be performed as needed or on schedule with various facilities' operations plans. An example of as needed diving services would be a fish screen matted over with algae, requiring cleaning. California Code of Regulations, Title 22 requires inspections and cleanings in accordance with facility operations plans.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: -Expertise in structural integrity of tanks, reservoirs, and fish screens - Possession of ANSI/ACDE 01-1993 minimum commercial diver training or equivalent -Confined space rescue certification -Compliance with OSHA CFR 1910.146, OSHA CFR 1910.20, OSHA CFR 1910.269, AWWA M3 Please reference memo attached

B. Which, if any, civil service class(es) normally perform(s) this work? 7334, Stationary Engineer;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor to provide all equipment needed to perform the tasks

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

The city does not have an in-house dive team. Other departments utilize dive services from contractors.

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

- A. Explain why civil service classes are not applicable.
Diving work requires certifications that are not held by in-house staff. SCUBA certification with occupational endorsement.
- 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. There is not a need for full time dive staff. This work is performed on occasion as needed or in accordance with operations plans schedules. At most, an annual inspection is required. Cleaning is typically performed once every five years.

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 03/06/2020, the Department notified the following employee organizations of this PSC/RFP request:

Stationary Engineers, Local 39

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46091 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfwater.org
Sent: Friday, March 06, 2020 3:55 PM
To: Irwin, William; seichenberger@local39.org; MRainsford@local39.org; grojo@local39.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46091 - 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.

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

RECEIPT for Union Notification for PSC 46091 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46091 - 19/20 for \$900,000 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:

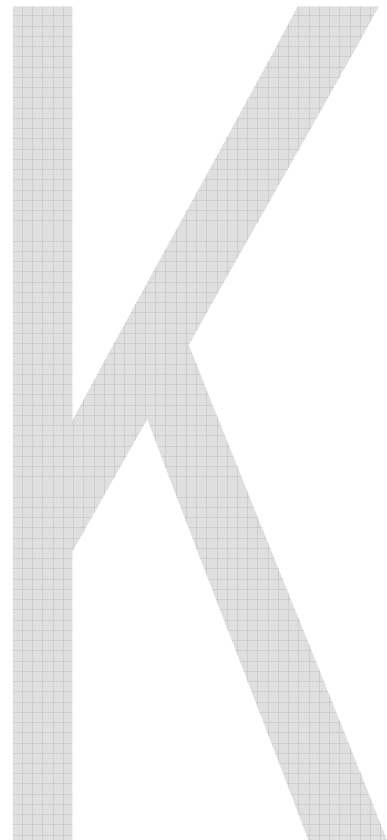
<http://apps.sfgov.org/dhrdrupal/node/14633> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are 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)

RESERVOIR AND TANK CLEANING DOCUMENTS

- CDD Reservoir and Tank Inspection and Cleaning Program Guidance Manual
- San Francisco Department of Public Works Order No.158170 for Industrial Waste Discharge Limits into City's Sewage System

APPENDIX





SAN FRANCISCO PUBLIC UTILITIES COMMISSION
Water Quality Bureau

1657 ROLLINS ROAD, BURLINGAME, CA 94010 • TEL. (650) 652-3100 • FAX (650) 554-3142



MEMORANDUM

Date: December 27, 2000
To: Distribution List
From: Jackie Cho
Thru: Manouchehr Boozarpour
RE: **Reservoir and Tank Inspection and Cleaning Program
Guidance Manual**

WILLIE L. BROWN, JR.
MAYOR

E. DENNIS NORMANDY
PRESIDENT
VICTOR G. MAKRAS
VICE PRESIDENT
FRANK L. COOK
ANN MOLLER CAEN
ASHOK KUMAR BHATT

JOHN P. MULLANE, JR.
GENERAL MANAGER

ANDREW F. DEGRACA
BUREAU MANAGER

Attached you will find the Reservoir and Tank Inspection and Cleaning Program Guidance Manual for your reference. This Guidance Manual provides a standard framework for the coordination and implementation of inspection and cleaning operations for the San Francisco Public Utilities Commission (SFPUC) City distribution system storage facilities. The Guidance Manual should be used in planning and executing the inspection and/or cleaning of tanks and reservoirs, as well as for documentation purposes.

An inspection and cleaning program for the distribution system storage facilities is critical to ensure physical integrity and optimum operation of the distribution system and to ensure highest water quality. As SFPUC prepares for the conversion to chloramine disinfection, it is recommended that all tanks and reservoirs undergo a cleaning operation as a preventative measure against nitrification. The target date for the chloramine conversion is mid-2003. In order to meet this target date, a schedule for the cleaning activities is also provided.

Water Quality Engineering appreciates the extensive input and assistance from other SFPUC staff in developing and completing this project.

CC: Andrew DeGraca
Phil Caskey
Jim Salerno
Mike Conroy

Tony Flores
Gerry Lyons
Jeff Murray
Richard Yee

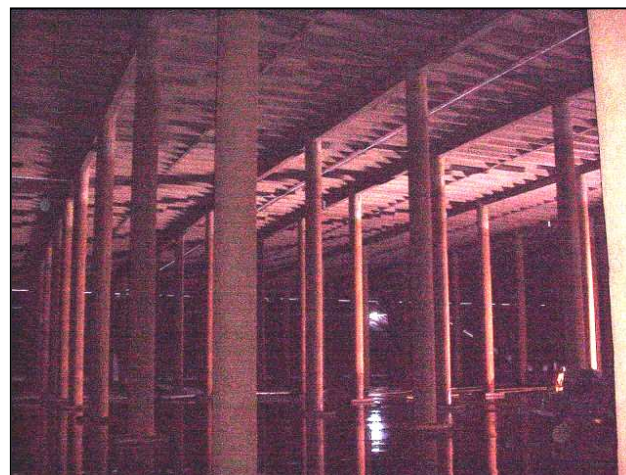
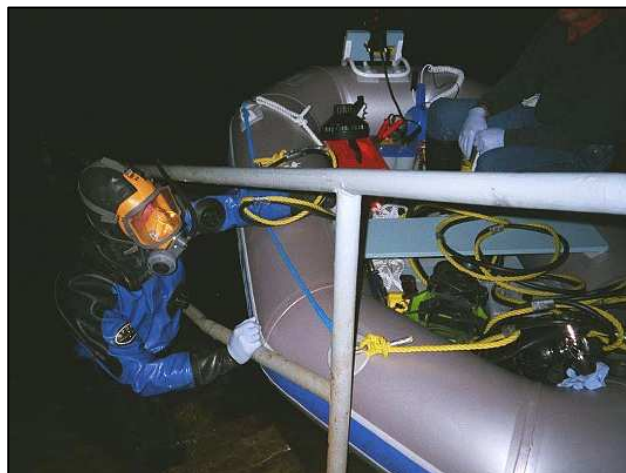
Karen Kubick
Doug Gramberg
Larry Anderson
WQB-Library
WQB-CDD Library



CITY DISTRIBUTION SYSTEM RESERVOIR AND TANK INSPECTION AND CLEANING PROGRAM GUIDANCE MANUAL

December 2000

**Water Quality Bureau
Engineering Section**



CITY DISTRIBUTION SYSTEM RESERVOIR AND TANK INSPECTION AND CLEANING PROGRAM GUIDANCE MANUAL

December 2000

**Water Quality Bureau
Engineering Section**

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Section 1

Introduction

The purpose of this Reservoir and Tank Maintenance Program Guidance Manual is to provide a standard framework for the coordination and implementation of inspection and cleaning operations for the San Francisco Public Utilities Commission (SFPUC) City distribution system storage facilities. The Guidance Manual should be used for planning and executing the inspection and/or cleaning of tanks and reservoirs, and should be used for documentation purposes. However, the final work plans for these tasks should be developed on a case by case basis according to the specific conditions and constraints of each project.

Background

The SFPUC City distribution system includes ten reservoirs and nine tanks ranging in capacity from 75,000 gallons to 80 million gallons. Additionally, SFPUC is responsible for operating and maintaining four reservoirs ranging from 0.5 to 3 million gallons located on Yerba Buena Island serving the Treasure Island and Yerba Buena Island (TI/YBI) distribution system. Table 1.1 provides general information on each tank and reservoir. There are also seven hydropneumatic pump stations that are used to maintain the water pressure in a relatively small pressure zones. A hydropneumatic pump station consists of pumps, air compressors, and at least one hydropneumatic tank. Table 1.2 provides general information on the hydropneumatic tanks in the City distribution system.

An established inspection and cleaning program for the distribution system storage facilities is critical to ensure physical integrity and optimum operation of the distribution system and to safeguard public health. Inspection of storage facilities is required to determine maintenance needs, and the standardization of inspection procedures should be an integral part of a maintenance program.

Cleaning Frequency

In 1996, Camp, Dresser and McKee, Inc. under the Water Quality Planning Study, conducted telephone surveys of 13 water utilities around the country to gather information regarding their distribution system reservoir inspection and cleaning programs. A summary of this information is included in Appendix A. The utility survey, review of existing literature on reservoir maintenance programs, and past experience have led to the development of this Guidance Manual specifically for the SFPUC City distribution system.

Based on this information, it is recommended that the SFPUC target a 5-year cleaning cycle for each reservoir and tank. For the hydropneumatic tanks, it is recommended that SFPUC target a 1-year cleaning cycle. Furthermore, the Chloramine Conceptual Design Report (SFWT, 1999) strongly recommends that all City distribution system storage facilities be cleaned as a

preventive measure against nitrification of stored water before conversion to chloramine disinfection in the spring of 2003. In addition, routine maintenance inspections should take place four times year.

Capital improvement projects are planned for many of the City reservoirs before the chloramine conversion. After the completion of the construction phase at Stanford Heights, Summit, Sutro, College Hill, Sunset South and North Basin, and University Mound South Basin, the contractor will be responsible for cleaning the reservoirs. Also, there are current capital improvement projects that address putting Forest Knolls and Lincoln Park Tanks in service as regular distribution system storage instead of fire storage. After the construction, these tanks will also be cleaned. For all other reservoirs (University Mound North Basin, Potrero Heights, Hunters Point, Lombard, Merced Manor, Two-MG on YBI) cleaning must be scheduled before the chloramine conversion.

The age of the water storage tanks and hydropneumatic tanks in the City distribution system range from 36 to 53 years and many are in need of repairs. Currently, there is a needs-assessment project to evaluate the condition of these tanks and determine capital improvement needs. Each tank will be evaluated for its geotechnical, structural, corrosion, mechanical, electrical integrity and deficiencies will be identified. If major construction project is recommended through the needs-assessment project, then the cleaning will follow the construction phase. If major construction is not warranted, then the yearly cleaning cycle should be implemented prior to the chloramines conversion.

After the chloramine conversion, cleaning priority will be based on time elapsed since the last cleaning, structural integrity of the storage facility, planned repair work and upgrades, and degraded water quality.

Table 1.1. Reservoirs and Tanks - Inspection and Cleaning Schedule

| <i>Storage Facility</i> | <i>Year Built</i> | <i>Volume (MG)</i> | <i>Type</i> | <i>Date Cleaned/ Scheduled</i> | <i>Frequency</i> | |
|------------------------------|-------------------|--------------------|---------------|--------------------------------|---------------------------|----------------------------------|
| | | | | | <i>Routine Inspection</i> | <i>Inspection & Cleaning</i> |
| City Reservoirs | | | | | | |
| College Hill | 1870 | 13.5 | Masonry | 2001 | 3 months | 5 years |
| Hunters Point | 1973 | 1.0 | Concrete | 1996 | 3 months | 5 years |
| Lombard | 1860 | 2.7 | Masonry | Unknown | 3 months | 5 years |
| Merced Manor | 1936 | 9.5 | Concrete | Unknown | 3 months | 5 years |
| Potrero Heights | 1897 | 1.0 | Concrete | 1996 | 3 months | 5 years |
| Stanford Heights | 1923 | 12.9 | Concrete | 2002 | 3 months | 5 years |
| Summit | 1954 | 14.0 | Concrete | 2002 | 3 months | 5 years |
| Sunset South | 1960 | 87.4 | Concrete | 2000 | 3 months | 5 years |
| Sunset North | 1938 | 89.3 | Concrete | 1997 | 3 months | 5 years |
| Sutro | 1952 | 31.4 | Concrete | 2002 | 3 months | 5 years |
| University Mound South | 1937 | 81.5 | Concrete | 2002 | 3 months | 5 years |
| University Mound North | 1885 | 59.4 | Concrete | 1995 | 3 months | 5 years |
| YBI Reservoirs | | | | | | |
| Three-MG (Out of Service) | 1939 | 3.0 | Concrete | 1998 | 3 months | 5 years |
| Two-MG | 1939 | 2.0 | Concrete | Unknown | 3 months | 5 years |
| One-MG | 1939 | 1.0 | Concrete | 1997 | 3 months | 5 years |
| One-Half-MG | 1939 | 0.5 | Concrete | 1997 | 3 months | 5 years |
| City Tanks | | | | | | |
| La Grande | 1956 | 0.3 | Welded Steel | 1997 | 3 months | 5 years |
| McLaren One | 1966 | 4.0 | Welded Steel | 1993 | 3 months | 5 years |
| McLaren Two | 1966 | 4.0 | Welded Steel | 1993 | 3 months | 5 years |
| Mount Davidson | 1953 | 0.075 | Concrete | 1997 | 3 months | 5 years |
| Potrero Heights | 1950 | 0.1 | Steel | 1998 | 3 months | 5 years |
| Forest Hill (out of service) | 1926 | 0.3 | Riveted Steel | - | 3 months | 5 years |
| Forest Hill | 1944 | 0.3 | Concrete | Unknown | 3 months | 5 years |
| Forest Knolls (1) | 1926 | 0.1 | Welded Steel | 2002 | 3 months | 5 years |
| Lincoln Park (1) | 1926 | 0.075 | Concrete | 2002 | 3 months | 5 years |

(1) Currently used for fire storage only

Table 1.2. Hydropneumatic Tanks - Inspection and Cleaning Schedule

| <i>Station</i> | <i>Year Built</i> | <i>No. of Tanks</i> | <i>Parent System</i> | <i>Inspection and Cleaning Frequency</i> | <i>Tentative Cleaning Schedule</i> |
|----------------------|-------------------|---------------------|----------------------|--|------------------------------------|
| Crocker - Amazon | 1956 | 2 | Sutro | 1 Year | Quarter 1 |
| Forest Hill | 1963 | 2 | Summit | 1 Year | Quarter 1 |
| Forest Knolls | 1960 | 1 | Summit | 1 Year | Quarter 2 |
| Lincoln Park | 1947 | 2 | Sunset | 1 Year | Quarter 2 |
| Palo Alto | 1958 | 3 | Summit | 1 Year | Quarter 3 |
| Skyview - Aqua Vista | 1961 | 2 | Summit | 1 Year | Quarter 4 |
| Vista Francisco | 1964 | 2 | Summit | 1 Year | Quarter 4 |

Use of the Guidance Manual

The Guidance Manual includes procedures and discussions of relevant issues associated with the following inspection and cleaning operations:

- Routine Maintenance Inspection
- Internal Inspection
- In-Situ Cleaning Operation
- Cleaning and Disinfection Operation
- Sediment Sampling, Analysis, and Disposal

In each section, general procedures and record sheets for documentation purposes are provided. A detailed checklist for the inspection and cleaning operation should be developed during the planning and coordination meeting to address site specific issues.

The Guidance Manual also describes water quality monitoring, sediment sampling, various scenarios for sediment removal and disposal, and standard procedures for disinfection and dechlorination. In addition, the critical aspects of the coordination of the various SFPUC departments and associated responsibilities involved in inspection and cleaning of tanks and reservoirs are identified.

Section 2

Standards and Regulations

This section discusses all standards and codes that are applicable to the various tasks and personnel involved in the inspection and cleaning of water storage facilities.

Safety

The following is a list of safety standards to abide by when carrying out the inspection of water storage facilities. These facilities may have specific requirements to protect worker safety as determined by the SFPUC Health and Safety Program staff. If there are any questions or concerns related to the safety requirements, a consultation with the Health and Safety Program staff is needed prior to entering the facility. Additionally, all work has to comply with SFPUC Code of Safe Practices that is included in this Guidance Manual as Appendix B.

- OSHA CFR 1910.146: Permit Requirements for Confined Space Entry
- OSHA CFR 1910.20: Safety and Health Standards
- OSHA CFR 1910.269: Fall Protection Requirements
- AWWA M3: Safety Practices for Water Utilities

Structural Inspection

The following is a list of structural standards that may be used to evaluate overall integrity of the storage facilities. Each structure should be evaluated on a case-by-case basis to determine which standard would be the most appropriate one to use.

- AWWA D100-96: AWWA Standard for Welded Steel Tanks for Water Storage
- AWWA D101-53 (R86): AWWA Standard for Inspecting and Repairing Steel Water Tanks, Standpipes, Reservoirs, and Elevated Tanks for Water Storage
- AWWA D102: AWWA Standard for Painting and Inspecting Steel Water Storage Tanks

Dive Inspection

The diving team must comply with all OSHA safety-related regulations and AWWA sanitation-related standards shown below.

- OSHA CFR 1910.401 to 440: Commercial Diving Operations

If an outside contractor is used for the dive inspection, the dive team members must have ANSI/ACDE 01-1993 minimum commercial diver training.

Disinfection

The following standard will be used for water storage facilities disinfection. However, each disinfection effort will need a specific plan that develops the general provisions found in this standard.

- AWWA C652-92: AWWA Standard for Disinfection of Water-Storage Facilities

Section 3

Coordination

This section discusses the roles and responsibilities of the various SFPUC bureaus and divisions and outlines the coordination tasks involved in the inspection and cleaning of distribution system storage facilities. Many SFPUC bureaus and divisions are involved during the inspection and cleaning process, making coordination a key factor in a successful operation.

City Distribution Division (CDD) has the primary responsibility in operating and maintaining the tanks and reservoirs within the City distribution system. Therefore, CDD is the overall lead for the inspection and cleaning operation. The Utilities Engineering Bureau (UEB) provides the civil, structural, and seismic expertise. UEB will take the lead in all aspects concerning the structural viability of the tanks and reservoirs. The Water Quality Bureau (WQB) brings experience in water quality and public health issues. WQB will be responsible for tasks that impact water quality such as sediment and water sampling, disinfection, and dechlorination, and also acts as liaison with regulatory agencies such as the State Department of Health Services (DHS) and the Regional Water Quality Control Board (RWQCB).

Key personnel that would be involved in the inspection and cleaning operation and the corresponding telephone numbers are provided in Appendix C. A summary of essential tasks identifying the responsible parties is provided at the end of this section.

Routine Inspection

Routine inspection of storage facilities should be conducted four times each year to identify problems and maintenance needs. This exterior inspection can be carried out with the facility in service and without affecting its normal operation. The details of the inspection tasks and record sheets are provided in Section 4 of this Guidance Manual. CDD is the overall responsible party for the routine inspections. CDD will also be responsible for submitting work orders and coordinating work for necessary repairs.

Internal Inspection

Internal inspections that involve divers and or boats provide valuable information regarding the condition of the storage facilities with only minimal impact to operation. This type of inspection also provides an opportunity to conduct water and sediment sampling. Internal inspections can also be conducted after draining the facility, which allows for a thorough evaluation of the structural integrity of the reservoirs and tanks. In order to involve all the key personnel and to ensure proper coordination, the following tasks are required for an internal inspection:

- planning and coordination meeting
- facilities operation
- facilities inspection
- sediment sampling
- water quality monitoring

The planning and coordination meeting should be held at least two weeks in advance for a dive or a boat inspection if sediment sampling is needed. All laboratory analyses for the sediment characterization will be coordinated with the WQB Laboratory Section at least two weeks in advance.

For draining operation of the facility, the planning and coordination meeting should be held at least one month in advance to allow ample time to notify DHS about the procedure and necessary changes to the distribution system operation. The Water Pollution Control Division (WPCD) will also be informed of the scheduled time for draining operation with sufficient time to allow for the necessary adjustments to the treatment facilities. If the draining operation involves a reservoir on YBI, then the RWQCB also will be notified.

Specific responsibilities under each coordination task and the responsible party are summarized in Table 3.1. The details of the inspection tasks and record sheets for the internal inspection are provided in Section 5 of this Guidance Manual.

In-Situ Cleaning Operation

As previously discussed, some of the reservoirs and tanks will not undergo major retrofits before the SFPUC conversion to chloramine. These cleaning operations will be conducted through service contracts, and they will be carried out by outside contractors under SFPUC supervision. Outside contractors will be responsible for sediment disposal as well. However, preliminary investigations, including inspection and sediment sampling will be conducted by SFPUC prior to the in-situ cleaning operation.

For the in-situ cleaning operation that involves outside contractors, the following tasks may be required from SFPUC staff:

- planning and coordination meeting
- facilities operation
- water quality monitoring

Complete draining of the facilities, disinfection, and water quality clearance may also be required if proper sanitary measures are not followed during the cleaning operation. Specific responsibilities under each coordination task and the responsible party are summarized in Table 3.1. The details of the in-situ cleaning and related operations and record sheets are provided in Section 6 of this Guidance Manual.

Cleaning and Disinfection Operation

Some of the large reservoirs will undergo major retrofits during the next several years. The site specific requirements for the cleaning operation will be incorporated into the construction contract documents and will be carried out by outside contractors under SFPUC supervision. Outside contractors will also be responsible for sediment disposal. However, preliminary investigations, including inspection and sediment sampling will be conducted by SFPUC prior to the cleaning operation. SFPUC will also be responsible for providing oversight during disinfection operation, providing water quality clearance, and conducting post-cleaning water quality monitoring for all projects involving outside contractors.

For smaller facilities where major construction work is not planned, the SFPUC staff will perform cleaning and disinfection operation. For the cleaning and disinfection operation that involves SFPUC staff, the following tasks may be required:

- planning and coordination meeting
- facilities operation
- sediment removal
- cleaning
- disinfection
- water quality clearance
- water quality monitoring

Specific responsibilities under each coordination task and the responsible party are summarized in Table 3.1. The details of the cleaning and disinfection operation and record sheets for documentation are provided in Section 7 of this Guidance Manual.

If during the preliminary investigation, sediment analysis showed presence of hazardous material, then SPEAC will be responsible for developing sediment disposal plan. This may also involve hiring a specialty contractor and coordinating with CDD to remove and dispose of the sediment in a safe and effective manner.

Also if the sediment contains hazardous material, a consultation with the SFPUC Health and Safety Program staff member is needed to ensure worker safety. The Health and Safety Program staff can work with CDD to develop a job-specific code of safety practices and procedures to mitigate against identified hazards.

During the planning phase, WPCD must be informed of the scheduled time for cleaning, disinfection, and dechlorination operation with sufficient time to allow for necessary adjustments to their treatment operations. The required advanced notice will vary with the size of the storage facility and the receiving wastewater treatment plant.

Table 3.1. Storage Facilities Inspection and Cleaning Coordination Task Checklist

| Task | Lead | Responsibilities |
|---|-------------|---|
| Planning and Coordination | CDD/WQB | <ul style="list-style-type: none"> • Set up coordination meeting • Define work scope • Select inspection procedure • Identify special sampling needs • Develop schedule • Notify other SFPUC organization (e.g., Laboratory, WPCD) • Notify regulatory agencies (e.g., DHS, RWQCB) |
| Facilities Operation | CDD | <ul style="list-style-type: none"> • Secure reservoir/tank • Make necessary operational changes for continuous water conveyance |
| Facilities Inspection (Dive and/or Boat Inspection) | CDD/UEB/WQB | <ul style="list-style-type: none"> • Conduct structural inspection • Assess maintenance and repair needs • Assess amount of sediment deposit • Assess cleaning methods |
| Water and Sediment Sampling | WQB/CDD | <ul style="list-style-type: none"> • Identify necessary sampling • Collect & transport water and sediment samples |
| | WQB | <ul style="list-style-type: none"> • Conduct water and sediment analysis • Provide sediment analysis results to SPEAC |
| Sediment Removal | SPEAC | <ul style="list-style-type: none"> • Provide Sediment Disposal Plan • Coordinate sediment removal with CDD and contractor (if necessary) |
| | CDD/WQB | <ul style="list-style-type: none"> • Coordinate sediment removal with WPCD |
| Drained Facilities Cleaning Operation | CDD | <ul style="list-style-type: none"> • Coordinate reservoir/tank draining with WPCD • Drain reservoir/tank above sediment • Clean reservoir/tank interior • Dispose sediment according to the Disposal Plan |
| In-Situ Cleaning Operation | CDD | <ul style="list-style-type: none"> • Isolate and secure reservoir/tank • Coordinate with diving contractor • Return tank/reservoir to service |
| | WQB | <ul style="list-style-type: none"> • Monitor water quality during cleaning operations |
| Disinfection Operation | CDD/WQB | <ul style="list-style-type: none"> • Provide detailed Disinfection Operation Plan • Provide all necessary equipment and chemical • Add chlorine during fill cycle • Retain and later discharge superchlorinated water • Fill with potable water |
| Water Quality Clearance | WQB | <ul style="list-style-type: none"> • Collect and analyze water quality samples (e.g., coliform bacteria, VOC) • Provide water quality clearance |
| Facilities Operation | CDD | <ul style="list-style-type: none"> • Return reservoir/tank to service |
| Water Quality Monitoring | WQB | <ul style="list-style-type: none"> • Collect and analyze water quality of reservoir/tank outlet for three consecutive days following the inspection and cleaning operation |

Section 4

Routine Maintenance Inspection

The routine maintenance inspection outlined in this section provides a detailed evaluation of the general condition of the reservoirs and tanks and to identify problems and maintenance needs. This section reviews the procedures for the exterior inspection. This type of inspection should be carried out once every three months with the facility in service and without affecting its normal operation.

Routine Maintenance Inspection Procedures

An exterior inspection of the storage facilities allows for a general evaluation of the appearance and condition of the reservoir or tank, and identifies routine maintenance needs. Physical examination of exterior surface of walls can reveal signs of deterioration and corrosion, efflorescence, cracks or leaks. Visual inspection of the ground surface around the tank would reveal potential leaks and seepage. The exterior of the roof should be examined for signs of rust, cracks or spalling. Vents, manholes, hatches, ladders, drains, and overflow pipes, inlet and outlet should be inspected for rust, cracks, leakage, or any other abnormalities. A detailed checklist is provided at the end of this section.

The inspection procedure should include the following components of the storage facilities:

- Exterior reservoir appearance and condition
- Surrounding grounds for vandalism, debris, And vegetation control
- Exterior ladders or stairs
- Entry hatch or door
- Roof
- Exterior walls
- Floor to wall seams
- Side vents and screens
- Roof vents and screens
- Access hatches
- Catch basins and drainage channels
- Integrity of previous repairs

During the inspection, all problem areas and repair work should be identified on the corresponding reservoir and tank schematic diagrams (Appendix D). Following the inspection, a work order should be submitted for all necessary repairs. The original record sheet should be maintained at the Lake Merced Pump Station (LMPS) and a copy of the record sheet should be sent to WQB. This routine maintenance inspection of reservoirs and tanks should be carried out at least every three months.

ROUTINE INSPECTION RECORD SHEET

Reservoir/Tank_____

Inspection Date_____

Inspector Name_____

| <i>Inspection Item</i> | <i>Inspected</i> | | <i>Condition</i> | <i>Comments and Recommendations</i> |
|------------------------------------|-------------------------|------------------|-------------------------|--|
| | <i>Yes</i> | <i>No</i> | | |
| General condition | | | | |
| Exterior ladder/stair | | | | |
| Entry hatch/door | | | | |
| Roof | | | | |
| Side vents | | | | |
| Side screens | | | | |
| Roof vents | | | | |
| Roof screens | | | | |
| Access hatches | | | | |
| Catch basins and drainage channels | | | | |
| Surrounding grounds | | | | |
| Integrity of previous repairs | | | | |

Note: Please submit a copy of the Record Sheet to Water Quality Bureau – Engineering Section after completion.

Section 5

Internal Inspection

Internal inspections are performed to gain detailed understanding of all storage facility components and their current condition. Internal inspections can be conducted when the facility is in service (filled with water) or when the facility is drained and out of service. While the facility is in service, dive inspection or boat inspection can be conducted. The advantage of conducting inspections while the facility is in service include reduced downtime, minimal interruption to system operation, and no wasted water. But for areas of special concern, a more detailed inspection may be needed after the facility has been drained.

The objectives of an internal inspection may include some or all of the following:

- Determine the structural integrity
- Examine foundation and visible footing
- Examine ladders, vents, inlet and outlet pipes, and other appurtenances
- Assess interior coating condition
- Assess the amount of sediment deposited
- Investigate leaks in real operating conditions
- Make recommendations on repair and cleaning needs
- Estimate cost of repairs and cleaning operations

In this section, the requirements for the dive and boat inspections are provided for facilities that are in service and visual inspection for facilities that have been drained and out of service. Detailed work plan that addresses site specific issues should be developed during the planning meeting prior to the inspections.

Dive Inspection

Dive inspection should be conducted to gather information that is needed to facilitate and to estimate the cost of repairs and cleaning operations. Dive inspection is performed with the facility filled with water but with pumps and valves secured to provide a safe work environment for the divers. The advantage of a dive inspection includes the ability to reach all of the internal surfaces directly and to collect sediment samples from the tank or reservoir bottom.

Dive inspection will be carried out with the following considerations:

- All OSHA safety-related regulations as specified in Section 2 must be followed
- Divers must use external air source with hard hat (no SCUBA or full face mask gear allowed)
- All equipment used inside the storage facility must be disinfected with a 200 mg/L (as chlorine) sodium hypochlorite solution
- Divers must use vulcanized rubber dry suits that are dedicated for use in potable water only
- Document work with video and/or photographs

- Assess damage and necessary repair work
- Collect sediment samples
- Make assessment of amount of sediment deposited
- Conduct water quality monitoring following inspection

Sediment Sampling

Sediment sampling is required to assess cleaning costs and sediment disposal methods. One major component of such cost would be the disposal of accumulated sediment if found to be hazardous material. In addition, an estimate of the volume of accumulated sediment should be provided. During dive inspections, divers can take the samples without disturbing the sediment using a syringe-type sampling instrument. The bottom of the tank or reservoir should be divided into between 20 and 50 quadrants depending on the size of the facility. For reservoirs, up to ten locations will be selected for sample collection. For tanks, up to five locations will be selected for sample collection. Further discussion of sediment sampling and analysis is provided in Section 8 of this Guidance Manual.

Water Quality Monitoring

Dive inspections are invasive procedures; therefore, water quality monitoring will be required before and after the inspection to ensure that public health is not compromised.

Three working days before the dive inspection, WQB will take daily measurements of chlorine residual at the facility. If chlorine levels fall below 0.3 mg/l in any day or location, remedial chlorination will be carried out before entry to the reservoir is permitted. If feasible, chlorine residuals should be taken at the outlet and from inside the reservoir.

Within 24-hours of the inspection, surface and outlet water samples will be taken and analyzed for chlorine residual and coliform bacteria. If the above analyses demonstrate that the water in the storage facility is not microbiologically safe, the reservoir or tank will be taken out of service, disinfected and monitored as described in Sections 7 of this Guidance Manual.

During the three working days following a dive inspection, outlet chlorine feed should be set to ensure a target chlorine residual of 1 mg/L in the water leaving the reservoir. If feasible, chlorine residual should be taken at the outlet and from the surface of the reservoir. The datasheet that will be used by WQB is included at the end of this section (Water Quality Monitoring Record Sheet).

Boat Inspection

Boat inspection will be carried out when the roof and other elevated, internal structures of a reservoir are surveyed. Boat inspection will be carried out with the following considerations:

- All safety-related regulations as specified in Section 2 must be followed.
- All equipment used inside the storage facility must be disinfected with a 200 mg/L (as chlorine) sodium hypochlorite solution
- Systematically traverse the reservoir. The water level should be sufficiently high so that the underside of the roof may be inspected up-close.
- Identify the different structural components and, if drawings are not available, take measurements to determine the dimensions of the structural members.
- Identify typical types of damage, including concrete spalling, corroding reinforcing steel, cracking and deformations.
- Measure extent of damage and note damaged locations on available drawings.
- Document the various types of damage with video and/or photographs.
- Conduct water quality monitoring following inspection

Water Quality Monitoring

Boat inspections are also invasive; therefore water quality monitoring is required before and after the inspection to ensure that public health is not compromised. The procedure for water quality monitoring is the same as described above. The datasheet that will be used by WQB is included at the end of this section (Water Quality Monitoring Record Sheet). If water quality testing demonstrates that the water in the storage facility is not microbiologically safe, the reservoir or tank will be taken out of service, disinfected and monitored as described in Sections 7 of this Guidance Manual.

Drained Storage Facilities Inspection

Inspection after the storage facility has been drained allows for a thorough evaluation of the structural integrity of the tanks and reservoirs, including the foundation, walls, and coating. Physical examination of the interior surface of walls and floor can reveal signs of deterioration and corrosion, efflorescence, cracks or leaks. The interior of vents, manholes, hatches, drain and overflow pipes, inlet and outlet should be inspected for rust, cracks or leakage. In most cases, the UEB engineers will conduct these detailed inspections. The UEB engineers will also be responsible for developing a detailed inspection checklist during the planning and coordination meeting to meet the site-specific objectives.

If during the preliminary investigation, sediment analysis showed presence of hazardous material, a consultation with the SFPUC Health and Safety Program staff is needed to ensure worker safety. The Health and Safety Program staff can provide specific code of safety practices to mitigate against identified hazardous material.

Draining Operation

During the draining operation, special care should be given to ensure that only the water above the sediment is released to the City sewer system. WPCD will be informed of the scheduled draining operation with sufficient time to allow for the necessary adjustments to treatment and conveyance facilities. The required advanced notice will vary with the size of the storage facility and the receiving wastewater treatment plant. The remaining water/sediment mixture at the bottom of the reservoir or tank will be handled according to the amount of material as well as the results of the sediment characterization. These issues are further discussed in Section 8 of this Guidance Manual.

STORAGE FACILITY INSPECTION WATER QUALITY MONITORING RECORD SHEET

Reservoir/Tank _____

Inspection Date _____

Pre-Inspection Water Quality Monitoring

| <i>Sampler</i> | | | | |
|----------------|--------------------------------|----------------|------------------------------|-----------|
| <i>Date</i> | <i>Cl₂ Residual</i> | | <i>Remedial Chlorination</i> | |
| | <i>Outlet</i> | <i>Surface</i> | <i>Yes</i> | <i>No</i> |
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Note: Remedial chlorination is needed if chlorine concentration is less than 0.3 mg/L in any location

Post-Inspection Water Quality Monitoring

| <i>Sampler</i> | | | | |
|----------------|--------------------------------|----------------|-----------------------|----------------|
| <i>Date</i> | <i>Cl₂ Residual</i> | | <i>Total Coliform</i> | |
| | <i>Outlet</i> | <i>Surface</i> | <i>Outlet</i> | <i>Surface</i> |
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Note: Target chlorine residual at the outlet is 1 mg/L.

First sample must be collected within 24 hours of inspection.

Please submit a copy of the Record Sheet to Water Quality Bureau – Engineering Section after completion.

Section 6

In-Situ Cleaning Operation

As previously discussed, cleaning of the reservoirs and tanks should occur prior to chloramine conversion and at least every five years thereafter. The sediment removal will become more crucial after the SFPUC conversion to chloramine. Chloramine decay in reservoirs with long hydraulic residence times can lead to nitrification. Nitrification is the growth of ammonia oxidizing bacteria (AOB) at the expense of free ammonia and can result in rapid loss of disinfectant residual, uncontrolled growth of heterotrophic bacteria, increased taste and odor complaints and coliform positives. Sediment and biofilm promote the growth of AOB; thus sediment and biofilm removal is a widely accepted precautionary measure against nitrification.

In-situ cleaning is the preferred method for the regular maintenance of storage facilities because it can be carried out with minimum interference to normal operation of the system. If sufficient precautionary measures are taken, there may not be need for disinfection of the facility after the project is done. Therefore, in-situ cleaning should also be less expensive than drained storage facility cleaning methods.

In-situ cleaning should be implemented prior to the SFPUC chloramine conversion for the reservoirs not targeted for any capital improvements before 2003 (University Mound, Hunters Point, Potrero Heights, Lombard, Merced Manor, and Two-MG on YBI). Tanks to be cleaned using the in-situ method will be identified during the Tank Assessment Study. After the chloramine conversion, in-situ cleaning will be the preferred method, except when repairs or other work require drainage of the facility.

Sediment Sampling and Analysis

If a preliminary investigation (dive or boat inspection) has not been conducted prior to the in-situ cleaning, sediment sampling and analysis must be conducted to assess the level of contaminants in the sediment and to determine the disposal options. Recommended sediment disposal options depend on the amount of sediment to dispose of and its level of contamination. Further discussion on sediment sampling, analysis, and disposal options is provided in Section 8 of this Guidance Manual.

In-situ Cleaning Procedure

In-situ cleaning operation will typically be carried out by an outside contractor with a use of divers and specialty equipment. All commercial divers must work in compliance with Sections 2 and 5 of this Guidance Manual. All safety and sanitary measures must be taken into consideration.

Cleaning of the distribution system storage facilities will be accomplished utilizing a vacuum cleaning system with soft bristle brushes that scrub the floor and remove sediment. In addition to cleaning all sediment from the floor, the divers must ensure that all sediment is removed from the support column bases, walls, and any other areas where the vacuum does not reach during normal floor cleaning. The system must ensure minimum disturbance of the sediment and must not create any visible turbidity in the water column. Turbidity will be measured throughout the cleaning operation.

Divers must have video camera capable of supplying live video and audio to the SFPUC personnel to facilitate observation of the underwater procedures as they are performed. A live video will also provide information about the condition of the storage facilities and identify needs for future repair work.

Water Quality Monitoring

In-situ cleaning is an invasive procedure; therefore, water quality monitoring is required before, during, and after the cleaning operation to ensure that public health is not compromised.

Three working days before the in-situ cleaning, WQB will take daily measurements of chlorine residual at the facility. If chlorine levels fall below 0.3 mg/l in any day, remedial chlorination will be carried out before entry to the facility is permitted. If feasible, chlorine residual should be taken at the outlet and from inside the reservoir or tank.

During the cleaning operation, WQB will monitor the turbidity and chlorine residual levels. The reservoir outlet turbidity must be kept below 1 NTU during the entire in-situ cleaning operation. At the end of the cleaning operation, outlet water samples should be taken and analyzed for chlorine residual, turbidity and coliform bacteria. If the above analyses demonstrate that the water in the storage facility is not microbiologically safe, the reservoir or tank will be taken out of service, disinfected and monitored as described in Sections 7 of this Guidance Manual.

During the three working days following the cleaning operation, outlet chlorine feed should be set to ensure a target chlorine residual of 1 mg/L in the water leaving the reservoir or tank, and outlet chlorine residual, turbidity and coliform bacteria monitored. The datasheet that will be used by WQB is included at the end of this section (In-Situ Cleaning Water Quality Monitoring Record Sheet).

IN-SITU CLEANING OPERATION WATER QUALITY MONITORING RECORD SHEET

Reservoir/Tank _____

Cleaning Date _____

Pre-Cleaning Water Quality Monitoring

| <i>Date/Time</i> | <i>Cl₂ Residual</i> | | <i>Remedial Chlorination</i> | |
|------------------|--------------------------------|----------------|------------------------------|-----------|
| | <i>Outlet</i> | <i>Surface</i> | <i>Yes</i> | <i>No</i> |
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Note: Remedial chlorination is needed if chlorine concentration is less than 0.3 mg/L

During and Post Cleaning Water Quality Monitoring

| <i>Date/Time</i> | <i>Outlet Cl₂ Residual</i> | <i>Outlet Turbidity</i> | <i>Outlet Total Coliform</i> |
|------------------|---------------------------------------|-------------------------|------------------------------|
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Note: Target chlorine residual at the outlet is 1 mg/L.

Total Coliform must be collected at the beginning and at the end of the cleaning operation.

Please submit a copy of the Record Sheet to Water Quality Bureau – Engineering Section after completion.

Section 7

Cleaning and Disinfection Operation

During the next several years, some of the large reservoirs will be involved in major construction projects. At the end of these construction projects, the contractor will be responsible for cleaning and disinfecting these facilities, with SFPUC staff oversight. The requirements pertaining to the cleaning and disinfection operations that need to be specified in the construction contract documents are included in this section.

For smaller reservoirs and tanks where major construction work is not planned, CDD staff will be responsible for the cleaning operation. WQB will take the lead in planning the disinfection operation and water quality testing. For work that will be conducted by SFPUC staff, general guidelines for cleaning, disinfection, and water quality testing are included in this section.

Sediment Sampling and Analysis

If a preliminary investigation was not conducted prior to the cleaning operation, sediment sampling may be carried out after the facility has been partially drained. As much as possible, draining should be conducted without disturbing the sediment. Recommended sediment disposal options depend on the amount of sediment and its level of contamination. Further discussion is provided in Section 8 of this Guidance Manual.

Cleaning Procedure

Sweeping, scrubbing or other equally effective means should be used to remove slime and sediment left after the storage facility has been drained. Mechanical or hand-held brushes and high-pressure water jets or guns can be used to effectively remove dirt. The usage of these various methods and devices will depend on the size of the facility and its accessibility to heavy equipment. In addition, all sediment must be removed from the support column bases, walls and any other areas where sediment has accumulated. This operation is to continue until the rinse water contains no visible turbidity.

For the reservoirs and tanks, a detailed checklist for the cleaning and disinfection operation should be developed during the planning and coordination meeting to address site-specific issues. For the hydropneumatic tanks, a general procedure and record sheet is provided at the end of this section.

If it has been determined that the sediment contains hazardous material, a consultation with the SFPUC Health and Safety staff member is needed to ensure worker safety. The Health and Safety Program staff can work with CDD to develop a job-specific code of safety practices which describes the hazards, the required personal protective equipment, as well as specific job procedures to mitigate against identified hazards during the cleaning operation.

Volatil Organic Carbon Testing

If interior coating or sealant is applied during the construction or repair of the storage facility, then following the cleaning operation, volatile organic carbon (VOC) testing is required. The VOC testing is used to ensure that the coating or sealant material has properly cured and that contaminants are not leaching out. The VOC testing is also used to ensure that only materials approved for use in drinking water facilities were used during construction.

After the facility has been thoroughly cleaned, the reservoir or tank will be filled to a “low soak level”. The low soak level is typically three to four feet above the floor level, or with most of the coating or sealant under water. After a five-day holding time, sample will be collected and analyzed for all regulated and unregulated VOC parameters listed in Title 22 of the California Code of Regulations (CCR).

Table 7.1 summarizes the regulated VOC parameters and the corresponding Maximum Contaminant Levels (MCLs). Table 7.2 summarizes the unregulated VOC parameters. Because these are unregulated parameters, there are no corresponding MCLs.

Table 7.1. Regulated Volatile Organic Carbon

| Regulated VOC Parameter | Maximum Contaminant Level (mg/L) |
|---------------------------------------|---|
| Benzene | 0.001 |
| Carbon Tetrachloride | 0.0005 |
| 1,2-Dichlorobenzene | 0.6 |
| 1,4-Dichlorobenzene | 0.005 |
| 1,1-Dichloroethane | 0.005 |
| 1,2-Dichloroethane | 0.0005 |
| 1,1-Dichloroethylene | 0.006 |
| cis-1,2-Dichloroethylene | 0.006 |
| trans-1,2-Dichloroethylene | 0.01 |
| Dichloromethane | 0.005 |
| 1,2-Dichloropropane | 0.005 |
| 1,3-Dichloropropene | 0.0005 |
| Ethylbenzene | 0.7 |
| Monochlorobenzene | 0.07 |
| Styrene | 0.1 |
| 1,1,2,2-Tetrachloroethane | 0.001 |
| Tetrachloroethylene | 0.005 |
| Toluene | 0.15 |
| 1,2,4-Trichlorobenzene | 0.07 |
| 1,1,1-Trichloroethane | 0.200 |
| 1,1,2-Trichloroethane | 0.005 |
| Trichloroethylene | 0.005 |
| Trichlorofluoromethane | 0.15 |
| 1,1,2-Trichloro-1,2,2-Trifluoroethane | 1.2 |
| Vinyl Chloride | 0.0005 |
| Xylenes | 1.75 |

Source: California Code of Regulations - Title 22

Table 7.2. Unregulated Volatile Organic Carbon

| Unregulated VOC Parameters | |
|----------------------------|---------------------------|
| Bromobenzene | 1,3-Dichloropropane |
| Bromochloromethane | 2,2-Dichloropropane |
| Bromomethane | 1,1-Dichloropropene |
| n-Butylbenzene | Diuron |
| sec-Butylbenzene | Hexachlorobutadiene |
| tert-Butylbenzene | Isopropylbenzene |
| Chloroethane | p-Isopropyltoluene |
| Chloromethane | Methyl-tert-butyl-ether |
| Chlorothalonil | Naphthalene |
| 2-Chlorotoluene | 1-Phenylpropane |
| 4-Chlorotoluene | 1,1,1,2-Tetrachloroethane |
| Dibromomethane | 1,2,3-Trichlorobenzene |
| 1,3-Dichlorobenzene | 1,2,3-Trichloropropane |
| Dichlorodifluoromethane | 1,2,4-Trimethylbenzene |
| | 1,3,5-Trimethylbenzene |

Source: California Code of Regulations - Title 22

Only if each of the regulated VOC parameters are below the MCL and each of the unregulated VOC parameters are non-detectable, the water in the reservoir or tank will be drained to the sewer and be ready for disinfection. If any of the regulated VOC parameters are greater than their corresponding MCLs, or unregulated VOC parameters are detected, then remedial actions are required. These remedial measures may include aeration and repeat cleaning operation.

Disinfection

Disinfection of water storage facility is required following the cleaning operation to ensure that water supplied from it remains microbiologically safe. Disinfection of reservoirs and tanks after the final cleaning is required by DHS. Two procedures are acceptable as provided by AWWA Standard for Disinfection of Water Storage Facilities.

Complete Fill Disinfection Method

For storage facilities that are 1MG or less, the Complete Fill Disinfection Method is the preferred method. If the storage facility is greater than 1MG, the amount of sodium hypochlorite needed for the disinfection becomes prohibitive. Disinfection can be achieved by chlorination of the full storage facility such that, at the end of a 24-hour retention period, the water has a free chlorine residual of at least 10 mg/L as chlorine. However, alternative combinations of disinfectant concentration and holding time would be acceptable if operational constraints make impractical the preferred retention period. Table 7.3 shows the alternative target chlorine concentrations and corresponding amounts of sodium hypochlorite required for a 1MG reservoir or tank. For other

volumes, use the appropriate multiplying factor to obtain the required sodium hypochlorite volume.

Table 7.3. Alternative Disinfection Options for a 1 MG Reservoir

| <i>Contact Time (hour)</i> | <i>Target Chlorine Concentration (mg/l)</i> | <i>Minimum Chlorine Concentration (mg/l)</i> | <i>Sodium Hypochlorite (12.5%) Volume (gal)</i> |
|--------------------------------|---|--|---|
| 24 | 12 | 10 | 100 |
| 12 | 25 | 20 | 200 |
| 6 | 50 | 40 | 400 |

Sodium hypochlorite can be hand-poured or injected using the chlorine feed system into the facility, allowing the incoming water to provide the necessary mixing. If the sodium hypochlorite is poured through an opening on the roof, the filling cycle should start before prior to adding the disinfectant to provide a water level between one and three feet.

At the end of the designated retention period disinfection water will be drained to the sewer, and the tank or reservoir refilled with water suitable for distribution. The microbiological safety of the storage facility will then be confirmed through sampling and analysis for coliform bacteria.

Partial Fill Disinfection Method

Partial Fill Disinfection Method is the preferred method for large storage facilities (e.g., greater than 1MG) since it requires much less sodium hypochlorite and water usage. The Partial Fill Disinfection Method involves filling the storage facility until it is five percent of the total volume while injecting sodium hypochlorite to yield a chlorine residual of 50 mg/L. Check residual when the storage facility is five percent full and add additional sodium hypochlorite as necessary to achieve a chlorine residual of 50 mg/L. A minimum of 6-hour contact time is required. Then fill the storage facility to the overflow level with potable water. The chlorinated water must be held for 24-hours. At the end of the 24-hour retention period, the minimum chlorine residual must be 2 mg/L. The microbiological safety of the storage facility will then be confirmed through sampling and analysis for coliform bacteria.

Prior to returning the facility into service, and sending the water into the distribution system, the chlorine residual must be checked at the outlet of the reservoir or tank. If the chlorine residual is greater than 2 mg/L, enough water from the reservoir or tank must be discharged and refilled to provide adequate dilution to avoid any taste and odor concerns.

Discharge of Chlorinated Water

Within the City Limits, dechlorination of disinfection water will not be required for tanks and small reservoirs (less than 10 MG of capacity) when the flow is kept below 10 percent of the average flow at the receiving wastewater treatment plant. For large reservoirs, dechlorination

may be necessary to avoid upsetting the biological treatment at the receiving wastewater treatment facility and will have to be evaluated on a case by case basis. Coordination with the WPCD is necessary to determine whether dechlorination is or is not recommended.

At YBI, dechlorination of chlorinated water discharged from the reservoirs is mandatory since the discharged water enters the San Francisco Bay. In such event, the WQB Field Services Section will notify the RWQCB. Drained water will be routed to the San Francisco Bay using the storm drain system that allows for longer detention time for the dechlorinating agent to react and minimizes the risk of erosion. However, depending on local field conditions, portable drain hoses may also be used. Monitoring for visible plumes in the receiving waters and hillside erosion will be required. If visible impacts were observed, the dewatering operation will be terminated.

Typically, sodium bisulfite, a reducing agent, will be used for dechlorination. Samples will be collected at a minimum of 100 feet downstream of the dechlorination injection point, and will be monitored for chlorine residual. The maximum allowable chlorine residual for the discharged water is 0.05 mg/L. If the chlorine residual is greater than 0.05 mg/L, the chemical feed rate for the sodium bisulfite will need to be adjusted. The chlorine residuals at the point of entry and at the point of discharge will be documented on the datasheet provided at the end of this section (Dechlorination Operation Record Sheet).

Water Quality Sampling and Monitoring

After disinfection and filling of the storage facility with potable water, water samples will be taken from the outlet and the surface for chlorine residual and coliform bacteria. The storage facility will receive a water quality clearance if the samples are negative for coliforms and has the minimum required chlorine residual.

Repeat samples will be taken every 12 hours if the first set shows at least one positive for coliforms, and a water quality clearance will not be issued until two consecutive sets return negative results. If after 48 hours, the storage facility is not demonstrated to be microbiologically safe, repeat disinfection must be carried out.

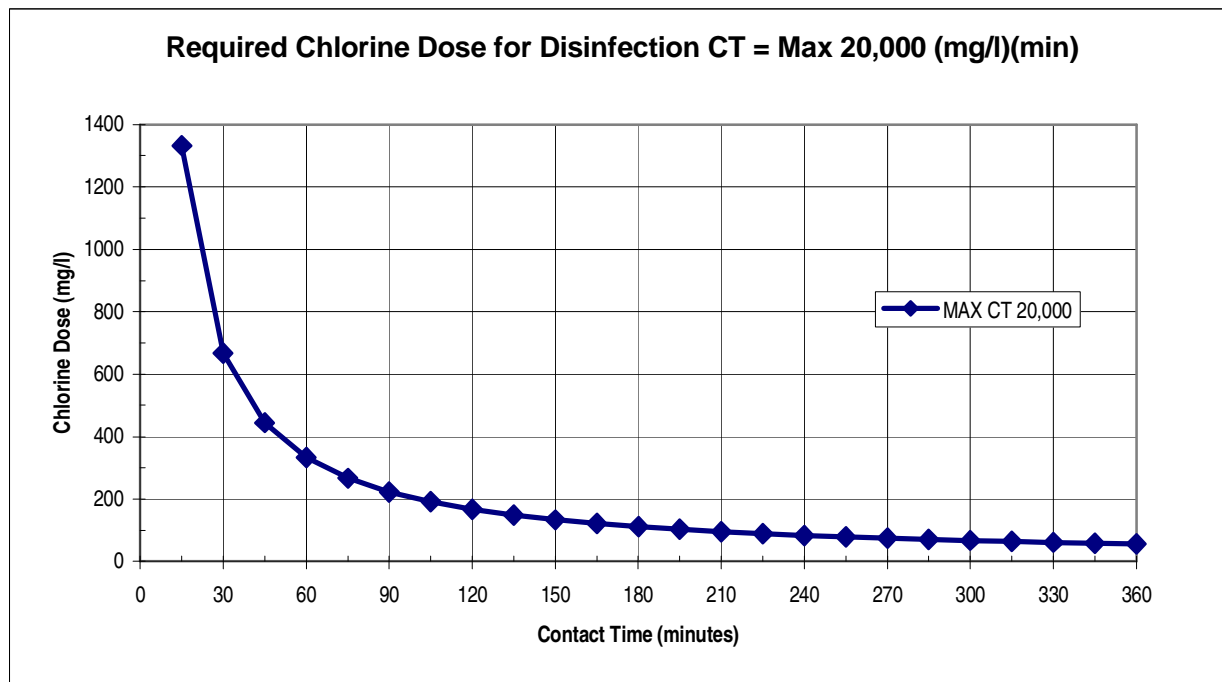
Daily samples from the reservoir surface and outlet will be analyzed for chlorine residual, coliform, and HPC (on R2A Agar) bacteria for three working days to establish fluctuations in the baseline level after the cleaning operation. Results will be documented on the datasheet provided at the end of this section (Storage Facilities Disinfection Operation Record Sheet).

HYDROPNEUMATIC TANK CLEANING AND INSPECTION GENERAL PROCEDURE AND RECORD SHEET

Tank _____ Date _____ Name _____

| <i>Hydropneumatic Tanks - Cleaning & Disinfection Procedure</i> | | <i>Enter/Check</i> |
|---|---|--------------------|
| 1. | Enter Tank Volume (gallons): | |
| 2. | Enter Contact Time (minutes): <i>Recommended 24 hours, minimum 1 hour.</i> | |
| 3. | Enter Chlorine Dose Required (mg/L): <i>See Figure 1.</i> <i>Example: If contact time = 3 hours, then required hypo dose ~ 100 mg/l.</i> Dose (mg/l) = Target CT (mg/l)(min)/Contact Time (min) | |
| 4. | Enter Min. Volume Chlorine Required (gallons of 12% NaOCl): <i>See Table 1.</i> <i>Example: If tank vol. = 3,500 gal. & dose = 100 mg/l, then chlorine required = 2.9 gal.</i> *Gallons 12% Solution ~ mg/l x tank gallons/1,000,000 x 8.34 <i>(*12% NaOCl solution contains ~ 1 lb NaOCl/gal. 12% solution)</i> | |
| 5. | Isolation & Backflow Protection: Isolate the tank from active service and place out-of-service. Implement lockout-tagout (LOTO) procedures. Relieve pressure. | |
| 6. | Drain Tank: Drain tank contents to local sewer. Open sample tap and allow sample lines to drain. | |
| 7. | Inspect Tank: Note condition of inside surface of tank and accumulation of sediment. Flush and clean inside of tank. Discharge water to drain after cleaning. | |
| 8. | Add Chlorine: Close sample taps. With access hatch open, fill tank partially (about 1/3) with water. Add chlorine. Enter volume of chlorine added (gallons): | |
| 9. | Disinfection Contact: Spray/wipe all flange surfaces with diluted chlorine solution (1%) before securing hatches. Completely fill tank with water. Let tank "sit" for contact period. Enter contact time (minutes): | |
| 10. | Discharge Chlorinated Water: Drain chlorinated water from tank to sewer. Open sample taps and allow to drain. Close taps and refill tank. Flush sample lines and measure residual. If residual is high, repeat draining and refilling tank. When normal system residual is achieved (<i>0.5 – 1.2 mg/l</i>), collect sample for coliform analysis and take to Millbrae Lab. Enter final chlorine residual (mg/l): | |
| 11. | Bacti Analysis: Results will be returned in 24-hours. If NEGATIVE for the presence of coliform bacteria, tank may be placed in-service. If POSITIVE, the tank must remain isolated and the disinfection operation repeated. Enter P/A result: | |

| <i>Inspection Item</i> | <i>Condition</i> | <i>Comment & Recommendation</i> |
|----------------------------|------------------|-------------------------------------|
| General condition | | |
| Entry hatch/door | | |
| Manholes | | |
| Exterior walls and coating | | |
| Interior walls and coating | | |
| Drain line | | |
| Sample taps/lines | | |



| Gallons of Hypochlorite (12%) Required per Dose and Tank Volume | | | | | | | | | | |
|---|---------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Dose (mg/l) | 500 gal | 1000 gal | 1500 gal | 2000 gal | 2500 gal | 3000 gal | 3500 gal | 4000 gal | 4500 gal | 5000 gal |
| 100 | 0.4 | 0.8 | 1.3 | 1.7 | 2.1 | 2.5 | 2.9 | 3.3 | 3.8 | 4.2 |
| 200 | 0.8 | 1.7 | 2.5 | 3.3 | 4.2 | 5.0 | 5.8 | 6.7 | 7.5 | 8.3 |
| 300 | 1.3 | 2.5 | 3.8 | 5.0 | 6.3 | 7.5 | 8.8 | 10.0 | 11.3 | 12.5 |
| 400 | 1.7 | 3.3 | 5.0 | 6.7 | 8.3 | 10.0 | 11.7 | 13.3 | 15.0 | 16.7 |
| 500 | 2.1 | 4.2 | 6.3 | 8.3 | 10.4 | 12.5 | 14.6 | 16.7 | 18.8 | 20.9 |
| 600 | 2.5 | 5.0 | 7.5 | 10.0 | 12.5 | 15.0 | 17.5 | 20.0 | 22.5 | 25.0 |
| 700 | 2.9 | 5.8 | 8.8 | 11.7 | 14.6 | 17.5 | 20.4 | 23.4 | 26.3 | 29.2 |
| 800 | 3.3 | 6.7 | 10.0 | 13.3 | 16.7 | 20.0 | 23.4 | 26.7 | 30.0 | 33.4 |
| 900 | 3.8 | 7.5 | 11.3 | 15.0 | 18.8 | 22.5 | 26.3 | 30.0 | 33.8 | 37.5 |
| 1000 | 4.2 | 8.3 | 12.5 | 16.7 | 20.9 | 25.0 | 29.2 | 33.4 | 37.5 | 41.7 |

DECHLORINATION OPERATION RECORD SHEET

Date_____ Baseline Chlorine Residual (mg/l)_____

Location_____ Strength of Sodium Bisulfite Solution (lbs/100 gal)_____

Sampling By_____ Volume of Sodium Bisulfite Solution Used (gal)_____

Discharge Water Flow Rate (gpm)_____

| <i>Sample Time</i> | <i>Point of Entry Chlorine Residual (mg/l)</i> | <i>Point of Discharge Chlorine Residual (mg/l)</i> | <i>Chemical Feed Rate (gpm)</i> | <i>Comments</i> |
|--------------------|--|--|---|-----------------|
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| <i>Monitoring and Sampling Frequency</i> | | | |
|--|----------------------------------|--------------------------------------|--------------------|
| | Point of Entry Chlorine Residual | Point of Discharge Chlorine Residual | Chemical Feed Rate |
| Start-Up Monitoring (First Hour) | 10 Minutes | 10 Minutes | As-Needed |
| Routine Monitoring | 1 Hour | 10 Minutes | As-Needed |

Note: Please submit a copy of the Record Sheet to Water Quality Bureau – Engineering Section after completion.

STORAGE FACILITIES DISINFECTION OPERATION RECORD SHEET

Reservoir/Tank _____

Cleaning Date _____

Disinfection Start Date/Time _____

Sodium Hypochlorite Volume Added (gallons) _____

Target Chlorine Concentration (mg/L) _____

Initial Chlorine Concentration (mg/L) _____

Super-Chlorinated Water Holding Time (hours) _____

Final Chlorine Concentration (mg/L) _____

Minimum Chlorine Concentration Achieved? (y/n) _____

| <i>Water Quality Clearance – Field and Laboratory Results</i> | | | | | | |
|---|-------------------|------------------------|-----------------------------|-----------------------|---------------|----------------------------|
| <i>Sample Date / Time</i> | <i>Sampled By</i> | <i>Sample Location</i> | <i>Chlorine Res. (mg/l)</i> | <i>Total Coliform</i> | <i>E-Coli</i> | <i>WQ Clearance? (y/n)</i> |
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Note: If water quality clearance cannot be achieved with the second set of samples, disinfection operation must be repeated.

| <i>Post-Cleaning Water Quality Results</i> | | | | | | |
|--|-------------------|------------------------|-----------------------------|-----------------------|---------------|---------------------|
| <i>Sample Date / Time</i> | <i>Sampled By</i> | <i>Sample Location</i> | <i>Chlorine Res. (mg/l)</i> | <i>Total Coliform</i> | <i>E-Coli</i> | <i>HPC (cfu/ml)</i> |
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Note: Sample will be collected and analyzed for three consecutive days after the storage facility has been placed into service. Sample location will include reservoir/tank surface and outlet unless otherwise specified.

Please submit a copy of the Record Sheet to Water Quality Bureau – Engineering Section after completion.

Section 8

Sediment Sampling, Analysis, and Disposal Options

In this section, the requirements for sediment sampling and parameters for analysis are discussed. Also in this section, the options for sediment disposal methods are provided. In most cases, the sediment sampling will be conducted during the preliminary investigation. If during the preliminary investigation, sediment analysis showed presence of hazardous material, then SPEAC will be responsible for developing sediment disposal plan. This may also involve hiring a specialty contractor and coordinating with CDD to remove and dispose of the sediment in a safe and effective manner.

Coordination for Laboratory Analyses

During the planning phase of any inspection or cleaning project involving sediment sampling and analysis, the WQB Laboratory Section must receive notice of their projected involvement at least two weeks in advance. All required sampling and analyses should be considered “special” as opposed to “routine”. Expected turnaround time for the results of the sediment analysis is two weeks. If the WQB Laboratory cannot meet the project schedule due to unusual circumstances, then the WQB Laboratory will be responsible for sending the samples to a certified laboratory that can meet the schedule.

Sampling and Analytical Requirements

During dive inspections, divers can take the samples without disturbing the sediment using a syringe-type sampling equipment. The bottom of the tank or reservoir should be divided into between 20 and 50 quadrants depending on the size of the facility. For reservoirs, up to ten locations will be selected for sample collection. For tanks, up to five locations will be selected for sample collection. WQB will provide a drawing with the designated sampling locations and a Sediment Sampling Record Sheet that lists parameters for analysis to the divers.

A minimum of one kilogram of sediment and one liter of water/sediment mixture from the bottom of the reservoir or tank should be collected for each sampling location. Sediment samples will be analyzed for total solids, total volatile solids, inorganic and organic parameters to determine sediment disposal options. The water/sediment mixture samples (composited at the laboratory) will be analyzed to determine whether the water/sediment mixture can be released to the City sewer system. Appendix G summarizes the analytical methods, required sample preservatives, sample volume, and type of sample containers necessary.

City Sewer Discharge Limits

Table 8.1 lists the pollutant parameters and the Local Discharge Limits for industrial discharges into the City sewer system as adopted by the City and County of San Francisco to comply with the requirements of the Federal Clean Water Act (Order No. 158170 is included as Appendix E). If the parameters in Table 8.1 do not exceed the Local Discharge Limits, then the liquid waste can be discharged into the City sewer system. If the contaminant concentrations are greater than the Local Discharge Limits, then the liquid waste may or may not be considered hazardous material, since the Local Discharge Limits are set to ensure that SFPUC can reliably meet the National Pollutant Discharge Elimination System (NPDES) permit.

Table 8.1. Guidelines for City Sewer Discharge

| <i>Contaminants</i> | <i>Local Discharge Limit (mg/L)</i> |
|---------------------|---|
| Arsenic | 4.0 |
| Cadmium | 0.5 |
| Chromium | 5.0 |
| Copper | 4.0 |
| Lead | 1.5 |
| Mercury | 0.05 |
| Nickel | 2.0 |
| Silver | 0.6 |
| Zinc | 7.0 |
| Cyanide | 1.0 |
| Phenols | 23.0 |

Source: City and County of San Francisco Department of Public Works Order No. 158170

Sediment Characterization for Disposal

Table 8.2 summarizes the inorganic and organic persistent and bio-accumulative toxic substances, and the corresponding Soluble Threshold Limit Concentration (STLC) and Total Threshold Limit Concentration (TTLC) derived from Title 22 of CCR. The listed parameters are most commonly used by the sanitary landfills to determine if the sediment material is acceptable for their particular site. In some instances, the individual landfill may require additional parameters to be analyzed. Examples of waste acceptance criteria for various local landfills are included as Appendix F.

If the sediment analyses show that all parameters are less than the TTLC, then the sediment material is considered “non-hazardous”. If the analyses result in contaminant concentrations greater than the TTLC Limits, then additional analytical work is required to determine the STLC Limits. The STLC Limits are derived from conducting a waste extraction test.

Table 8.2. Guidelines for Sediment Characterization

| | STLC (mg/L) | TTL¹ (mg/kg) |
|--|------------------------|------------------------------------|
| <i>Inorganic Persistent and Bio-accumulative Toxic Substances</i> | | |
| Antimony | 15 | 500 |
| Arsenic | 5.0 | 500 |
| Asbestos | - | 1.0 (percent) |
| Barium (excluding Barite) | 100 | 10,000 |
| Beryllium | 0.75 | 75 |
| Cadmium | 1.0 | 100 |
| Chromium | 5 | 500 |
| Cobalt | 80 | 8,000 |
| Copper | 25 | 2,500 |
| Fluoride | 180 | 18,000 |
| Lead | 5.0 | 1,000 |
| Mercury | 0.2 | 20 |
| Molybdenum | 350 | 3,500 |
| Nickel | 20 | 2,000 |
| Selenium | 1.0 | 100 |
| Silver | 5 | 500 |
| Thallium | 7.0 | 700 |
| Vanadium | 24 | 2,400 |
| Zinc | 250 | 5,000 |
| <i>Organic Persistent and Bio-accumulative Toxic Substances</i> | | |
| Aldrin | 0.14 | 1.4 |
| Chlordane | 0.25 | 2.5 |
| DDT, DDE, DDD | 0.1 | 1.0 |
| 2,4-Dichlorophenoxyacetic Acid | 10 | 100 |
| Dieldrin | 0.8 | 8.0 |
| Dioxin (2,3,7,8-TCDD) | 0.001 | 0.01 |
| Endrin | 0.02 | 0.2 |
| Heptachlor | 0.47 | 4.7 |
| Kepone | 2.1 | 21 |
| Lindane | 0.4 | 4.0 |
| Methoxychlor | 10 | 100 |
| Mirex | 2.1 | 21 |
| Pentachlorophenol | 1.7 | 17 |
| Polychlorinated Biphenyls (PCB) | 5.0 | 50 |
| Toxaphene | 0.5 | 5 |
| Trichloroethylene | 204 | 2,040 |
| 2,4,5-Trichlorophenoxypropionic Acid | 1.0 | 10 |

¹ Wet Weight

Notes: STLC – Soluble Threshold Limit Concentration

TTL – Total Threshold Limit Concentration

Source: California Code of Regulations: Title 22

Sediment Removal and Disposal Options

As illustrated in Figure 8.1, if the water sample (composited and decanted from the water/sediment mixture samples) shows contaminant concentrations below the Local Discharge Limits for the parameters shown in Table 8.1, then the sediment-laden water can be released to the City sewer system. If the contaminant concentrations are greater than the Local Discharge Limits, then the liquid waste requires special handling. Disposal options will be considered on a case by case, taking into account the parameters of concern and their concentrations. If WPCD cannot accept the liquid waste due to the NPDES permit limitations, then SPEAC will provide assistance in developing a disposal plan and a specialty contractor to perform the work.

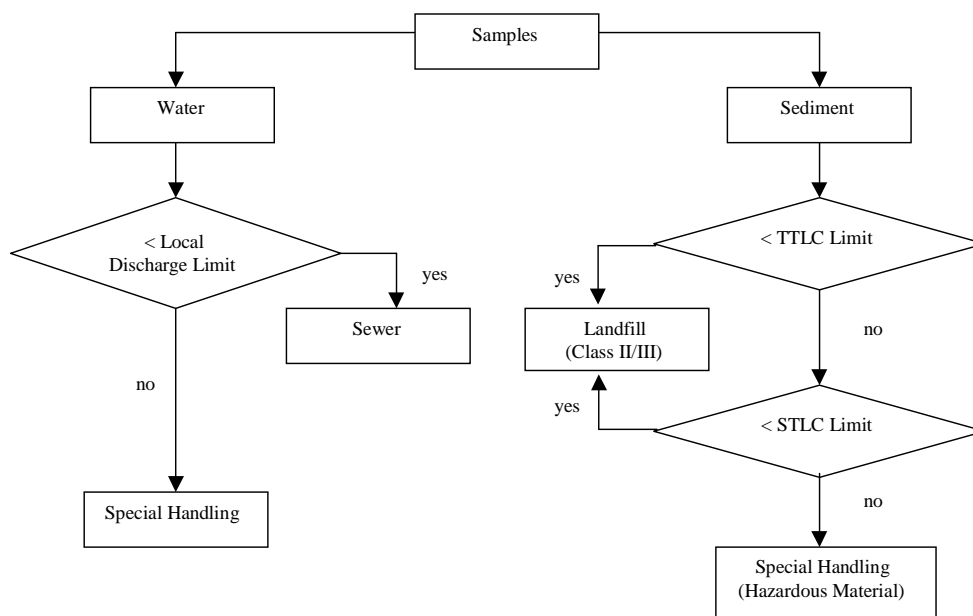


Figure 8.1. Sediment Disposal Options

If the sediment samples show contaminant concentrations less than the TTLC or greater than the TTLC but less than the STLC, then the sediment is generally considered “non-hazardous” and can be sent to a Class II or III landfill. However, the individual sanitary landfills have final approval for acceptance of material. For non-hazardous sediment, the wet material should be dewatered on site, and hauled to an approved landfill for disposal. For small reservoirs and tanks with small amount of sediment, the sediment may be discharged into the sewer if SPEAC and WPCD clearances can be obtained.

For sediment material that is considered hazardous (contaminant concentrations greater than TTLC and STLC), only Class 1 landfills may be able to accept the material. Again, the individual sanitary landfills have final approval for acceptance. SPEAC will provide assistance in developing a disposal plan and a specialty contractor to conduct the sediment removal and disposal.

All SFPUC staff working in facilities known to have hazardous material should take special precautions. A consultation with the SFPUC Health and Safety staff member will be required to ensure worker safety. The Health and Safety Program staff can develop job-specific code of safety practices which describes the hazards, the required personal protective equipment, as well as specific job procedures to mitigate against identified hazards.

SEDIMENT SAMPLING RECORD SHEET

Reservoir/Tank _____

Sampled By _____

Sampling Date _____

Total Number of Sample Location _____

| <i>Sample Location</i> | <i>Sediment Depth (inch)</i> | <i>Samples Collected for the Following Analysis</i> | | | | |
|------------------------|------------------------------|---|----------------------------------|----------------------------|-------------------------------|-----------------------------|
| | | <i>Total Solids (✓)</i> | <i>Total Volatile Solids (✓)</i> | <i>Sewer Discharge (✓)</i> | <i>Sediment-Inorganic (✓)</i> | <i>Sediment-Organic (✓)</i> |
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Note: A minimum of one kilogram of sediment and one liter of water/sediment mixture from the bottom of the reservoir or tank should be collected for each sampling location.

| <i>Parameters for City Sewer Discharge</i> | <i>Parameters for Sediment Characterization</i> | |
|---|---|---|
| | <i>Inorganic Parameters</i> | <i>Organic Parameters</i> |
| Arsenic Cadmium Chromium Copper Lead Mercury Nickel Silver Zinc Cyanide Phenols | Antimony Arsenic Asbestos Barium (excluding Barite) Beryllium Cadmium Chromium Cobalt Copper Fluoride Lead Mercury Molybdenum Nickel Selenium Silver Thallium Vanadium Zinc | Aldrin Chlordane DDT, DDE, DDD 2,4-Dichlorophenoxyacetic Acid Dieldrin Dioxin (2,3,7,8-TCDD) Endrin Heptachlor Kepone Lindane Methoxychlor Mirex Pentachlorophenol Polychlorinated Biphenyls (PCB) Toxaphene Trichloroethylene 2,4,5-Trichlorophenoxypropionic Acid |

Source: City and County of San Francisco Department of Public Works Order No. 158170; California Code of Regulations: Title 22

SAN FRANCISCO DEPARTMENT OF PUBLIC WORKS ORDER NO. 158170
INDUSTRIAL WASTE DISCHARGE LIMITS INTO CITY'S SEWERAGE SYSTEM

- A. This order is being adopted in compliance with the requirements of the Federal Clean Water Act, as amended, and attendant Environmental Protection Agency regulations. Industrial waste discharge limits on wastewater discharges into the City's sewerage system have been proposed for adoption pursuant on this Order.
- B. Pursuant to Chapter X (Public Works Code) of Part II of the San Francisco Municipal Code, Article 4.1, the Director of Public Works hereby adopts the following provisions:
1. The characteristics of any 24 hour composite sample representative of a wastewater discharge generated over that period of time shall not exceed the following concentration-based numerical limits:

Pollutant/Pollutant Parameter Limit (mg/l)

| | |
|--------------------------|------|
| Arsenic (As) (as Total) | 4.0 |
| Cadmium (Cd) (as Total) | 0.5 |
| Chromium (Cr) (as Total) | 5.0 |
| Copper (Cu) (as Total) | 4.0 |
| Lead (Pb) (as Total) | 1.5 |
| Mercury (Hg) (as Total) | 0.05 |
| Nickel (Ni) (as Total) | 2.0 |
| Silver (Ag) (as Total) | 0.6 |
| Zinc (Zn) (as Total) | 7.0 |
| Phenol | 23.0 |
| Cyanide (CN) (as Total) | 1.0 |

2. These numerical limits shall apply at the point of wastewater discharge into the sewerage system of the City and County of San Francisco with the proviso that no discharger shall increase the use of process water or, in any other way attempt to dilute a discharge as a partial or complete substitute for adequate wastewater management to achieve compliance with the requirements of this Order.
3. On an individual discharger basis, the Director of Public Works may consider inclusion of local limits greater than those specified in this Order provided that the two following conditions are met:
 - a. The discharger's inability to meet concentration-based limits specified in this Order is caused solely by implementation of a significant water reclamation or water reuse program at the discharger facility, and
 - b. The amended concentration-based limit does not result in an increase in the mass emission of that pollutant from the discharger facility.
4. In addition to any other provision of this Order, all dischargers must comply with all the requirements of Chapter X (Public Works Code) of Part II of the San Francisco Municipal Code, Article 4.1 (Industrial Waste Ordinance #19-92).
5. All of the pollutants/pollutant parameters specified above are defined in the Federal regulations at 40 CFR Part 136 (1991).
6. This Order rescinds City and County of San Francisco Department of Public Works Order No. 104,407, adopted March 3, 1976.
7. The provisions of this Order are effective immediately.

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: Engineering Services for Transmission Pipelines (PRO.0168)

Funding Source: Water Enterprise - Hetch Hetchy Enterprise

PSC Duration: 8 years 1 day

PSC Amount: \$14,000,000

1. Description of Work

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

Consultants will perform highly specialized engineering tasks that include conducting geotechnical

field explorations, investigations, and laboratory testing; hydraulic modeling, corrosion testing and evaluation, condition inspection and assessment of existing transmission pipelines, seismic vulnerabilities of transmission pipelines crossing earthquake faults, site surveying in remote locations, hydraulic bypass and energy dissipation design for powerhouses, preparing reports for new and existing transmission pipelines; The SFPUC intends to award two (2) contracts, each not to exceed \$7,000,000.

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

Eighty-five percent of the water supply for the SFPUC customers travels through transmission pipelines. These facilities vary in age from 5 to over 80 years. If this service is denied, the SFPUC will not be able to understand the condition of the asset and minimize the potential of unplanned outages that will impact water supply delivery. Thus, these transmission pipelines require inspection and repair and or replacement.

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, similar service is provided under PSC 49415-16/17 for PRO.0076 As-Needed Engineering Design Services

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.

Eighty-five percent of the water supply for the SFPUC customers travels through transmission pipelines. These facilities vary in age from 5 to over 80 years. If this service is denied, the SFPUC will not be able to understand the condition of the asset and minimize the potential of unplanned outages that will impact water supply delivery. Thus, these transmission pipelines require inspection and repair and or replacement.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is highly specialized work that provides engineering support services to City staff who are performing the bulk of the engineering design work.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Conducting geotechnical field explorations, investigations, and laboratory testing; hydraulic modeling, corrosion testing and evaluation, condition inspection and assessment of existing transmission pipelines, seismic vulnerabilities of transmission pipelines crossing earthquake faults, site surveying in remote locations, hydraulic bypass and energy dissipation design for powerhouses, preparing reports for new and existing transmission pipelines.

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

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

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

This is highly specialized work that provides engineering support services to City staff who are performing the bulk of the engineering design work.

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

- A. Explain why civil service classes are not applicable.
Civil service classifications are not applicable because these skill sets are specialized and require continuous training. SFPUC only requires these services on a project by project basis to support the design development of the capital program for large diameter transmission pipelines.
- 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 for this work due to the highly specialized nature and as-needed schedule for the services.

6. Additional Information

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

7. Union Notification: On 02/04/2020, 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@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46104 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfwater.org
Sent: Tuesday, February 04, 2020 2:03 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 # 46104 - 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 46104 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46104 - 19/20 for \$14,000,000 for Initial Request services for the period 07/01/2020 – 06/30/2028. 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/14530> 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: 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 Underground Service Alert (USA) 811 Technical Services (PRO.0173)

Funding Source: Power Enterprise Capital Project

PSC Duration: 4 years

PSC Amount: \$4,000,000

1. Description of Work

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

1. The selected Proposers will receive and screen 811 USA tickets from USA North (USAN) directly.
2. The selected Proposers will handle all communications with the original excavator that submitted the ticket.
3. The selected Proposers will be responsible for responding to 811 USA notifications on behalf of the Power Enterprise. Response must be given between two (2) working days to fourteen (14) calendar days when the notice has been issued.
4. The selected Proposers will use existing as built drawings and GIS information from the Power Enterprise to locate and mark utilities utilizing current industry standard locator equipment. A positive response includes marking or staking the horizontal path of their facility with the appropriate color code (electric = red), providing information about the location of the Power Enterprise's facility, or advising the excavator of clearance.
5. The selected Proposer will update and redline any incorrect utility locations shown on existing as built drawings and provide updated CAD drawings.
6. After completion of the ticket response, the contractor shall close out the ticket and notify the Utility Field Services (UFS) group within the Power Enterprise of completion.
7. The contractor shall provide a monthly report containing overall number of tickets, quantity of tickets cancelled, quantity of tickets without a remark, and quantity of tickets with markings needed. Immediate access may be needed to verify emergency USAN tickets.

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

California Government Code 4216 (GC 4216) governs and defines the 811 One-Call processes. GC 4216 requires sub-surface facility owners to be members of the regional call center. The call center for Northern California is called USA North. When someone calls 811 or submits a ticket in the United States, he or she is connected to USA North, where a representative collects information about the caller's planned dig site. USA North then communicates the information to the appropriate utility companies, which send professional utility locating technicians to identify and mark the approximate location of lines within a few days of the notification. Once lines have been marked, the caller may dig safely around the marks. Currently, the Utility Field Services (UFS) group within the Power Enterprise receives and screens all USA North electrical and gas notices within the city of San Francisco (USAN Member: CTYSF4 and TISUTL). Gas is only monitored and marked within Treasure Island and Yerba Buena Island. The UFS group averaged 3500 USA tickets per month in fiscal year 2018/2019. We must respond to tickets between 2 business days to 14 calendar days of receiving the ticket. The consequence of the utility negligently violating this article is subject to a civil penalty up to fifty thousand dollars (\$50,000). Additionally, not complying with the requirements puts public safety at risk.

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

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.

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

B. Explain the qualifying circumstances:

California Government Code 4216 mandates that we review and respond to any excavator requesting to dig near our existing underground utilities. As-needed services are being requested because the work is exceeding the capacity of our current crew. This contract will provide additional assistance to our crews to perform USA tickets until we are able to fulfill the positions needed.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Experience with underground utility locating services using current industry standard utility locating equipment. Safely working around electric utility equipment and voltage levels, underground utility locating and marking, and AutoCAD drafting.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7338, Electrical Line Worker; 7350, Trans and Dist Line Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide equipment to perform the locating work not currently possessed by the City. That equipment may include but is not limited to Ground Penetrating Radar, Radio Detection, Metal Detector, Electronic Detection.

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

Requested for additional permanent positions to support this service.

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

- A. Explain why civil service classes are not applicable.
The volume of work currently exceeds the capacity of our civil service staff and as a result we are at risk of being fined. Currently, civil service staff are assigned to other significant tasks. This contract will provide the additional assistance needed to keep up with requested USA tickets until we are able to fulfill the positions needed.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. N/A

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. 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 03/06/2020, the Department notified the following employee organizations of this PSC/RFP request:

Electrical Workers, Local 6

☒ 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 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46406 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfwater.org
Sent: Friday, March 06, 2020 11:38 AM
To: Irwin, William; oashworth@ibew6.org; khughes@ibew6.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46406 - 19/20

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RECEIPT for Union Notification for PSC 46406 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46406 - 19/20 for \$4,000,000 for Initial Request services for the period 06/01/2020 – 05/31/2024. 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/14662> 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: Required 3rd party calibration & maintenance services for revenue meters of the SFPUC (3717).

Funding Source: Water Enterprise Operating Budget

PSC Duration: 2 years

PSC Amount: \$1,050,000

1. Description of Work

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

The work is calibrating and maintaining important water meters of the Hetch Hetchy regional water transmission system. The purpose of the work is to maintain accurate and reliable meter reads used for water accounting purposes. The work includes calibrating, inspecting, cleaning, and maintaining the system meters and related instruments used.

The primary objective of all calibration activities is to ensure meter-signal accuracy and consistency carries through from the field located secondary metering equipment, through all remote transmitting units and field programmable logic controllers, through the SFPUC SCADA system, to the final remote operational display.

The work often includes entering confined spaces to use special testing equipment to certify instrument accuracy. Work on each meter is documented and calibration certificates presented. Reporting includes site field notes, calibration notes and metering site instrument inventories. As needed, the work will involve diagnosing problems, identifying failed instruments, and performing parts replacement.

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

The primary reason this work is performed under contract is to abide by an explicit requirement of the 2009 Water Supply Agreement (WSA) between the City and County of San Francisco (CCSF) and its' Wholesale Customers (the wholesale customers are organized under the Bay Area Water Supply and Conservation Agency (BAWSCA)). The WSA is a 25-year agreement which among other things requires that CCSF, through the SF Public Utilities Commission (SFPUC), hire and have available an independent metering consultant to calibrate and maintain its regional water system meters. This is important because the data from the calibrated meters is used to apportion over \$100 million dollars in annual system operations costs between CCSF and its wholesale customers (WSA Article 5 Wholesale Revenue Requirement, 5.02 General Principals). The metering data is used to calculate the share of annual water operations cost owed by the City and owed by the wholesale customers. To ensure impartiality in determining the share each party pays, the City and BAWSCA deemed it important to memorialize in the WSA a requirement to have an impartial third party maintain the meters and certify their accuracy. If this contract were denied, then the SFPUC would be in violation of its agreement to abide by the specific mandates of its' Water Supply Agreement (WSA, 2009) which explicitly spells out how and when and by whom the system meters are to be calibrated and maintained. Failure to uphold the tenants of the agreement would likely result in a law suit.

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

Yes, this service has been provided in the past by way of earlier contracts for calibration services. The most recent of which was under a PSC with the following contract ID: SFPUC (8671). Earlier contracts did not have a PSC Form.

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

☒ 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 reasons for this PSC request are because the contracted services (meter calibrations and maintenance) are required on a periodic basis as legally required per the 2009 Water Supply Agreement between the CCSF and its Wholesale Customers (WSA). The WSA is a 25-year binding agreement which requires a contract be in place for an impartial, independent third party to maintain and calibrate revenue meters located across the regional water system. These meters are used to apportion annual system operations costs totaling over \$100 million dollars. Apportioning the cost based on water usage recorded by these meters determines the share each party must pay. The two parties are the CCSF and the Wholesale Customers of the SFPUC. The WSA precludes Civil Service staff from performing the work due to the potential conflict of interest, or a perception of a conflict of interest. To avoid the conflict which could arise from having one entity with sole control over how the revenue meters are calibrated an independent contract for calibration services is required. Attached are the pertinent sections of the 2009 Water Supply Agreement (WSA), the sections relevant to this PSC are: • WSA page 21, Article 3, Section 3.14, D. Measurement of Water • WSA page 34, Article 5, Wholesale Revenue Requirement • WSA, Attachment J, page 18, Section D, 3. Components of the Calibration and Maintenance Work The 2009 Water Supply Agreement in its entirety is available on request, contact John Chester 650-871-2027.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skills for this scope include experience in electronic instrumentation maintenance related to water flow instrumentation. This work requires practical knowledge and experience in SCADA/HMI/PLC programming, cost estimating and project management, instrumentation and process control, and field technical services experience. In addition, experience with hydraulic engineering and drafting as well as technical writing is required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 7318, Electronic Maintenance Tech;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contract requires the following instruments which the City does not have, the items are: 1) NIST Certified Deadweight Tester, this instrument is a calibration standard that uses the principal of pressure balance to calibrate pressure measuring devices such as venturi meter instrumentation and water level pressure transducers, 2) pitot tube insertion flow meters (up to 3 tubes capable of accurately measuring flow in various sized pipes up to 96" diameter) the pitot tube must be certified for accuracy by an accredited lab and have the ability to be inserted into an active pressurized water transmission pipeline, and, 3) a field differential pressure transmitter and data logger capable of being remotely powered and connected to the pitot tube.

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

The following City civil service classifications: Electronic Maintenance Technician (#7318) and IS Engineer (#1042) do work on the meters that are described in this document. However, the 2009 Water Supply Agreement (WSA) between CCSF and its Wholesale Customers requires that an impartial third party certify the metering instrumentation accuracy and perform as needed maintenance.

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

- A. Explain why civil service classes are not applicable.
- The primary reason the scope cannot be performed by civil service staff is due to an explicit requirement of the 2009 Water Supply Agreement (WSA) between the City and County of San Francisco (CCSF) and its' Wholesale Customers. The WSA is a 25-year agreement which among other things explicitly requires that CCSF, through the SF Public Utilities Commission (SFPUC), hire and have available an independent metering consultant to calibrate, maintain, and certify the accuracy of its regional water system meters. Having an impartial third-party contract maintaining meter accuracy establishes trust between the SFPUC and its Wholesale Customers. This trust is important because the meter data is used to apportion over \$100 million dollars annually in shared costs between CCSF and its Wholesale Customers. The meters are integral to calculations that determine the shared costs each party must pay to operate the Hetch Hetchy Regional Water System.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. A new civil service class is not necessary to perform this work. There are existing Civil Service classifications that can and do work on meter instrumentation. The reason the existing civil service classes do not perform the work called for in the meter calibration contract is due to explicit language in the 25-year agreement (2009 Water Supply Agreement between CCSF and its Wholesale Customers (WSA)) which states that meter calibrations be performed under contract. This requirement ensures impartiality in the calibration results and instills trust between CCSF and its Wholesale Customers.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No. The contractor will not provide formal training to CCSF employees. CCSF employees often assist the contractor in accessing meter locations and provide pertinent information on meter instrumentation and meter use. CCSF employees are free to ask the contractor questions on calibration techniques and instruments. The 2009 Water Supply Agreement (WSA) explicitly requires that CCSF hire and have available an independent metering consultant to calibrate, maintain, and certify accuracy of its regional water system meters. There is no formal training provision listed in the WSA.
- C. Are there legal mandates requiring the use of contractual services?
Yes. Yes, in 1984 the CCSF and its suburban wholesale customers settled a legal dispute that included among other things the means and methods by which water operations cost would be shared based on proportional water use. This 1984 settlement agreement was the first 25-year agreement which required an independent, non-city entity to certify meter accuracy in determining proportional water use. In 2009 a second 25-year Water Sales Agreement (WSA) between CCSF and its Wholesale Customers was negotiated and put into effect. Water deliveries measured by the subject meters of the contract determine the portion each entity - CCSF and Wholesale Customers - must pay of the over \$100 million annual regional water operation expenses.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 03/06/2020, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Electrical Workers, Local 6; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47839 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sflower.org
Sent: Friday, March 06, 2020 1:03 PM
To: Irwin, William; amakayan@ifpte21.org; oashworth@ibew6.org; khughes@ibew6.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47839 - 19/20

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RECEIPT for Union Notification for PSC 47839 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47839 - 19/20 for \$1,050,000 for Initial Request services for the period 04/01/2020 – 04/01/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14521> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Required third party calibration and maintenance service for revenue meters of the SFPUC (8671)Funding Source: Water Enterprise Operating BudgetPSC Duration: 1 year 52 weeksPSC Amount: \$375,622**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The work is calibrating and maintaining important water meters of the regional water transmission system. The work is intended to increase the accuracy and reliability of regional water system water accounting by way of calibrating, inspecting, cleaning, and maintaining system meters and related instruments.

The primary objective of all calibration activities is to ensure meter-signal accuracy and consistency carries through from the field located secondary metering equipment, through all remote transmitting units and field programmable logic controllers, through the SFPUC Supervisory Control and Data Acquisition (SCADA) system, to the final remote operational display.

The work often includes entering confined spaces to use special testing equipment to certify instrument accuracy. Work on each meter is documented and calibration certificates presented. Reports include site inventory, field notes, calibration notes and metering site inventory. As needed, the work will involve diagnosing problems, identifying failed instruments, and performing parts replacement.

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

The primary reason this work is to be performed by contract is due to an explicit requirement of the 2009 Water Supply Agreement (WSA) between the City and County of San Francisco (CCSF) and its' Wholesale Water Customers (organized under the Bay Area Water Supply and Conservation Agency (BAWSCA)). The WSA is a 25-year agreement which among other things explicitly requires that CCSF, through the SF Public Utilities Commission (SFPUC), hire and have available an independent metering consultant to calibrate and maintain its regional water system meters. The data from these meters is used to apportion annually over \$100 million dollars in system operations costs between CCSF and its wholesale customers. To ensure impartiality in determining the share each party pays, the City and BAWSCA deemed it important to memorialize in the WSA the requirement to have an impartial third party maintain the meters and certify their accuracy. The meters determine the share of water deliveries expressed as a percentage that is used by the City and by the wholesale customers. This percentage is then applied to the annual expense to determine each party's share of costs. If this contract were denied, then the SFPUC would be in violation of its agreement to abide by the specific mandates of its' Water Supply Agreement (Appendix J) which explicitly spells out how and when and by whom the system meters are to be calibrated and maintained. Failure to uphold the tenants of the agreement would likely result in a law suit.

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

Yes, this service has been provided in the past by way of earlier contracts. The contracts were purchase agreements for specific meter calibration services. No Personal Services Contract Summary forms were required in the past.

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):

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

☒ 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:

Immediate services are needed to address the unanticipated situation whereby the contract to perform mandatory meter calibrations by an independent third party expired while staff were working to extend the contract through December 20, 2019. Without a meter calibration contract, the schedule for calibrations cannot be maintained. Failure to maintain the meter calibration schedule is a violation of the Water Supply Agreement between CCSF and its Wholesale Water Customers. The 2009 Water Supply Agreement is a 25-year binding agreement which among other things requires a contract be in place for an impartial, independent third party to maintain and calibrate revenue meters located across the regional water system. These meters are used to apportion annual system operations costs totaling over \$100 million dollars. Apportioning the cost based on water usage recorded by these meters determines the share each party must pay. The two parties are the CCSF and the Wholesale Water Customers of the SFPUC. The Water Supply Agreement precludes Civil Service staff from performing the work due to the potential conflict of interest, or the perception of a conflict of interest. To avoid the conflict of having one entity with sole control over how the revenue meters at the heart of determining each party's share of the over \$100 million annual operations expense, an independent contract for calibration services is required. Extending the contract through December 20, 2019 allows the meters to be calibrated in compliance with stipulations in the 2009 Water Supply Agreement. In addition, during the extension period staff is working to competitively bid the meter calibration and maintenance scope of work to award a new multi-year contract for these services by January 2020. Attached is the 2009 Water Supply Agreement (WSA). Relevant sections per the PSC are: • WSA page 21, Article 3, Section 3.14, D. Measurement of Water • WSA page 34, Article 5, Wholesale Revenue Requirement • WSA, Attachment J, page 18, Section D, 3. Components of the Calibration and Maintenance Work

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skills for this scope include experience in electronic instrumentation maintenance related to water flow instrumentation. This work requires practical knowledge and experience in Supervisory Control and Data Acquisition(SCADA)/HMI/PLC programming, estimating and project management, instrumentation and process control, and field technical services experience. In addition, experience with engineering and drafting as well as technical writing is required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 7318, Electronic Maintenance Tech;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contract requires the following instruments to be in possession of the contractor. The city does not have these pieces of equipment. The items are: 1) NIST Certified Deadweight Tester, this instrument is a calibration standard that uses the principal of pressure balance to calibrate pressure measuring devices such as venturi meter instrumentation; 2) pitot tube insertion flow meters (up to 3 tubes capable of accurately measuring flow in various sized pipes up to 96" diameter), the pitots' must be certified for accuracy by an accredited lab and have the ability to be inserted into an active pressurized water transmission pipeline; and, 3) Field differential pressure transmitter and data logger capable of being remotely powered.

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

The City civil service classifications: Electronic Maintenance Technician (#7318) and IS Engineer (#1042) do work on the meters that are described in this document. However, the 2009 Water Supply Agreement agreed to by the CCSF and BAWSCA wholesale customers require an impartial third party certify that the meters are accurate and maintenance is performed by an independent entity.

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

- A. Explain why civil service classes are not applicable.
The primary reason the scope cannot be performed by civil service staff is due to an explicit requirement of the 2009 Water Supply Agreement (WSA) between the City and County of San Francisco (CCSF) and its' Wholesale Water Customers (wholesale water customers are organized under the Bay Area Water Supply and Conservation Agency (BAWSCA)). The WSA is a 25-year agreement which among other things explicitly requires that CCSF, through the SF Public Utilities Commission (SFPUC), hire and have available an independent metering consultant to calibrate, maintain, and certify accuracy of its regional water system meters. Because the data from these meters is used to apportion over \$100 million dollars annually in shared costs for system operations, the City and BAWSCA deemed an impartial third party an important aspect to maintaining trust and impartiality in the data from these meters used to apportion over \$100 million dollars in shared operations costs. The meters are integral to calculations that determine the share of costs each party must pay.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, a new civil service class to perform this work is not necessary. Civil service classes already exist that can and do work on meter instrumentation, the reason the existing civil service classes do not perform the work called for in the meter calibration contract is due to a 25-year agreement (2009 Water Supply Agreement) which CCSF has entered into with its Wholesale Water customers whereby meter calibrations and certification of meter accuracy is mutually agreed to be provided by an independent meter consultant.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No, the contractor will not provide formal training to CCSF employees. CCSF employees often assist the contractor in accessing meter locations and provide pertinent information on meter instrumentation and meter use. CCSF employees are free to ask the contractor questions on calibration techniques and instruments used to certify meters are accurate. The 2009 Water Supply Agreement (WSA) between the City and County of San Francisco (CCSF) and its' Wholesale Water Customers explicitly requires that CCSF hire and have available an independent metering consultant to calibrate, maintain, and certify accuracy of its regional water system meters. There is no formal training provision listed in the WSA.

C. Are there legal mandates requiring the use of contractual services?
Yes. Yes, in 1984 the CCSF and its suburban wholesale customers settled a legal dispute that included among other things the means and methods by which water operations cost would be shared based on proportional water use. This 1984 settlement agreement was the first 25-year agreement which required an independent, non-city entity to certify meter accuracy in determining proportional water use. In 2009 a second 25-year Water Sales Agreement (WSA) between CCSF and its wholesale customers was negotiated and put into effect. Water deliveries measured by the meters determines the portion each entity - CCSF and Wholesale Customers - must pay of the over \$100 million annual regional water operation expenses.

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

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

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 04/08/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Electrical Workers, Local 6; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48124 - 18/19

DHR Analysis/Recommendation:

Commission Approval Required

06/03/2019 DHR Approved for 06/03/2019

action date: 06/03/2019

Approved by Civil Service Commission

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: Mastication 2020

Funding Source: Water Enterprise Operating Budget

PSC Duration: 11 weeks 4 days

PSC Amount: \$170,000

1. Description of Work

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

SFPUC maintains a extensive fuel break system within the Peninsula watershed for the protection of water quality, infrastructure and natural resources. This system is supported and monitored by CalFire with the premise that in the event of a large wildland fire access and defensible space will allow CalFire to effectively contain a fire prior to a rapid spread outside of the watershed. Mastication is also done as part of a vegetation management program for the SFPUC power line maintenance.

Mastication is used to maintain the brush and fuels levels within the fuel breaks. A masticator changes the composition of the fuels from high brush that will allow a fire to pass through at a high intensity to a small wood chip that will decomposes on the ground. In areas that are masticated fire will pass through at a low intensity allowing CalFire to extinguish the fire prior to further spread.

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

This system is maintained annually as part of our fire guarding program. Denial of this contract will affect the level of risk SFPUC will maintain during the growing fire season. If this contract is denied this year not only will there be a higher level of risk and liability for SFPUC, the level of fuel reduction work needed the following years will be greater.

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. Contract put out to bid. See PSC 41677 - 18/19.

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 is a short-term project that requires a diverse knowledge of biological resources, fire behavior and a expertise in equipment operations. This is needed to assist in maintaining the extensive fuel break system designed for the protection of the SFPUC's resources and infrastructure.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: In the SFPUC vegetation management plan there are specific guidelines for vegetation removal and working around biologically sensitive habitat, while managing the landscape to control fire behavior. These guidelines must be followed and implemented at a landscape scale. This requires a special knowledge of vegetation types, landscape design and biological resources. For implementation of the specific guidelines at a landscape scale the operator must have expertise in operating on steep slopes and terrain while creating minimum erosion and soil disturbance.

B. Which, if any, civil service class(es) normally perform(s) this work? 7328, Operating Engineer, Universal;

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

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

The department maintains a high level of work that needs to be completed in a short timeframe. Work must be completed after the growth of vegetation in the spring. SFPUC's operators work simultaneously with contractors to make sure that this work is completed prior to fire season.

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

- A. Explain why civil service classes are not applicable.
Staffing levels by the SFPUC do not correspond to the level of work needed for fire protection in the short time frame that work needs to be completed.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this work can be completed by the 7328 operating engineers. It is important that more of this position is funded to complete this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No. Contractor will not provide training. Operating engineer 7328 should be the classification doing this work under the civil service classifications. Operators should have a minimum of 5 years' experience running an excavator in rural lands on steep slopes. The operator should maintain an 8 fire suppression safety course and maintain a certification to extinguish spark ignitions that could become potential fires. The operator should annually be given a minimum of 8 hours of biological training to understand the sensitivity of different sites and the impacts of work completed.
- 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 02/21/2020, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49813 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sflower.org
Sent: Friday, February 21, 2020 4:41 PM
To: Irwin, William; Irwin, William; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49813 - 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 49813 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49813 - 19/20 for \$170,000 for Initial Request services for the period 05/13/2020 – 08/02/2020. 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/14601> 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: [Kyger, Todd](#)
To: [Irwin, William](#)
Subject: FW: PSCs for Civil Service
Date: Tuesday, March 31, 2020 5:10:57 PM
Attachments: [PSCs for Civil Service.msg](#)

Please find email with projects that were reviewed (attached), and the Operating Engineers corresponding approval to proceed below.

Thank you,
t

From: Charles Lavery <clavery@oe3.org>
Sent: Tuesday, March 31, 2020 5:07 PM
To: Kyger, Todd <TKyger@sfwater.org>
Subject: RE: PSCs for Civil Service

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.

Hi Todd,

Thank you for the notification.

I approve to proceed to Civil Service. Please let me know if I need to take any other steps.

Best Regards,

Charley Lavery

District Representative/Trustee
Operating Engineers Local 3
828 Mahler road, Suite B
Burlingame, CA 94010
Office 650 652 7969 x 2103, Cell 415 418 8558

From: Kyger, Todd <TKyger@sfwater.org>
Sent: Tuesday, March 31, 2020 3:58 PM
To: Charles Lavery <clavery@oe3.org>
Subject: PSCs for Civil Service

Please review and provide your approval to proceed to Civil Service. If you have any questions or

concerns, please do not hesitate to contact me.

Thank you,
t

From: [Kyger, Todd](#)
To: [Charley Lavery](#)
Subject: PSCs for Civil Service
Date: Tuesday, March 31, 2020 3:58:00 PM
Attachments: [PSC 49813 - 1920 Mastication 2020 with union notice.pdf](#)
[PSC 41915 - 1920 Roadside Mowing 2020 with union notice.pdf](#)

Please review and provide your approval to proceed to Civil Service. If you have any questions or concerns, please do not hesitate to contact me.

Thank you,
t

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Mastication (Req. 99672)Funding Source: Water Enterprise Operating BudgetPSC Amount: \$155,000PSC Est. Start Date: 05/13/2019PSC Est. End Date: 08/02/2019**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

SFPUC maintains a extensive fuel break system within the Peninsula watershed for the protection of water quality, infrastructure and natural resources. This system is supported and monitored by CalFire with the premise that in the event of a large wildland fire access and defensible space will allow CalFire to effectively contain a fire prior to a rapid spread outside of the watershed. Mastication is also done as part of a vegetation management program for the SFPUC power line maintenance.

Mastication is used to maintain the brush and fuels levels within the fuel breaks. A masticator changes the composition of the fuels from high brush that will allow a fire to pass through at a high intensity to a small wood chip that will decomposes on the ground. In areas that are masticated fire will pass through at a low intensity allowing CalFire to extinguish the fire prior to further spread.

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

This system is maintained annually as part of our fire guarding program. Denial of this contract will affect the level of risk SFPUC will maintain during the growing fire season. If this contract is denied this year not only will there be a higher level of risk and liability for SFPUC, the level of fuel reduction work needed the following years will be greater.

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. Contract put out to bid.

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 is a short-term project that requires a diverse knowledge of biological resources, fire behavior and a expertise in equipment operations. This is needed to assist in maintaining the extensive fuel break system designed for the protection of the SFPUC's resources and infrastructure.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: In the SFPUC vegetation management plan there are specific guidelines for vegetation removal and working around biologically sensitive habitat, while managing the landscape to control fire behavior. These guidelines must be followed and implemented at a landscape scale. This requires a special knowledge of vegetation types, landscape design and biological resources. For implementation of the specific guidelines at a landscape scale the operator must have expertise in operating on steep slopes and terrain while creating minimum erosion and soil disturbance.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7328, Operating Engineer, Universal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

The department maintains a high level of work that needs to be completed in a short timeframe. Work must be completed after the growth of vegetation in the spring SFPUC's operators work simultaneously with contractors to make sure that this work is completed prior to fire season.

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

- A. Explain why civil service classes are not applicable.
Staffing levels by the SFPUC do not correspond to the level of work needed for fire protection in the short time frame that work needs to be completed.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this work can be completed by the 7328 operating engineers. It is important that more of this position is funded to complete this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Contractor will not provide training. Operating engineer 7328 should be the classification doing this work under the civil service classifications. Operators should have a minimum of 5 years' experience running an excavator for in rural lands on steep slopes. The operator should maintain an 8 fire suppression safety course and maintain a certification to extinguish spark ignitions that could become potential fires. The operator should annually be given a minimum of 8 hours of biological training to understand the sensitivity of different sites and the impacts of work completed.
- 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 04/19/2019, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41677 - 18/19

DHR Analysis/Recommendation:

action date: 05/20/2019

Commission Approval Required

Approved by Civil Service Commission

05/20/2019 DHR Approved for 05/20/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Corrosion Control Engineering and Inspection Services (PRO.0176)

Funding Source: Water and Wastewater Operating Budgets

PSC Duration: 5 years

PSC Amount: \$3,000,000

1. Description of Work

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

Assist San Francisco Public Utilities Commission (SFPUC) personnel in providing corrosion control engineering support which includes: performing corrosion investigations and testing; write studies and reports; prepare corrosion control performance criteria; design plans, specifications, cost estimates; corrosion condition assessment surveys of pipelines; cathodic protection interference mitigation; leak investigations; coating inspections; construction support; and other corrosion engineering tasks. Structures needing corrosion control engineering services include pipeline segments, tanks and storage vessels within the various facilities operated by the Water Supply and Treatment Division (WSTD), City Distribution Division (CDD) and the Wastewater Enterprise (WWE).

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

This service is necessary to maintain and upgrade the corrosion protection system to prevent corrosion of our water system infrastructure and to preserve the necessary level of water utility service. This service will reduce the risks associated with unplanned water outages and increase the reliability of our water transmission and distribution system. This service is necessary to further our on-going efforts of the Water System Improvement Program to upgrade and repair the aging water system serving San Francisco and the Bay Area. These tasks require corrosion control expertise and experience which is not yet fully available from City employees. If these services are denied, there would be a negative impact to the SFPUC level of service goals during an occurrence of a pipeline corrosion failure.

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 had been provided in the past with an approved PSC #49500-13/14, CS-362 As-Needed Corrosion Control Engineering Services, which has expired.

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Engineers in current civil service classifications perform some of the more standard corrosion control engineering work. The corrosion control engineering consultants will be utilized when specialized corrosion engineering is required that is not normally performed by engineers in the current civil service classifications.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in: testing, troubleshooting and startup of cathodic protection systems; field investigation data to determine pipe condition; perform pipeline corrosion surveys; analysis of cathodic protection system failures and pipeline leaks; and coating inspections.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer;

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?

Engineers in current civil classifications perform more standard corrosion control engineering work. The City does not yet have personnel within these civil service classes that have the extensive corrosion control engineering expertise and experience that is needed to perform this work.

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 standard routine corrosion control engineering work. These corrosion control engineering consultants will be utilized when specialized corrosion engineering is required that is not normally performed by engineers in the current civil service classifications. The Engineers in current civil classifications do not have the equipment and experience with taking the necessary field data such as soil resistivity testing and conducting the current requirement testing on pipelines, which are the necessary data for the Engineer to design the corrosion protection system. The Engineers in current civil classifications do not have the experience to perform an over the line close-interval potential survey on the pipeline to evaluate the integrity of the existing water mains to assist the Engineer in determining the required level of corrosion protection.

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. SFPUC currently have one engineer whose main focus is on corrosion protection of the water and wastewater infrastructure. Due to the heavy workload within the SFPUC and complex corrosion problems within the Operation Departments, we need this professional service to assist in the immediate corrosion protection needs of the water and wastewater infrastructure. It would not be practical to adopt a new civil service class to perform this work, as it is specialized and not routine. The specialized corrosion services will only be required on an as-needed, intermittent and periodic basis.

6. Additional Information

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

No.

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

Yes. The SFPUC engineers will be trained on the specific types of corrosion control design measures and the identification and interpretation of specific corrosion found on the water pipeline and wastewater system. The corrosion engineer and pipeline engineers will typically receive the corrosion training. At least 3 SFPUC engineers will be trained to gain knowledge and experience on Corrosion Protection.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 03/05/2020, 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@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49947 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

Receipt of Union Notification

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sflower.org
Sent: Thursday, March 05, 2020 1:32 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 # 49947 - 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.

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

RECEIPT for Union Notification for PSC 49947 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49947 - 19/20 for \$3,000,000 for Initial Request services for the period 07/06/2020 – 07/05/2025. 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/14656> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As-Needed Corrosion Control Engineering Services (CS-362)Funding Source: from individual projectsPSC Amount: \$2,000,000PSC Est. Start Date: 06/05/2014PSC Est. End Date 12/15/2019**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Assist SFPUC personnel in support of its Corrosion Control Program, by performing corrosion investigation, design, and inspection work on an as-needed basis. Services the consultants have performed or may be asked to perform are: expert witness consultations, technical review, troubleshooting, startup and testing of the corrosion control systems, risk assessment, evaluation of new technology, data analysis, emergency field investigation, activation of cathodic protection systems, materials selection, internal/external pipeline and tank inspection, laboratory analysis, failure analysis, and other specialized services related to corrosion engineering. Contract work also consists of performing specialized Corrosion Control Engineering Services on an as-needed basis, including but not limited to corrosion investigation, design and inspection work.

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.

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 #4073-07/08 (CS-904). As-Needed contracts are a total of 5 years and cannot be renewed. Thus, we are issuing a new Personal Services Contract.

D. Will the contract(s) be renewed?

No.

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

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

B. Explain the qualifying circumstances:

Not Applicable

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expert witness consultation, technical review, troubleshooting, startup and testing of corrosion control systems is needed. Areas of expertise include data analysis, material selection and failure analysis of cathodic protection systems.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer;
- 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?

N/A. These services are on an as-needed basis. The amount and time of when these services are needed are to be determined.

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 corrosion engineering will be required that is not normally performed by engineers in these current civil service classifications.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Engineers are needed to perform engineering design for projects, but this level of resources is not a steady 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.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 03/20/2014, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 525 Golden Gate Ave. San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49500 - 13/14

DHR Analysis/Recommendation:

action date: 05/19/2014

Commission Approval Required

Approved by Civil Service Commission

05/19/2014 DHR Approved for 05/19/2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Acoustical Engineering Consulting Services

Funding Source: Inter-Departmental work orders

PSC Amount: \$600,000

PSC Est. Start Date: 04/06/2020

PSC Est. End Date 12/31/2026

1. Description of Work

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

Consultants will perform highly specialized acoustical engineering services, such as measuring noise and vibration levels, calculating and designing engineering noise controls, engineering architectural acoustics to achieve good speech intelligibility and or precise and accurate sound, preparing environmental noise report, and other related services to support Public Works Building Design and Construction design staff on an as-needed basis.

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

The as-needed specialized services contracts will only be utilized to provide support to our design team in areas of expertise that Public Works Building Design and Construction staff do not provide or staff are not available due to full capacity. Public Works will only use these highly specialized consultants to meet the needs of client departments and or to meet project schedules.

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

Previous contracts for As-Needed Acoustical Engineering Consulting Services were awarded to: Shen Milsom & Wilke, LLC, and Wilson, Ihrig & Associates, Inc. under PSC#43857-14/15 approved on February 2, 2015.

D. Will the contract(s) be renewed?

No. New RFQ will be advertised.

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

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This service will only be utilized on an as-needed basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Education/Degree in Acoustics, Physics, Mathematics, Mechanical Engineering, Architecture, or related field. Experience and expertise in architectural acoustical engineering, noise measurement and control, using sound and vibration test equipment and monitoring systems. Experience and expertise in developing engineering controls to achieve good speech intelligibility, precise and accurate sound, and to reduce undesirable noises, writing environmental noise reports, and other related tasks.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. They will provide specialized equipment, trained personnel, and monitoring or testing equipment, which is not cost effective for the City to purchase and maintain.

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

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

prudently performed by internal staff.

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

A. Explain why civil service classes are not applicable.

These are as-needed contract services only. They will only be utilized when the following conditions exist: •The Division is working at full capacity and postponement of pending projects would be contrary to the public interest, or
•Specialized services are required that are not available internally and a third party consultant is necessary to ensure that a high quality project is achieved.

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

6. Additional Information

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

No.

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

No. Since these highly specialized services are only going to be utilized on an as-needed basis, there is no need to provide training to existing 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 02/19/2020, 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market St. 4th floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45115 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns.Alexander \(DPW\)](mailto:Burns.Alexander@DPW); 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; [Macaranas.Belle \(DPW\)](mailto:Macaranas.Belle@DPW); [DHR-PSCCoordinator_DHR \(HRD\)](mailto:DHR-PSCCoordinator_DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45115 - 19/20
Date: Wednesday, February 19, 2020 1:38:51 PM

RECEIPT for Union Notification for PSC 45115 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 45115 - 19/20 for \$600,000 for Initial Request services for the period 04/06/2020 – 12/31/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14583> 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 SUMMARYDATE: February 18, 2020DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

TYPE OF APPROVAL: ☐ EXPEDITED ☒ REGULAR (OMIT POSTING)
☐ CONTINUING ☐ ANNUAL

TYPE OF REQUEST:
☒ INITIAL REQUEST ☐ MODIFICATION (PSC#)

TYPE OF SERVICE: As-Needed Acoustical Engineering Consulting ServicesFUNDING SOURCE: Inter-Departmental Work OrdersPSC AMOUNT: \$600,000PSC DURATION: 5 years + processing timePSC Est. Start Date: 4/6/2020 PSC Est. End Date: 12/31/2026**1. DESCRIPTION OF WORK**

- A. Concise description of proposed work (**character limit: 1150**):
Consultants will perform highly specialized acoustical engineering services, such as measuring noise and vibration levels, calculating and designing engineering noise controls, engineering architectural acoustics to achieve good speech intelligibility and or precise and accurate sound, preparing environmental noise report, and other related services to support Public Works Building Design and Construction design staff on an as-needed basis.
- B. Explain why this service is necessary and the consequences of denial (**character limit: 735**):
The as-needed specialized services contracts will only be utilized to provide support to our design team in areas of expertise that Public Works Building Design and Construction staff do not provide or staff are not available due to full capacity. Public Works will only use these highly specialized consultants to meet the needs of client departments and or to meet project schedules.
- 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) (**character limit: 420**):
Previous contracts for As-Needed Acoustical Engineering Consulting Services were awarded to: Shen Milsom & Wilke, LLC, and Wilson, Ihrig & Associates, Inc. under PSC#43857-14/15 approved on February 2, 2015.
- D. Will the contract(s) be renewed (**character limit: 60**):
No. New RFQ will be advertised.
- E. **For all PSC's if the duration requested is 5 years or more, an explanation is required:**
The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts. All contracts will have 5 year term.

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

Local 21 Architects

| | | |
|--|---|---|
| Union Name | Name of person sending form | Date |
| RFP sent to <u> </u> , on <u> </u> | <u> </u> | <u> </u> |
| Union Name | Date | Signature |

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise (**character limit: 520**):
Education/Degree in Acoustics, Physics, Mathematics, Mechanical Engineering, Architecture, or related field. Experience and expertise in architectural acoustical engineering, noise measurement and control, using sound and vibration test equipment and monitoring systems. Experience and expertise in developing engineering controls to achieve good speech intelligibility, precise and accurate sound, and to reduce undesirable noises, writing environmental noise reports, and other related tasks.

- B. Which, if any, civil service class normally performs this work? (Specify CS classification numbers only, and include corresponding union)

The following civil service classes would normally perform some of the specialized services if such staff already has the skills and experience: 5120 Architectural Administrator, 5211 Senior Architect, 5212 Principal Architect, 5260 Architectural Assistant I, 5261 Architectural Assistant II, 5265 Architectural Associate I, 5266 Architectural Associate II, and 5268 Architect.

- C. What efforts has the department made to obtain these services through available resources within the City?
The City does not have resources available to perform all required work. The Department has recruited and hired more people for above civil service classes. As-needed contract services will only be utilized when and if the work cannot be prudently performed by internal staff.
- D. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain (character limit: 415):
Yes. They will provide specialized equipment, trained personnel, and monitoring or testing equipment which is not cost effective for the City to purchase and maintain.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable (character limit: 525):

These are as-needed contract services only. They will only be utilized when the following conditions exist:

- The Division is working at full capacity and postponement of pending projects would be contrary to the public interest, or
- Specialized services are required that are not available internally and a third party consultant is necessary to ensure that a high quality project is achieved.

- B. Would it be practical to adopt a new civil service class to perform this work? Explain. (character limit: 310)

No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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

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

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

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

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

- Describe the training and indicate approximate number of hours. (character limit: 68):
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

Since these highly specialized services are only going to be utilized on an as-needed basis, there is no need to provide training to existing staff.

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

There is no plan to transition this work back to the City since these highly specialized services will only be utilized when the need arises, and it is not practical to hire full time civil service employees.

- D. What support will the department provide to help build internal capacity to do this work?

There is no plan to build internal capacity within the department due to sporadic and unpredictable nature of extremely specialized work.

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

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

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

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

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

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

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

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

REASON FOR REQUEST (please check all that apply):

| | |
|---|---|
| | Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations. "Transitional situations" are those instances when contracting out is needed to bridge relatively short periods of time, such as during organizational restructuring that may be mandated by law or policy, or to facilitate a department's efforts to contract in services. If selecting this reason, please answer the question below. |
| You must explain the qualifying circumstances: | |
| | Short-term or capital projects requiring diverse skills, expertise and/or knowledge. If selecting this reason, please answer the question below. |
| You must explain the qualifying circumstances: | |
| | Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload). If selecting this reason, please answer the question below. |
| You must explain the qualifying circumstances: | |
| | Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. |
| | 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). |
| ✓ | 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). <i>This service will only be utilized on an as-needed basis.</i> |
| | Other |
| Other reason explanation (character limit: 1000): | |

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Acoustical Services

Funding Source: Inter-Departmental Work Orders

PSC Amount: \$500,000

PSC Est. Start Date: 12/08/2014

PSC Est. End Date: 06/30/2018

1. Description of Work

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

Provide specialized services in Acoustical engineering to support DPW design staff on an as-needed basis. The City intends to award two (2) contracts for \$250,000 each, and contract duration of two (2) years each.

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

Acoustical engineering is a specialized professional service that is out of the Building, Design & Construction's (BDC) area of expertise. Acoustical engineers are specialized consultants who are experts in the area of acoustical analysis and engineering. This is a specialty which cannot be done in-house and must be outsourced. Having the ability to work with our own acoustical engineering consultants directly will save the city money and allow us to execute these contracts more efficiently... (please see attachment for full response)

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

Acoustical engineering services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow BDC to have a dedicated prime consultant to provide acoustical engineering services. The most recent approved PSC for as-needed architectural... (please see attachment for full response)

D. Will the contract(s) be renewed?

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

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

N/A - PSC duration does not exceed 5 years.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

These services are only required when needed by the projects and when staff are not available due to high workload.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Acoustical engineers are specialized consultants who are experts in the area of acoustical analysis and engineering. Consultant must have been in business for a minimum of 5 years performing acoustical engineering, and must provide a minimum of 5 sample projects involving acoustical engineering in the last 5 years.

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, the contractor will not be providing facilities and/or equipment.

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

We currently don't have professional Acoustical Engineers available in our departments. When a project requires this specialized field, we have had to seek qualified professionals through our As-Needed Architectural Services contracts.

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

A. Explain why civil service classes are not applicable.

These are as-needed contract services only. They will only be utilized when the following conditions exist: • Project requires specialized acoustical engineering 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 services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

6. Additional Information

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

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

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 12/08/2014, 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: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43857 - 14/15

DHR Analysis/Recommendation:

action date: 02/02/2015

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS

Dept. Code: TIS

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

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

Type of Service: 800Mhz Radio System Enterprise Replacement Equipment and Service Agreement

Funding Source: General Funds

PSC Amount: \$5,000,000

PSC Est. Start Date: 04/01/2020

PSC Est. End Date 06/30/2030

1. Description of Work

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

This enterprise agreement allows the City to purchase equipment, parts, materials, radios, software and as needed incidental services from the radio system vendor at a discounted rate.

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

The City needs to streamline purchases for replacement equipment, software upgrades and as needed incidental services to support the public safety radio system.

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

The maintenance has been provided by Motorola Solutions.

D. Will the contract(s) be renewed?

Yes, the City issued a Request for Proposal in 2015 and determined that the Motorola equipment is the best solution for its public safety system.

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

This enterprise agreement allows the City to purchase equipment, software upgrades and as needed incidental services from Motorola for a 10 year period at a discounted rate, with standard City terms. This agreement will also allow for the purchase of ~\$500,000 per year in as needed incidental services for the duration of the 10-year agreement.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This contract will allow for short-term projects, system expansions, and additions to the radio system to take place over the next 10 years. These projects will require specific expertise from the vendor where services may be needed. These will be intermittent incidental services on a periodic and as needed basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge of Project 25 Phase 2 radio equipment - Motorola proprietary equipment: GTR8000, APX Series Radios, various system and software databases (Unified Network Configurator, Provisioning Manager, Unified Event Manager, MCC7500 Console hardware and software, HP LAN/WAN routers and switches configured by Motorola for the radio system, proprietary software applications - WAVE, GPS, Recorder solution.

B. Which, if any, civil service class(es) normally perform(s) this work? 7362, Communications Systems Tech;

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 cannot be provided by City resources because of the proprietary nature of the system/equipment. City staff will be trained on the system, from the vendor, but only for first level maintenance.

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

- A. Explain why civil service classes are not applicable.
City employees will perform only the first level of support and maintenance on the system. However, City employees will need assistance and services support because the equipment and software system is proprietary to Motorola.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the classes exist, however the equipment and software system is proprietary to Motorola.

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 option to purchase, as needed incidental services to include training at approximately \$500,000 per year, is included in this agreement.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 03/08/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; 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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43402 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

From: dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org
To: [Gines, Jolie \(TIS\)](mailto:Gines_Jolie_TIS); Christina@sfmea.com; staff@sfmea.com; [Wanless, Annie \(HRD\)](mailto:Wanless, Annie (HRD)); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Gines, Jolie \(TIS\)](mailto:Gines_Jolie_TIS); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator_DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 43402 - 18/19
Date: Wednesday, January 23, 2019 4:59:30 PM

RECEIPT for Union Notification for PSC 43402 - 18/19 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 43402 - 18/19 for \$5,000,000 for Initial Request services for the period 04/01/2019 – 06/30/2029. 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/12495> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

From: dhrrpscordinator@sfgov.org on behalf of jolie.gines@sfgov.org
To: [Gines, Jolie \(TIS\)](mailto:Gines,Jolie(TIS)); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; [Basconcillo, Katherine \(PUC\)](mailto:Basconcillo,Katherine(PUC)); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xlumin.li@seiu1021.org; [Poon, Sin Yee \(HSA\)](mailto:Poon,Sin Yee(HSA)); david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Gines, Jolie \(TIS\)](mailto:Gines,Jolie(TIS)); [DHR-PSCCoordinator_DHR \(HRD\)](mailto:DHR-PSCCoordinator_DHR(HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 43402 - 18/19
Date: Friday, March 8, 2019 2:12:07 PM

RECEIPT for Union Notification for PSC 43402 - 18/19 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 43402 - 18/19 for \$5,000,000 for Initial Request services for the period 04/01/2019 – 06/30/2029. 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/12495> 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)



March 11, 2020

Civil Service Commission
25 Van Ness Ave., Suite 720
San Francisco, CA 94102-6033

RE: PSC 43402-19/20 Replacement Parts, Spare Equipment and As Needed Ancillary Services for Motorola Public Safety Radios

Dear Commissioners,

PSC 43402-19/20 is being presented for your review and approval. Previously, at the Civil Service Commission meeting on October 21, 2019 Department of Technology Public Safety employee John Marian made a public comment regarding this contract agreement between Department of Technology and Motorola. At issue is the Department of Technology's agreement with Motorola for maintenance, but under PSC 41337-15/16 that was approved on September 19, 2016. The Department of Technology Public Safety employees who maintain the radio equipment, for first level maintenance, neglected to object to this PSC at the time.

As such, the Department of Technology Public Safety employees lodged an objection to PSC 43402-19/20. This agreement, however, is intended primarily for replacement parts, spare equipment and as needed ancillary services. In spite of this, the Department of Technology Public Safety employees have requested that a separate Memorandum of Understanding be executed between their union, SEIU 1021, and the Department of Technology to protect these classifications from being laid off in the City's lean years. They fear the recession events of 2009 will be repeated when City employees were furloughed. Therefore, they want to be shielded from being furloughed again or laid off. The MOU would serve to protect these classifications from layoffs or furloughs.

The Department of Technology has asked SEIU 1021 for an example of an MOU that they have executed with another department protecting specific classifications. SEIU 1021 has not been able to produce such a document.

The Department of Technology Public Safety employees have wavered and have changed their minds several times, over the past year, whether to remove the objection or to reinstate it. The Department of Technology Public Safety employees, SEIU and the Department of Technology Contracts Management Team have met numerous times, over the past year, to identify a solution without an MOU being executed. However, the Department of Technology Public Safety employees and SEIU insisted that they will not shift from this position.



One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103-0948
Office: 628 652 5000

While the Department of Technology acknowledges the potential for a recession is always on the horizon and some layoffs may occur, it cannot also set a precedence for protecting only some classifications and not all classifications.

On February 27, 2020, John Marian removed his objections and confirmed by his email, which is attached, that he is no longer protesting the approval of PSC 43402-19/20.

I am more than happy to answer any questions you may have, 628 652 5074, jolie.gines@sfgov.org, or to meet with you before the meeting on April 6, 2020.

Respectfully,

A handwritten signature in black ink that reads "Jolie Gines". The script is fluid and cursive.

Jolie Gines

Contracts Administration

Gines, Jolie (TIS)

From: Marian, John (TIS)
Sent: Thursday, February 27, 2020 8:16 PM
To: Xie, Hao (TIS)
Cc: Gines, Jolie (TIS); John, Joseph (TIS); Najuwanda Daniels; Turner, Clint (TIS); Proscia, Michael (TIS)
Subject: Re: PSC #43402-18/19, follow up

Hao,

I have spoken with Michelle Geddes and I do not have any objection with this PSC for DT to procure needed parts from Motorola. Michelle also confirmed that the Radio Shop will receive adequate training in the near future.

I am sure I never objected to this PSC, only the long term maintenance support of the radio system in an earlier PSC. At the October 21, 2019 hearing I said that during lean budget years, the new maintenance agreement would likely displace Radio Shop workers. Time will tell.

Regards,
John

From: Xie, Hao (TIS) <hao.xie@sfgov.org>
Sent: Wednesday, February 19, 2020 11:41 AM
To: Marian, John (TIS) <john.marian@sfgov.org>
Cc: Gines, Jolie (TIS) <jolie.gines@sfgov.org>; John, Joseph (TIS) <joseph.john@sfgov.org>
Subject: RE: PSC #43402-18/19, follow up

Hi John,

Could you please confirm to PSC and remove your objection to DT's new agreement with Motorola to purchase parts and incidental services to repair the existing Motorola equipment? As we discussed last week, your concern is about the other two much larger contracts managed by DEM, but not this \$5M contracts for small parts and incidental services managed by DT. This contract is going nowhere unless you withdraw your objection to this DT agreement.

Thanks for your help!
Hao



Hao Xie
Strategic Sourcing Manager
1 South Van Ness Ave. 2nd Floor
San Francisco CA 94103-0948
628-652-5166 (office)
628-230-3910 (cell)

[We Value Your Feedback!](#)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS

Dept. Code: TIS

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

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

Type of Service: Mainframe Programming Services

Funding Source: General Funds

PSC Amount: \$5,000,000

PSC Est. Start Date: 04/01/2020

PSC Est. End Date 12/31/2025

1. Description of Work

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

The San Francisco Department of Technology operates a Lights Out Data Center located at 200 Paul Street and a remote tape processing site at One South Van Ness Avenue. The remote site supports an automated tape library utilized by a mainframe and electronic mail server. One South Van Ness Avenue is the remote location. This remote location also houses the System and Networking Control Center. The Department of Technology seeks proposals from contractors that can perform all systems programming works, tasks, and projects that are necessary to support a non-stop mainframe operation in the environments described above. The contractor's duties will encompass many different disciplines that are presently performed by a consulting firm. That firm employs several systems programmers. The contractor's duties will include routine system changes, responding to service requests, software installation, customization, migration, configuration changes, problem analysis and resolution, disaster recovery, and new technology exploration and implementation.

The contractor must be able to provide the day-to-day operational support that is necessary to ensure the continuous operation of the Department of Technology Data Center, 24 hours per day, 7 days per week; 365 days per year. The contractor must be able to provide onsite and on-call staff to ensure that system problems are addressed in an efficient and timely manner. In addition, the contractor must be able to provide system software and special technical support services for the mainframe in the following areas: Operating System (OS) upgrades and customization, Customer Information Control System (CICS) transaction server migration, Web-to-Host implementation, exploration of Unix System Services (USS) features and technical Operating System support for Financial Accounting Management Information System (FAMIS) (a software product maintained by COGSDALE).

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

The mainframe supports all the software and data for the Courts, the Sheriff Department and the Treasurer Tax Collector's Office. The applications supported by the Mainframe for the above departments include, but is not limited to, the Court Calendars, prisoner release information, Secured Property Tax and License Systems, etc... These departments have not committed to, nor identified a timeline, to migrate their systems off the Mainframe and to other platforms. Unless and until these commitments are finalized and these departments are successfully migrated, the above City departments must continue its operations on the Mainframe. If this request is denied, the City's ability to serve the public and its residents will be greatly compromised.

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 a contractor.

D. Will the contract(s) be renewed?

Yes, the mainframe is the backbone of the City's technological infrastructure and will remain for the foreseeable future.

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

The services needed are long term because the mainframe is a crucial and stable backbone to the City's technological infrastructure. The mainframe will be used and needed for the foreseeable future.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The City does not have sufficient employees with the expertise and skill set to maintain the mainframe equipment. Current employees who have this skills are near retirement or have already retired.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The vendor must have a team of resource specialists that have experience in the following diversified disciplines: 1. At least ten years' experience (within the last fifteen years) installing, maintaining, and supporting Trident Systems OS/EM and IBM UNIX services. 2. At least ten years' experience (within the last fifteen years) installing, maintaining, and supporting an OS390 and the z/OS operating system and OEM products. 3. At least five years' experience (within the last six years) configuring, maintaining, and supporting a mainframe configured with a "Basic" SYSPLEX environment. 4. Within the last two years, experience installing, maintaining, and supporting a mainframe HTTP server, CICS Transaction Server, Security subsystem (CA-ACF2/RACF). 4. The following additional resources: 1. A. A software license agreement with Trident for its OS/EM product. B2. An IBM mainframe test environment to test and validate system changes. Must own a System z® mainframe, or have access to one such that there would be no delay in performing the testing and validation needed for the City contract.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

The City has very few employees who have the required skills to maintain the mainframe equipment because of its concentration to move systems into a cloud environment. Many of the legacy employees who have the expertise and knowledge to maintain the mainframe equipment have retired or near retirement.

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

- A. Explain why civil service classes are not applicable.
Many of the legacy employees who have the expertise and knowledge to maintain the mainframe equipment have retired or near retirement.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the classes exists but many of the legacy employees who have the expertise and knowledge to maintain the mainframe equipment have retired or near retirement.

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

**7. Union Notification: On 02/26/2020, 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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44025 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Receipt of Union Notification

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of jolie.gines@sfgov.org

Sent: Wednesday, February 26, 2020 10:06 AM

To: Gines, Jolie (TIS) <jolie.gines@sfgov.org>; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Gines, Jolie (TIS) <jolie.gines@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 44025 - 19/20

RECEIPT for Union Notification for PSC 44025 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 44025 - 19/20 for \$5,000,000 for Initial Request services for the period 04/01/2020 – 12/31/2025. Notification of
30
days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14609> 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: TREASURER/TAX COLLECTOR -- TTX

Dept. Code: TTX

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

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

Type of Service: Investment Advisor - Professional Services

Funding Source: General Funds

PSC Duration: 9 years 51 weeks

PSC Amount: \$2,500,000

1. Description of Work

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

The Treasurer-Tax Collector is requesting proposals to provide investment advisory services to the City. Proposers should provide technical & strategic advice that will supplement the Investment staff's duties to manage the Pooled Fund. This is not a solicitation for the management of any of the City's funds. Specifically, the advice shall pertain to the areas of:

- * portfolio optimization techniques,
- * regulatory changes,
- * global and macroeconomic events,
- * benchmarking / performance measurement,
- * cash flow forecasting, and
- * compliance

In addition, the selected Contractor must be able to provide daily and monthly accounting and compliance reports, which include analyses of projected income from maturities and callable securities for a prolonged time period.

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

The Office of the Treasurer & Tax Collector serves as banker, tax collector, collection agent, and investment officer for the City and County of San Francisco. The Treasurer-Tax Collector manages all city funds according to the objectives of safety, liquidity, and generation of a market rate of return without undue compromise to the first two objectives. The Treasurer's Pooled Fund has grown significantly in recent years while investment management has become more difficult in a low interest rate environment with increased risks and regulation. An investment advisor would assist the Treasurer in executing the Charter and statutory duties.

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

This service was provided previously under PSC 44299-13/14

D. Will the contract(s) be renewed?

Yes, if needed.

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.

TTX requires long term support for Investment Advising.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Investment advice is garnered from an advisor with similar risk and requirements in the market as the City. No individual or set of individuals within the City could serve such a role.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must be in the business of developing, marketing, & distributing investment advisory services for at least 5 years. Demonstrated experience as an independent investment advisor for

public agencies for the past 5 years. Registered with the Securities & Exchange Commission (SEC) or the State of California. Not a broker/dealer. Must have either an advisory, discretionary or non-discretionary relationship to accounts totaling at least \$10 billion of fixed income securities.

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

N/A-Investment advice is garnered from an advisor with similar risk and requirements in the market as the City. No individual or set of individuals within the City could serve such a role.

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

- A. Explain why civil service classes are not applicable.
Investment advice is garnered from an advisor with similar risk and requirements in the market as the City. No individual or set of individuals within the City could serve such a role.
- 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. Investment advice is garnered from an advisor with similar risk and requirements in the market as the City. No individual or set of individuals within the City could serve such a role.

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 02/21/2020, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; 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: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, City Hall Room 140 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44846 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

From: [Wu, Kimmie \(TTX\)](#)
To: [Wentworth, Amanda \(TTX\)](#)
Subject: Fw: Receipt of Notice for new PCS over \$100K PSC # 44846 - 19/20
Date: Friday, February 21, 2020 4:16:11 PM

Kimmie Wu
Office of the Treasurer & Tax Collector
415.554.4513

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> on behalf of Kimmie.wu@sfgov.org <Kimmie.wu@sfgov.org>
Sent: Friday, February 21, 2020 3:54 PM
To: Wu, Kimmie (TTX) <kimmie.wu@sfgov.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; wendywong26@yahoo.com <wendywong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; pkim@ifpte21.org <pkim@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; Christina@sfmea.com <Christina@sfmea.com>; staff@sfmea.com <staff@sfmea.com>; Wu, Kimmie (TTX) <kimmie.wu@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 44846 - 19/20

RECEIPT for Union Notification for PSC 44846 - 19/20 more than \$100k

The TREASURER/TAX COLLECTOR -- TTX has submitted a request for a Personal Services Contract (PSC) 44846 - 19/20 for \$2,500,000 for Initial Request services for the period 02/21/2020 – 02/14/2030. 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/14602> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

Office of the Treasurer & Tax Collector
City and County of San Francisco



José Cisneros, Treasurer

Memorandum

Date: March 30, 2020
To: Civil Service Commission
From: Kimmie Wu
Treasurer-Tax Collector
Re: PSC#44846-19/20

DS
KW

The Office of the Treasurer & Tax Collector (TTX) is requesting approval of PSC#44846-19/20 for Investment Advisory services. TTX requires long term use of Investment Advisory services (over 5 years) to support department investing goals of City funds.

Because investment advice must be garnered from an advisor with similar risk and requirements in the market, these services cannot be provided by a civil service position and therefore must be provided by an outside contractor. In order to maintain consistent advisory services necessary to support City investment objectives, TTX requires long term support (over 5 years) from the selected contractor, PFM Asset Management.

Thank you for your consideration.

DocuSigned by:
Kimmie Wu
888458325FBD423...

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTORDept. Code: TTX

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44299 - 13/14)

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

Type of Service: Investment AdvisoryFunding Source: General FundPSC Original Approved Amount: \$1,000,000PSC Original Approved Duration: 07/01/14 - 06/30/18 (4 years)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 07/01/18-05/31/20 (1 year 48 weeks)PSC Cumulative Amount Proposed: \$1,000,000PSC Cumulative Duration Proposed: 5 years 48 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Treasurer-Tax Collector is requesting proposals to provide investment advisory services to the City. Proposers should provide technical & strategic advice that will supplement the Investment staff's duties to manage the Pooled Fund. This is not a solicitation for the management of any of the City's funds. Specifically, the advice shall pertain to the areas of:

- portfolio optimization techniques,
- regulatory changes,
- global and macroeconomic events,
- benchmarking / performance measurement,
- cash flow forecasting, and
- compliance.

In addition, the selected Contractor must be able to provide daily and monthly accounting and compliance reports, which include analyses of projected income from maturities and callable securities for a prolonged time period.

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

The Treasurer's Pooled Fund has grown significantly in recent years while investment management

has become more difficult in a low interest rate environment with increased risks and regulation. An investment advisor would assist the Treasurer in executing his Charter and statutory duties. This service has been provided previously.

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

Yes

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

Yes.

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

There was a delay in starting the PSC and we need extra time.

2. Reason(s) for the Request

- A. Display all that apply

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

REASON FOR CHECKING OTHER:

Investment advice is garnered from an advisor with similar risk and requirements in the market as the City. No individual or set of individuals within the City could serve such a role.

Explain the qualifying circumstances:

no response from department

- B. Reason for the request for modification:

Add time.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: In the business of developing, marketing, & distributing investment advisory services for at least 5 years. Demonstrated experience as an independent investment advisor for public agencies for the past 5 years. Registered with the Securities & Exchange Commission (SEC) or the State of California. Not a broker/dealer. Must have either an advisory, discretionary or non-discretionary relationship to accounts totaling at least \$10 billion of fixed income securities.

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

- 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.
Investment advice is garnered from an advisor with similar risk and requirements in the market as the City. No individual or set of individuals within the City could serve such a role.
- 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. Investment advice is garnered from an advisor with similar risk and requirements in the market as the City. No individual or set of individuals within the City could serve such a role.

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 05/14/18, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; Management & Superv Local 21;

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

Name: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: 1 Dr Carlton B Goodlett Pl, Room 140, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44299 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/29/2018

City and County of San Francisco

Request for Proposals for Investment Advisory Services



RFP #FY20-Investment Advisor

Date issued:
Proposal due:

**December 31st, 2019
February 28th, 2019 (5pm)**

labor practices; and entities that promote community economic development. Investment in such entities is encouraged.

The Treasurer's eligible broker/dealer list contains roughly twenty-five firms, and five direct issuer relationships. The Investment staff employs a rigorous credit approval and monitoring process when considering or investing in potential repo counterparties, commercial paper, corporate notes and negotiable certificates of deposit. Investment staff uses a short pre-approved issuer list of commercial paper issuers and banks for holders of negotiable certificates of deposit.

Portfolio information for the Pooled Fund is available on the Treasurer's website at <http://www.sftreasurer.org/> under "Reports and Plans" in the "About" tab.

III. Scope of Work

This scope of work is a general guide to the work the City expects to be performed and is not a complete listing of all services that may be required or desired.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the services requested within this RFP, as well as for previous and future projects, the selected Contractor's findings and data may be shared by the City with other City Contractors, at the general public's request.

A. Contractor Tasks

The selected Contractor will assist and supplement the Investment staff by providing technical and strategic advice to staff in managing the Pooled Fund. The selected Contractor will provide advice only and will not manage funds. The Contractor will perform the following tasks in the functional areas:

Investment Policy Development

- Assist in the review of and make recommendations for the City's Investment Policy as needed.
- Prepare an annual report of legislative changes that could directly impact the management of the Pooled Fund, due in September of each contract year. This report shall include all updates to relevant sections of State code that will be effective in January of the following year, as well as a summary of the potential impacts of proposed Federal legislative initiatives and relevant legislation in other local jurisdictions outside California, including a probability analysis on the likelihood of adoption.

Market Analysis

- Prepare a biweekly report containing strategic investment advice to staff to include a market commentary, review of macroeconomic trends, regulatory developments on a Federal, State and local level, review of spreads for various sectors and maturities, and specific strategic and tactical advice and supporting analysis regarding management of the Pooled Fund.

Compliance and Reporting

- By 6:00 am (Pacific Time), provide two daily spreadsheet reports via e-mail to the Investment staff to document compliance and aid in daily investment activities.
 - Investment report must include the following:
 - Callable security report indicating the probability of call feature being exercised, by security and maturity date.
 - Comparative graphs depicting the results of the Contractor's callable probability analysis, which show the current expected maturity structures (withcalls exercised) vs. current actual maturity structures (to maturity).
 - Graph showing the current maturity structure with unsettled securities.
 - Detailed portfolio holdings report by maturity date.
 - Summary statistics page depicting Pooled fund AUM (current and with unsettled trades), duration to call and maturity, effective duration, current and prior (expected and actual) WAM, callable exposure, percentage of maturities under 6- and 12-months, floater exposure, credit and sector exposure tables.
 - Compliance report: Table and chart by sector, issuer, and maturity, to be calculated on market and book value.
- Prepare quarterly total return analysis based on custom benchmark.

Communications

- Be available to attend meetings of the Treasury Oversight Committee (no more than four times per year).
- Be available to answer questions of City staff on an as-needed basis.
- Advise the Investment staff in the management of broker and bank relationships.
- Advise the Investment staff in credit analysis regarding security issuers, as needed.

The above list is not meant to constitute an exhaustive list of duties. The contract negotiated with the firm selected may include other services, as needed. Proposers are invited to describe other services or functions they would recommend for the Treasurer's Office. Selected Proposer will work closely with the Investment staff to determine the need for, and scope of additional services, should it arise. The selected Proposer will also maintain the service level agreement as established when contracted.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR -- TTX

Dept. Code: TTX

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

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

Type of Service: Armored Car & Vault

Funding Source: General Funds

PSC Duration: 9 years 51 weeks

PSC Amount: \$5,000,000

1. Description of Work

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

The Office of the Treasurer and Tax Collector is seeking to procure licensed armored car and secure safe services to serve all departments citywide. Suppliers must have experience offering high-security, high-volume armored transport, currency processing, smart vault and change order services. These services will be used to assist City departments with the movement of currency, coins and checks to designated vaults and cash processing centers. These services include:

- 1) secure and efficient transportation of Citywide cash and check collections and deposits to bank.
- 2) deposit pickup from various citywide cash collection points, change order service and delivery, and emergency cash services.
- 3) providing secured vaults or safes in various department locations which departments can use to deposit their collections and when it is most advantageous.

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

The City does not own armored cars and does not have armed personnel to specifically deal with picking up cash and check collections for deposit to the banks. Without this service, city personnel will be exposed to safety and security risk when transporting their deposits to the banks. The City does not also have the financial ability to purchase and maintain various safes and vaults to deploy to citywide cash collection points. The secure safe service replaces armored carrier pick up where feasible.

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

This service was provided in the past under PSC 48592-13/14

D. Will the contract(s) be renewed?

Potentially

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.

TTX requires long term support for Armored Car and Vault services.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Specialized armored car and vault equipment are required.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Armored car service provider must demonstrate successful experience providing armored car services and must have experience offering high-security, high-volume armored transport, currency processing, smart vault and change order services. Armored car service provider must possess a valid license with the Bureau of Security and Investigative Services (BSIS), adequate training and experience in armored car services as well as possess a specially equipped armored car transport and secure safe equipment.

B. Which, if any, civil service class(es) normally perform(s) this work? 8306, Senior Deputy Sheriff; 8308, Sheriff's Sergeant; 8504, Deputy Sheriff (SFERS); 8506, Senior Deputy Sheriff (SFERS);

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the supplier will provide specially equipped armored transport and secure safes that will be placed at various City locations.

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

N/A the city does not have the resources to provide armored car and vault services.

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

- A. Explain why civil service classes are not applicable.
The City does not have a designated classification and equipment for armored car transportation 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, in addition to maintaining a valid license with BSIS and purchasing a fleet of armored car vehicles and secured safes, the City would not be able to stay up to date with the ever changing technology required or the need for maintaining and updating the equipment.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. 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 02/21/2020, the Department notified the following employee organizations of this PSC/RFP request:

Deputy Sheriff's Association; SF Sheriff's Managers and Supv

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

Name: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: 1 Dr. Carlton B Goodlett Place, City Hall Room 140 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48274 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

From: [Wu, Kimmie \(TTX\)](#)
To: [Wentworth, Amanda \(TTX\)](#)
Subject: Fw: Receipt of Notice for new PCS over \$100K PSC # 48274 - 19/20
Date: Friday, February 21, 2020 3:45:26 PM

Kimmie Wu
Office of the Treasurer & Tax Collector
415.554.4513

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> on behalf of Kimmie.wu@sfgov.org <Kimmie.wu@sfgov.org>
Sent: Friday, February 21, 2020 3:29 PM
To: Wu, Kimmie (TTX) <kimmie.wu@sfgov.org>; sfsmsa@gmail.com <sfsmsa@gmail.com>; ecdemvoter@aol.com <ecdemvoter@aol.com>; Wu, Kimmie (TTX) <kimmie.wu@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 48274 - 19/20

RECEIPT for Union Notification for PSC 48274 - 19/20 more than \$100k

The TREASURER/TAX COLLECTOR -- TTX has submitted a request for a Personal Services Contract (PSC) 48274 - 19/20 for \$5,000,000 for Initial Request services for the period 02/21/2020 – 02/14/2030. 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/14600> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

Office of the Treasurer & Tax Collector
City and County of San Francisco



José Cisneros, Treasurer

Memorandum

Date: March 30, 2020
To: Civil Service Commission
From: Kimmie Wu
Treasurer-Tax Collector
Re: PSC#48274-19/20

DS
KW

The Office of the Treasurer & Tax Collector (TTX) is requesting approval of PSC#48274-19/20 for Armored Car services. TTX requires long term use of Armored Car Services (over 5 years) to be used to support a variety of City departments with their cash pick up and vault service needs.

The City does not have the personnel nor financial resources to provide these services without an outside contractor. Additionally, the armored car industry is highly centralized with only four major players and only one qualified supplier responded to the RFP put out by TTX for these services. In order to provide required cash pick up services City wide without disruption to services, TTX requires long term support (over 5 years) from the selected Armored Car provider, Garda CL West Inc.

Thank you for your consideration.

DocuSigned by:
Kimmie Wu
888458325FBD423...

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR -- TTX Dept. Code: TTXType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Armored Car and Secured VaultFunding Source: General Fund PSC Duration: 9 years 30 weeksPSC Amount: \$5,000,000 PSC Est. Start Date: 12/02/13 PSC Est. End Date: 06/30/23**1. Description of Work****A. Scope of Work:**

The Office of the Treasurer and Tax Collector is seeking to procure licensed armored car and secure safe services to serve all departments citywide. These services include:

- 1) secure and efficient transportation of Citywide cash and check collections and deposits to bank.
- 2) deposit pickup from various citywide cash collection points, change order service and delivery, and emergency cash services.
- 3) providing secured vaults or safes in various department locations which departments can use to deposit their collections and when it is most advantageous.

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

The City does not own armored cars and does not have armed personnel to specifically deal with picking up cash and check collections for deposit to the banks. Without this service, city personnel will be exposed to safety and security risk when transporting their deposits to the banks. The City does not also have the financial ability to purchase and maintain various safes and vaults to deploy to citywide cash collection points. The secure safe service replaces armored carrier pick up where feasible.

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

These services haven't been procured on a Citywide basis previously. TTX currently procures through its banking relationship, and other departments have individual contracts with armored car service providers. This agreement would consolidate these agreements and provide more City control.

D. Will the contract(s) be renewed?**2. Union Notification:** On _____, the Department notified the following employee organizations of this PSC/RFP request: Transport Workers Union, L 200,SFPOA - Q2-Q50,SF Sheriff's Managers and Supv,Deputy She

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 48592 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Armored car service provider must possess a valid license with the Bureau of Security and Investigative Services (BSIS), adequate training and experience in armored car services as well as possess a specially equipped armored car transport and secure safe equipment.

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

,

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

The contractor will provide specially equipped armored transport and secure safes that will be placed at various City locations.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The City doesn't have a designated classification and equipment for armored car transportation services.

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

No, in addition to maintaining a valid license with BSIS, purchasing a fleet of armored car vehicles and secured safes, the City wouldn't be able to stay up to date with ever changing technology, the need for maintaining and updating the equipment.

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? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Name: Greg Kato Phone: 415-554-6888 Email: greg.kato@sfgov.org

Address: 1 Dr Carlton B Goodlett Pl, Room 140 San Francisco, CA

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR -- TTX

Dept. Code: TTX

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

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

Type of Service: TTX-Smart Money Coach-Low Income

Funding Source: General Funds

PSC Duration: 2 years 18 weeks

PSC Amount: \$270,000

1. Description of Work

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

The Office of the Treasurer and Tax Collector, Office of Financial Empowerment (OFE) is seeking to expand its one-on-one financial coaching program, Smart Money Coaching (SMC), to reach more residents in low-income communities and in communities with inequitable economic opportunity. The financial coaching service provider would have opportunities to support coaching across the City at City department sites, community-based organizations (CBOs) and other locations identified by the financial coaching service provider in partnership with OFE.

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

This service is important to financially support residents in low-income neighborhoods, communities with banking deserts, and for populations with the highest rates of economic disparities. This is a specialized service and requires working with an organization that has financially trained and certified coaches with expertise in working with low-income populations to effectively support their financial needs.

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.

It has not been provided in the past.

D. Will the contract(s) be renewed?

Potentially.

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 service is very technical and not enough financial coaches are yet needed to create a civil service class to perform this work. Coaches must be certified.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The required skills and expertise include: • Knowledge and/or assessment of the financial service and coaching needs of the proposed service area and a successful track record to providing solutions and services most appropriate to addressing the specific needs of clients in the proposed service area. • Experience with data tracking and reporting to government agencies and the ability to track, manage and report on critical data points for each client. • Financial coaches must be Certified Financial Counselors through the National Association of Certified Credit Counselors (NACCC) by start of service. • A minimum of three (3) years of experience working with residents in low-income communities and communities with inequitable economic opportunity • A minimum of three (3) years of experience working with the specific neighborhood(s) (Bayview-Hunters Point, Treasure Island, Tenderloin, South of Market) and/or communities (African American/Black, Hispanic/Latinx, Pacific Islander, Native American) identified in your proposal.

B. Which, if any, civil service class(es) normally perform(s) this work? 2589, Health Program Coordinator 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?

TTX Office of Financial Empowerment staff manage the Smart Money Coaching program and receive funding from City departments to offer one-on-one financial coaching to those living, working or receiving services in San Francisco. OFE has invested staff time and resources to oversee SMC expansion, strategy, management and evaluation and ensure quality of service provided. But given the nature of the work the City has outsourced the technical skills and expertise required for the actual one-on-one financial coaching service by contracting with qualified, trained, certified coaches.

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

- A. Explain why civil service classes are not applicable.
The services are highly specialized and require individuals trained and certified as financial coaches.
- 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 service is very technical and not enough financial coaches are yet needed to create a civil service class to perform this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. 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 02/19/2020, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21

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

Name: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 140 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44886 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

From: [Wu, Kimmie \(TTX\)](#)
To: [Wentworth, Amanda \(TTX\)](#)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 44886 - 19/20
Date: Friday, February 21, 2020 4:20:12 PM

Kimmie Wu
Office of the Treasurer & Tax Collector
415.554.4513

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of Kimmie.wu@sfgov.org

Sent: Wednesday, February 19, 2020 1:38 PM

To: Wu, Kimmie (TTX) <kimmie.wu@sfgov.org>; WendyWong26@yahoo.com; wendywong26@yahoo.com;
tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org;

L21PSCReview@ifpte21.org; Wu, Kimmie (TTX) <kimmie.wu@sfgov.org>; DHR-PSCCoordinator, DHR (HRD)
<dhr-psccordinator@sfgov.org>

Subject: Receipt of Notice for new PCS over \$100K PSC # 44886 - 19/20

RECEIPT for Union Notification for PSC 44886 - 19/20 more than \$100k

The TREASURER/TAX COLLECTOR -- TTX has submitted a request for a Personal Services Contract (PSC) 44886 - 19/20 for \$270,000 for Initial Request services for the period 02/19/2020 – 06/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14588> 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 Treasurer & Tax Collector
Request for Qualifications (RFQ)
Financial Coaching Service Providers for Smart Money Coaching**

Summary

The City and County of San Francisco (City) Department of Treasurer & Tax Collector (TTX) invites proposals from organizations interested in providing high volume, quality, one-on-one financial coaching as part of the Smart Money Coaching program managed by TTX's Office of Financial Empowerment.

Intent of this Request for Qualification (RFQ)

The City may use the prequalified list, at its sole and absolute discretion, for selection of firms and negotiations of contracts on an as-needed basis for two (2) years, and up to four (4) years from the prequalification date, if the requirements of San Francisco Administrative Code Section 21.4 (c) (2) are met. Firms prequalified under this RFQ are not guaranteed a contract.

Anticipated Contract Term

The anticipated contract term for contracts resulting from this RFQ may last up to 2 years, with the option to extend the contract for up to 4 additional years. Actual contract term may vary but in no case longer than nine (9) years, depending upon service and project needs at the City's sole, absolute discretion. Proposers selected for resulting contract(s) must be available to commence work on or before January 2020.

Anticipated Contract Budget

For each contract resulting from this RFQ, the anticipated not-to-exceed annual contract budget may range from \$60,000 to \$500,000. Actual contract budget may vary, depending upon service and project needs at the City's sole and absolute discretion.

Schedule

| | |
|--|-----------------------------------|
| RFQ issued | September 23, 2019 |
| RFQ Questions Deadline | October 10, 2019, by 5:00 pm PST |
| RFQ Answers and Clarifications Published | October 15, 2019 |
| Proposals Due | October 30, by 5:00 pm PST |

RFQ Questions and Communications

Interested parties are directed **not** to contact any employees, sponsors or officials of the City other than those specifically designated in this RFQ. Unauthorized contact may be cause for rejection of proposals at the City's sole and absolute discretion. All questions must be submitted by email to the contract for this RFQ by the RFQ Questions Deadline.

Contact: Jessica Lindquist | jessica.j.lindquist@sfgov.org



- c. The monthly report should include deidentified individual data for clients, including demographic information, funder, referral partner, location of service, and city and zip code of residence.
 - d. Supporting documentation for the numbers presented in the reports must be maintained by the Service Provider.
2. Service Provider will provide a final report summarizing the contract activities and outcomes achieved, referencing the tasks as described in Service and Outcome Objectives. This report will also include accomplishments and challenges encountered. Service Provider will submit the report by the 10th day of the subsequent month following the end of the fiscal year.
3. Service Provider will develop and deliver ad hoc reports as requested by OFE.

III. SMC Service Area 3: Residents in low-income communities with inequitable financial access and opportunities

A. Description of Service

OFE is seeking to expand SMC to reach more residents in low-income communities and in communities with inequitable economic opportunity. The financial coaching service provider(s) would have opportunities to support coaching across the City at City department sites, community-based organizations (CBOs) and other locations identified by the financial coaching service provider in partnership with OFE. OFE is specifically interested in financial coaching service providers that can service the following neighborhoods and populations to support equitable access to residents in low-income neighborhoods, communities with banking deserts, and for populations with the highest rates of economic disparities.

Neighborhoods:

- Bayview-Hunters Point
- Tenderloin
- South of Market
- Treasure Island

Communities:

- African American/Black
- Pacific Islander
- Native American
- Hispanic/Latinx

If funding is available, Smart Money Coaching in Service Area 3 will begin as early as January 2020 to support residents in low-income communities with inequitable financial access and



opportunities. There will be opportunities to continue and expand services annually starting July 2020 based on funding availability.

The selected financial coaching service provider must be able to provide the following core services:

1. Recruit, hire and supervise the financial coaches to provide services through the Smart Money Coaching program. Hire coaches bi-lingual in Spanish, Mandarin and Chinese to meet the needs of the population being served.
2. Provide 1 full time financial coach to serve Smart Money Coaching clients through one-on-one financial coaching sessions 5 days/week, with flexibility to expand coaching services after the first six months as needed.
3. Ensure that each Smart Money Coaching financial coach is a Certified Financial Counselor through the National Association of Certified Credit Counselors (NACCC), which enables them to provide financial coaching through Smart Money Coaching. If they are not currently certified, a plan and timeline for certification must be included in the proposal. The initial training, certification and any continued education provided by your organization should be included in the proposal.
4. Engage in outreach activities to build awareness and trust of coaching services with residents.
5. Develop a site plan for Smart Money Coaching locations in target neighborhoods and train sites and local partners on Smart Money Coaching and appointment scheduling to build a strong referral network.
6. The selected provider must be able to provide coaching services in-person in one or more of the neighborhoods listed above to reach one or more of the communities listed above, and provide coaching sessions via phone as needed.
7. Provide coaching services during the week, including a schedule that allows for potentially daytime, evening and weekend coaching services.
8. Work with clients in one-on-one Smart Money Coaching sessions; conduct full client intake, needs assessment and establish an action plan with each client to achieve their financial goals.
9. Screen clients in one-on-one financial coaching for safe, affordable financial products and connect them as needed.



10. Support clients who are entering with initial financial barriers such as damaged credit and records in ChexSystems.
11. Schedule follow-up appointments with clients to ensure strong client retention, which is critical to outcome achievement.
12. Collect 4 client stories quarterly that highlight how the program has helped clients improve their financial health.
13. Track client attendance and outcomes to develop and execute on strategies to ensure that the program meets the service and outcome objectives of the grant.
14. Track additional data from clients based on discussions with OFE to assess the overall well-being of clients including information on housing and workforce stability.
15. Participate in monthly meetings with OFE to discuss client attendance and outcomes and troubleshoot any issues that arise.
16. Participate in Smart Money Coaching continued education trainings through OFE at a minimum of 8 hours per year. These trainings leverage expertise from City Hall and local community partners to integrate best practices into Smart Money Coaching. Examples of training topics include resolution processes for ChexSystems, understanding local asset limits and supporting victims of economic abuse.
17. Attend cross-training provided by CBOs and City departments working with residents in the neighborhood coaching is offered.
18. Utilize a Smart Money Coaching data system to be identified by OFE to ensure consistency in data tracking, outcomes and impact, and ease of access for clients to Smart Money Coaching.
19. Provide a monthly report to OFE that includes activities conducted, outcomes achieved and any strategies to strengthen engagement in upcoming months.

B. Service and Outcome Objectives

Respondents should state in measurable, quantifiable terms the service and outcome objectives they will achieve in providing these services. The major purpose of objectives is to measure quantity, quality, and impact of services on the clients being served. Both quantitative and qualitative analysis shall be applied to measure program efficiency and effectiveness.

Sample Service Objectives

In six months, the Service Provider will meet the following Service Objectives:



1. Serve ____ total clients through one-on-one Smart Money Coaching.
2. Complete ____ one-one-one counseling sessions, including initial and follow-up sessions.
3. Complete ____ initial financial coaching sessions.
4. Complete ____ follow up financial coaching sessions.
5. Maintain an overall utilization rate of appointment slots of at least ____%.
6. Maintain an overall appointment show rate of at least ____%.

Sample Outcome Objectives

In six months, the Service Provider will meet the following Outcome Objectives:

1. Clients enrolled in the program will collectively achieve a total of ____ positive financial outcomes. The service provider will track countable financial outcomes and upload verification in a secure database. The service provider will also quantify outcomes to measure total impact including total and average dollars saved, total and average debt reduced and total and average increases in credit score.

Positive financial outcomes include but are not limited to:

- Client opens or transitions to a safe and affordable account
 - Clients successfully clears a negative banking record
 - Client saves at least one week's worth of income
 - Client decreases non-mortgage debt by at least 10%
 - Client with no credit score establishes a credit score
 - Client with an established credit score increases their score by at least 35 points
2. ____% of clients served through one-on-one Smart Money Coaching will have achieved at least one of the above positive outcomes.

To count as a result, the achievement must be verified by coaches through the uploading of documented proof such as financial statements showing the increase in savings or decrease in debt, credit report showing the establishment or increase in credit score and statement showing the opening or transitioning to a safe, affordable account.

C. Reporting Requirements



1. Monthly Reports

- a. Service Provider will provide a monthly report by the 10th day of the subsequent month of activities and outcomes, referencing the tasks as described in Service and Outcome Objectives in a formatted spreadsheet provided by OFE.
 - b. The monthly report should include any issues, concerns or recommendations. If Service Provider is not progressing towards goals as expected, the monthly report should include specific action steps being taken to address performance and meet project goals. The Service Provider should also report out on how much time was spent during the month when not in financial coaching sessions, including workshops, outreach and other engagement activities.
 - c. The monthly report should include deidentified individual data for clients, including demographic information, funder, referral partner, location of service, and city and zip code of residence.
 - d. Supporting documentation for the numbers presented in the reports must be maintained by the Service Provider.
2. Service Provider will provide a final report summarizing the contract activities and outcomes achieved, referencing the tasks as described in Service and Outcome Objectives. This report will also include accomplishments and challenges encountered. Service Provider will submit the report by the 10th day of the subsequent month following the end of the fiscal year.
3. Service Provider will develop and deliver ad hoc reports as requested by OFE

4. Pre-Proposal Information

A. RFQ Questions Deadline

Questions or requests for interpretation will only be accepted by email to jessica.j.lindquist@sfgov.org until the RFQ Questions Deadline, **October 10, 2019, by 5:00 pm PST**.

Proposer-specific questions about compliance with the City's requirements for vendors/suppliers are not subject to the above deadline and may still be asked and answered by the contact designated in this RFQ.

B. RFQ Answers and Clarifications

A summary of the clarifications, questions and answers pertaining to this RFQ will be posted on the Office of Contract Administration's Bid and Contracts website: <http://mission.sfgov.org/OCABidPublication>.

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 # 35616 - 15/16)

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

Type of Service: Spay or neuter surgery of shelter animals

Funding Source: General Fund

PSC Original Approved Amount: \$0

PSC Original Approved Duration: 07/01/16 - 06/30/21 (5 years)

PSC Mod#1 Amount: \$650,000

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$650,000

PSC Cumulative Duration Proposed: 5 years

1. Description of Work

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

Contractor will provide as-needed surgeries for animals that are placed for adoption at the City's animal shelter.

This is a reimbursement program. The City only reimburses the San Francisco SPCA after collecting funds from the customer. There is no cost to the City. Therefore the dollar value of this request is \$0. We have been advised that a contract is the way to create that process.

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

Spay/neuter of the animals plays a major role in reducing pet overpopulations in San Francisco. It is the fundamental first step toward saving the lives of homeless cats and dogs. It is mandated by State Law (Food & Agriculture Code Section 30503(a) and 31751(a) that no animal shelter can present an dog or cat for adoption unless it has been spayed or neutered.

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?

Likely 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:

There is an ongoing need.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Spay/neuter surgeries are on an as needed basis.

B. Reason for the request for modification:

To reflect the amount the vendor receives, transmitted through the City. Animal Care and Control (ACC) shelter animals must receive spay or neuter surgeries before they can be adopted. Individuals who want to adopt an animal submit the surgery fee to ACC, and ACC transmits it to the vendor. The department was advised many years ago to request PSC approval at \$0 because no City funds were involved for these services. The Office of Contract Administration has now advised that the dollars paid by animal owners, through the City, to the vendor, for spay neuter surgeries should be the dollar amount to use. The dollar amount requested in this PSC is the value of surgeries during a five year period.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Licensed Doctor of Veterinary Medicine and fully equipped animal hospital that is available to receive and perform surgeries of the animals.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2292, Shelter Veterinarian; 3371, Animal Care Supervisor; 3375, Animal Health Technician; 3376, Animal Care Asst Supv;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. A fully equipped animal hospital capable of high volume spay and neuter of domestic dogs and cats.

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.
Class 2992 could perform these services although that class has much broader and higher skills than only spay/neuter skills.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Any new class would be a specific class only for spay/neuter tasks. Work is as-needed, not scheduled.

6. Additional Information

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

7. Union Notification: On 01/24/20, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous; 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: 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# 35616 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

Lubamersky, Joan (ADM)

From: Lubamersky, Joan (ADM)
Sent: Saturday, January 25, 2020 8:36 PM
To: 'jtanner940@aol.com'; 'david.canham@seiu1021.org'; Poon, Sin Yee (HSA); 'xiumin.li@seiu1021.org'; 'davidmkersten@gmail.com'; 'ablood@cirseiu.org'; 'ted.zarzecki@seiu1021.net'; 'tpscreview@seiu1021.org'; 'Wendy.Frigillana@seiu1021.org'; 'pcamarillo_seiu@sbcglobal.net'; Basconcillo, Katherine (PUC); 'Ricardo.lopez@sfgov.org'; Meyers, Julie (HSA); 'jduritz@uapd.com'
Cc: 'DHR-PSCCoordinator, DHR (dhr-psccordinator@sfgov.org)'
Subject: Personal Services Document 35616 Spay Neuter Surgeries - Notice of Modification

TO: SEIU Misc 1021, Union of American Physicians and Dentists

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

SUBJ: Animal Care & Control Spay Neuter Contract Modification
PSC 35616 15/16

We posted a modification to PSC 35616 15/16, however we do not have confirmation that your employee organization received notice of it. This email will serve as notification in the event the system did not send you an email. This PSC modification is posted on the online PSC postings of the Department of Human Resources.

This memorandum provides background on our request to modify Personal Services Contract (PSC) 35616 15/16 from \$0 to \$650,000. The contract was approved in 2015. The modification is being made to report on the dollars to be instructed to use for the PSC.

Animals adopted from the Department of Animal Care & Control (ACC) shelter are required to be spayed or neutered prior to adoption. ACC has contracted for many years with a vendor to provide these surgeries. Work is as – needed and requires a rapid turnaround to allow the animals to go their new homes as soon as possible. The individual adopting the animal gives ACC funds to pay for the surgery, and ACC transmits the funds to the vendor.

The department was advised many years ago to request PSC approval at \$0 because no City funds were involved for these services. The Office of Contract Administration has now advised that we must request PSC approval for the amount of these transmitted funds. The \$650,000 reflects the funds transmitted over a five year period.

We would be pleased to answer questions or provide additional information.

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

Lubamersky, Joan (ADM)

From: Lubamersky, Joan (ADM)
Sent: Saturday, January 25, 2020 8:39 PM
To: tjenkins@uapd.com.
Subject: FW: Personal Services Document 35616 Spay Neuter Surgeries - Notice of Modification

Hello Mr. Jenkins:

I sent the email below to Mr. Duritz. The response I received instructed me to contact you as he is no longer associated with UAPD.

Thank you.

Best regards,

Joan Lubamersky

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

From: Lubamersky, Joan (ADM)
Sent: Saturday, January 25, 2020 8:36 PM
To: 'jtanner940@aol.com' <jtanner940@aol.com>; 'david.canham@seiu1021.org' <david.canham@seiu1021.org>; Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>; 'xiumin.li@seiu1021.org' <xiumin.li@seiu1021.org>; 'davidmkersten@gmail.com' <davidmkersten@gmail.com>; 'ablood@cirseiu.org' <ablood@cirseiu.org>; 'ted.zarzecki@seiu1021.net' <ted.zarzecki@seiu1021.net>; 'tpscreview@seiu1021.org' <tpscreview@seiu1021.org>; 'Wendy.Frigillana@seiu1021.org' <Wendy.Frigillana@seiu1021.org>; 'pcamarillo_seiu@sbcglobal.net' <pcamarillo_seiu@sbcglobal.net>; Basconcillo, Katherine (PUC) <kbasconcillo@sfgov.org>; 'Ricardo.lopez@sfgov.org' <Ricardo.lopez@sfgov.org>; Meyers, Julie (HSA) <julie.meyers@sfgov.org>; 'jduritz@uapd.com' <jduritz@uapd.com>
Cc: 'DHR-PSCCoordinator, DHR (dhr-psccordinator@sfgov.org)' <dhr-psccordinator@sfgov.org>
Subject: Personal Services Document 35616 Spay Neuter Surgeries - Notice of Modification

TO: SEIU Misc 1021, Union of American Physicians and Dentists

FROM: Joan Lubamersky. Contract Coordinator
Office of the City Administrator

SUBJ: Animal Care & Control Spay Neuter Contract Modification
PSC 35616 15/16

We posted a modification to PSC 35616 15/16, however we do not have confirmation that your employee organization received notice of it. This email will serve as notification in the event the system did not send you an email. This PSC modification is posted on the online PSC postings of the Department of Human Resources.

This memorandum provides background on our request to modify Personal Services Contract (PSC) 35616 15/16 from \$0 to \$650,000. The contract was approved in 2015. The modification is being made to report on the dollars to be instructed to use for the PSC.

Animals adopted from the Department of Animal Care & Control (ACC) shelter are required to be spayed or neutered prior to adoption. ACC has contracted for many years with a vendor to provide these surgeries. Work is as – needed and requires a rapid turnaround to allow the animals to go their new homes as soon as possible. The individual adopting the animal gives ACC funds to pay for the surgery, and ACC transmits the funds to the vendor.

The department was advised many years ago to request PSC approval at \$0 because no City funds were involved for these services. The Office of Contract Administration has now advised that we must request PSC approval for the amount of these transmitted funds. The \$650,000 reflects the funds transmitted over a five year period.

We would be pleased to answer questions or provide additional information.

Joan Lubamersky

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

Additional Attachment(s)



OFFICE OF THE
CITY ADMINISTRATOR



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

January 24, 2020

TO: Honorable Civil Service Commission

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

SUBJ: Animal Care & Control Spay Neuter Contract Modification
PSC 35616 15/16

This memorandum provides background on our request to modify Personal Services Contract (PSC) 35616 15/16 from \$0 to \$650,000.

Animals adopted from the Department of Animal Care & Control (ACC) shelter are required to be spayed or neutered prior to adoption. ACC has contracted for many years with a vendor to provide these surgeries. Work is as –needed and requires a rapid turnaround to allow the animals to go to their new homes as soon as possible. The individual adopting the animal gives ACC funds to pay for the surgery, and ACC transmits the funds to the vendor.

The department was advised many years ago to request PSC approval at \$0 because no City funds were involved for these services. The Office of Contract Administration has now advised that we must request PSC approval for the amount of these transmitted funds. The \$650,000 reflects the funds transmitted over a five year period.

We would be pleased to answer questions or provide additional information.

Thank you for your consideration.

Copy to: Virginia Donohue, Director, Animal Care & Control

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 21, 2011DEPARTMENT NAME: GSA/Animal Care and ControlDEPARTMENT NUMBER 76

TYPE OF APPROVAL: ☒ EXPEDITED ☐ REGULAR (OMIT POSTING _____)
☐ CONTINUING ☐ ANNUAL

TYPE OF REQUEST:

☒ INITIAL REQUEST ☐ MODIFICATION (PSC# _____)
TYPE OF SERVICE: Surgery, spay/neuter of shelter animalsFUNDING SOURCE: General FundPSC AMOUNT: \$ 0PSC DURATION: 7/1/11 - 6/30/161. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide as-needed spay/neuter surgeries for animals that are placed for adoption at the City's animal shelter. This is a reimbursement program. The City only reimburses the San Francisco SPCA after collecting funds from the customer. There is no cost to the City. The department is initiating a RFP process for a 1-year contract with 4 possible extension of 1-year each

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

Spay/neuter to the animals play a major role in reducing pet overpopulation in San Francisco. It is the fundamental first step toward saving the lives of homeless cats and dogs. It is mandated by State Law (Food & Agriculture Code, Section 30503(a) and 31760(b)) that no animal shelter can adopt a dog or cat unless it has been spayed or neutered.

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):

Services have most recently been provided by under PSC 302/09-10.

D. Will the contract(s) be renewed: Unknown2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):1021, UAPD, L 856

Union Name

Signature of person mailing/faxing form

3/22/11

Date

Union Name

Signature of person mailing/faxing form

3/22/11

Date

RFP sent to _____, on _____ Will be sent when available

Union Name

Date

Signature

PSC# 3071-10/11 FOR DEPARTMENT OF HUMAN RESOURCES USEApproval Date: 3/29/11By: Micki Callahan
FOR Micki Callahan, Human Resources Director

MAR 22 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed Doctor of Veterinary Medicine and fully equipped animal hospital that is available to receive and perform surgeries on the animals.

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

Shelter Veterinarian 2292. Department has only one veterinarian on staff and is not set up to perform more than a few surgeries. The department's Shelter Vet is also responsible for all sick or injured animals. This contract is for as-needed services.

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

A fully equipped animal hospital with a special clinic for high-volume spay and neuter of domestic dogs and cats.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Class 2292 could perform these services although that class has much broader and higher skills than only spay/neuter skills

B. Would it be practical to adopt a new civil service class to perform this work? No Explain.


Any new class would be a specific class only for spay/neuter tasks; work is as-needed, not scheduled.

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

- | | Yes | No |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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 personal services contract with your department? | <input type="checkbox"/> | <input type="checkbox"/> |

Unknown

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


Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky

554-4859

Print or Type Name

Telephone Number

One Carlton Goodlett Pl., Rm 362

San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

Dept. Code: HOM

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 46663 - 17/18)

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

Type of Service: Strategic Initiatives Consulting Services

Funding Source: local, state, or federal funding

PSC Original Approved Amount: \$778,492

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

PSC Mod#1 Amount: \$286,699

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$1,555,770

PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$2,620,961

PSC Cumulative Duration Proposed: 4 years

1. Description of Work

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

Technical assistance to the Department of Homelessness and Supportive Housing (HSH) to support the implementation of HSH's Five-Year Strategic Framework, and the Department's work to drive systems transformation and culture change. Includes assessment to Department's approach to addressing homelessness in San Francisco, as well as specific strategies in the following areas: adult homelessness, family homelessness, youth homelessness, street homelessness, coordinated entry systems for all populations, problem solving strategies, data and performance measurement.

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

Inability to continue existing services, including strategic framework implementation, change management, and Coordinated Entry processes would prevent the department from meeting its mission, goals and objectives. Coordinated Entry organizes the Homelessness Response System with a common, population-specific assessment, centralized data system, and prioritization method that directs Participants to the appropriate resources and allows for data-driven decision-making and performance-based accountability. Coordinated Entry in San Francisco is organized to serve three subpopulations, Adults, Families, and Youth. The process is four parts: access, assessment, prioritization, and referral. The implementation of CE is ongoing. The Homelessness Response System describes the overall system of services to address homelessness managed by the department. The goal of this system is to prevent homelessness when possible and to make it rare, brief, and one-time. The system helps people exit homelessness.

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

The service is currently provided by Focus Strategies and the Department wishes to continue services. The original contract was signed in 2017 and authorized by CSC via PSCs 2006 08/09 and 46663 17/18.

D. Will the contract(s) be renewed?

It may be renewed based on Department needs and Contractor performance.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The Consultant was selected in 2015 and then in 2017 through competitive RFP processes administered first by the Human Services Agency (HSA) and then by the newly formed Department of Homelessness and Supportive Housing (the Department), respectively. The original Agreement was authorized through the Civil Service Commission through PSC 2006-08/09. The Department is requesting its own authority to continue the services through an amendment to the original Agreement. HSA has discontinued use of PSC 2006-08/09 necessitating this request.

B. Reason for the request for modification:

To add funding and two performance years to the current contract to enable the Department of Homelessness and Supportive Housing continue its work to implement its Five-Year Strategic Framework.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Minimum of ten (10) years of experience working on issues of homelessness and supportive housing Minimum of five (5) years of proven experience successfully helping cities and counties with homeless systems re-design, including data systems related to homelessness, and conducting complex analyses Experience working with city and county agencies specializing in homelessness on multi-year work plans and strategic planning, including culture change, re-alignment of funding priorities and systems transformation. Real estate market and housing costs analysis, including feasibility studies, system mapping for target populations, and stakeholder input processes.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 0922, Manager I; 0923, Manager II; 0931, Manager III; 0932, Manager IV;
- 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.
These are highly specialized services per the years of experience and scope of work required. There are no existing civil service classifications that can provide 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, it would not be practical to create a new class because of the immediate, short-term and on demand need for 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.
Consultant will create and implement a plan for change management; this will include staff and stakeholder training as well as other elements proposed by the Consultant. Training hours to be determined. Trainees will include senior management, analysts, and program staff (health workers, social workers, program coordinators).
- 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.
Request to increase current PSC approval amount.

7. Union Notification: On 02/24/20, 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: Monique Colon Phone: 4153555230 Email: monique.colon@sfgov.org

Address: 1360 Mission St, Ste. 200, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46663 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

Colon, Monique (HOM)

From: dhr-psccordinator@sfgov.org on behalf of monique.colon@sfgov.org
Sent: Monday, February 24, 2020 4:22 PM
To: Colon, Monique (HOM); 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; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 46663 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM has submitted a modification request for a Personal Services Contract (PSC) for \$1,555,770 for services for the period February 24, 2020 – June 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14307>

Email sent to the following addresses: staff@sfmea.com Christina@sfmea.com Camaguey@sfmea.com L21PSCReview@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com

Additional Attachment(s)

From: dhr-psccordinator@sfgov.org on behalf of monique.colon@sfgov.org
To: [Colon, Monique \(HOM\)](mailto:Colon.Monique@HOM); 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; [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Modification Request to PSC # 46663 - 17/18 - MODIFICATIONS
Date: Thursday, December 12, 2019 9:15:44 AM

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM has submitted a modification request for a Personal Services Contract (PSC) for \$286,699 for services for the period September 1, 2019 – June 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14307>

Email sent to the following addresses: staff@sfmea.com Christina@sfmea.com Camaguey@sfmea.com L21PSCReview@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com

From: [Christina Fong](#)
To: [Colon, Monique \(HOM\)](#)
Cc: [DHR-PSCCoordinator, DHR \(HRD\)](#); [Kemper, Gilda \(HOM\)](#)
Subject: Re: Receipt of Modification Request to PSC # 46663 - 17/18 - MODIFICATIONS
Date: Tuesday, December 24, 2019 1:04:25 PM

Hi Monique,

Thank you for your response.

MEA has no further questions but we want to ensure that the department will budget/hire city positions and not rely on consultants to do the important long-term work of addressing the City's homelessness crisis. City positions can be created/posted and hiring can take place within a reasonable timeframe and it is not unheard for consultants to actually apply and become part of the department. MEA does not have the same perspective that the \$1M PSC over a 4 year term was immediate, short-term and on demand services; the proposed cost and 4-year term for this PSC is likely to be modified/amended and MEA has a problem that a consultant will continue to be performing work that should be done by city employees who are invested in the department's operational needs and outcomes.

Happy Holidays,
Christina

On Tue, Dec 24, 2019 at 10:04 AM Colon, Monique (HOM) <monique.colon@sfgov.org> wrote:

Hello, Christina.

I will be submitting the PSC modification request for DHR review on Friday, 12/27. If you have additional questions, please let me know.

Thank you,

Monique

Monique Colón

Supervising Contracts Analyst

San Francisco Department of Homelessness & Supportive Housing

415.355.5230

From: Colon, Monique (HOM)
Sent: Friday, December 20, 2019 5:02 PM
To: Christina Fong
Cc: DHR-PSCCoordinator, DHR (HRD); Kemper, Gilda (HOM)
Subject: RE: Receipt of Modification Request to PSC # 46663 - 17/18 - MODIFICATIONS

Hi Christina,

Addressing the City's homelessness crisis is a long-term undertaking; however, support with implementation of the Department of Homelessness and Supporting Housing's (HSH) Five-Year Strategic Framework requires immediate, short-term and on demand services, as well as extensive experience working on issues of homelessness and supportive housing and proven experience successfully helping cities and counties with homeless systems redesign. A contractor with specialized experience in homelessness policy, non-profit collaboration and facilitation was engaged to support HSH leadership and staff, as assigned, to implement the framework. The short-term and on demand nature of the services coupled with the need for highly specialized experience did not make it feasible for HSH to hire civil service classifications.

Since the Department was formed in 2016, HSH has added six Municipal Executives Association (MEA) positions to the budget. HSH makes every effort to expand MEA/civil service classifications when appropriate. Because of the short-term and on demand need for these services, it has not been practical to do so. It should be noted that implementation of each component of the Strategic Framework is managed by members of MEA.

HSH's current contract is due to expire on June 30, 2020. The Department is evaluating whether to continue services beyond the current contract period. If continuation of services is deemed necessary, the Department will submit a PSC modification request for Union and Civil Service Commission consideration.

Please feel free to reach out if you have additional questions.

Thanks,

Monique

Monique Colón

Supervising Contracts Analyst

San Francisco Department of Homelessness & Supportive Housing

415.355.5230

From: Colon, Monique (HOM)
Sent: Thursday, December 19, 2019 3:05 PM
To: Christina Fong
Cc: DHR-PSCCoordinator, DHR (HRD)
Subject: RE: Receipt of Modification Request to PSC # 46663 - 17/18 - MODIFICATIONS

Hi Christina,

Thank you for your inquiry. HSH will respond to your questions shortly.

Monique Colón

Supervising Contracts Analyst

San Francisco Department of Homelessness & Supportive Housing

415.355.5230

From: Christina Fong [mailto:christina@sfmea.com]
Sent: Wednesday, December 18, 2019 4:48 PM
To: Colon, Monique (HOM)
Cc: DHR-PSCCoordinator, DHR (HRD)
Subject: Re: Receipt of Modification Request to PSC # 46663 - 17/18 - MODIFICATIONS

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

Hi Monique,

This PSC is for \$1M+ over a 4 year period. There lists 0922, 0923, 0931, 0932 classes that normally performing this work. MEA can understand a request to bring on board a

consultant for a shorter time period to provide recommendations for reviewing the Department's approach as well as provide roles/responsibilities for City employment in the Department.

Why isn't the Department hiring for City employees to do this work? There are varying management levels that have skill sets that can support a 5-year strategic framework and to drive systems transformation and culture change. Why does the department believe there is more value to hire consultants to do this work that is a long-term undertaking in the City?

Additionally, if other City departments are to help with this homelessness issue than it would better serve the Department to have City employees own and engage with other City departments. The homelessness situation is a long-term project and City jobs should be created to deal with the City's solution.

The recommendation is for City positions to be created to work in the Department so that there is ownership of the action plan and work product within the department.

Best,

Christina

Christina Fong

Deputy Director

San Francisco Municipal Executives Association



870 Market Street, Suite **490** ~ San Francisco, CA 94102

415.989.7244 voice | 415.989.7077 fax

christina@sfmea.com

CONFIDENTIALITY NOTICE:

This message and any attachments are solely for the intended recipient and may contain confidential or privileged information. If you have received this communication in error, please notify me by reply e-mail and immediately and permanently delete this message and any attachments without forwarding, printing or distributing it. Thank you in advance.

On Thu, Dec 12, 2019 at 9:15 AM <monique.colon@sfgov.org> wrote:

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM has submitted a modification request for a Personal Services Contract (PSC) for \$286,699 for services for the period September 1, 2019 – June 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14307>

Email sent to the following addresses: staff@sfmea.com Christina@sfmea.com Camaguey@sfmea.com L21PSCReview@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 45799 - 15/16)

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

Type of Service: Vision Zero Communications Development

Funding Source: City Safety Funds

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

PSC Original Approved Duration: 09/22/15 - 12/30/16 (1 year 14 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 12/31/16-07/31/17 (30 weeks 2 days)

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

PSC Mod#2 Duration: 08/01/17-07/31/21 (4 years 1 day)

PSC Mod#3 Amount: \$2,000,000

PSC Mod#3 Duration: 05/31/20-12/31/24 (3 years 22 weeks)

PSC Cumulative Amount Proposed: \$6,000,000

PSC Cumulative Duration Proposed: 9 years 14 weeks

1. Description of Work

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

The Contractor will develop a campaign strategy and messaging for roadway safety campaigns. The contractor will research and develop strategies, creative work and social media campaigns based on best-practices for safety campaigns that have shown actual reductions in collision rates and changes in people's behavior.

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

This work will provide the necessary strategies, designs and communications campaigns for ensuring that the City's Vision Zero efforts attain a high level of buy-in and behavior change based on national and international best practices. If this service is denied, then the goal to reduce roadway fatalities and severe collisions by implementing needed safety campaigns will not be met.

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.

45799 15-16 approved 04/03/2017

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:

Vision Zero, the city's goal to eliminate traffic fatalities, has a target end date of 2024. Requesting this PSC to be updated to reflect this target end date.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This service is necessary to develop a new communications strategy and messaging plan. It is very specialized and cannot be completed by a single person, but relies on multiple expert competencies. Due to the temporary nature of each task, it is more efficient and effective to use a contractor with the necessary expertise and experienced staffing to perform the required work

B. Reason for the request for modification:

With the increase in traffic fatalities in recent years, this Personal Services Contract (PSC) needs additional funding and time to continue progress on the city's commitment to Vision Zero and its goal to eliminate traffic fatalities. Modifying this PSC will provide the flexibility needed to continue on-going specialized work to develop campaign strategies and messaging for roadway safety campaigns based on evidence-based practices shown to reduce collision rates and change behavior.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The consultant must possess expert knowledge of communications strategy and messaging development, including the use of research and data collection to ensure a successful campaign

design. Experience in developing multi-lingual behavior-change outreach programs. Demonstrated ability to create educational and communications campaigns that result in measurable changes in behavior.

B. Which, if any, civil service class(es) normally perform(s) this work? 5289, Transportation Planner III; 5290, Transportation Planner IV; 5502, Project Manager 1;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This service is necessary to develop a new communications strategy and messaging plan. It is very specialized and cannot be completed by a single person, but relies on multiple expert competencies. Due to the temporary nature of each task, it is more efficient and effective to use a contractor with the necessary expertise and experienced staffing to perform the required work

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Civil service classes already exist. Once the study and report are developed, existing city staff will be able to ensure that its implementation occurs and that the strategy continues to provide safety benefits. The required safety campaign development and educational message development services are not work that is normally performed by these classes and the work is temporal.

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.
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.
45799 15-16 approved 04/03/2017

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
MIG, Inc., 510-845-7549 x 108, dchowtrotter@migcom.com

7. Union Notification: On 03/13/20, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45799 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Friday, March 13, 2020 5:19 PM
To: Nuque, Amy; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; cynthia.hamada@sfmta.com; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 45799 - 15/16 - MODIFICATIONS

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$2,000,000 for services for the period May 31, 2020 – December 31, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/8476>

Email sent to the following addresses: L21PSCReview@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: MUNICIPAL TRANSPORTATION AGENCY -- MTADept. Code: MTAType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Vision Zero Communications DevelopmentFunding Source: City Safety FundsPSC Amount: \$2,000,000PSC Est. Start Date: 09/22/2015PSC Est. End Date 12/30/2016**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Contractor will develop a campaign strategy and messaging for roadway safety campaigns. The contractor will research and develop strategies, creative work and social media campaigns based on best-practices for safety campaigns that have shown actual reductions in collision rates and changes in people's behavior.

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

This work will provide the necessary strategies, designs and communications campaigns for ensuring that the City's Vision Zero efforts attain a high level of buy-in and behavior change based on national and international best practices. If this service is denied, then the goal to reduce roadway fatalities and severe collisions by implementing needed safety campaigns will not be met.

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

A similar type of service was provided via PSC approval was 4029-13/14.

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.
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 service is necessary to develop a new communications strategy and messaging plan. It is very specialized and cannot be completed by a single person, but relies on multiple expert competencies. Due to the temporary nature of each task, it is more efficient and effective to use a contractor with the necessary expertise and experienced staffing to perform the required work

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The consultant must possess expert knowledge of communications strategy and messaging development, including the use of research and data collection to ensure a successful campaign design. Experience in developing multi-lingual behavior-change outreach programs.

Demonstrated ability to create educational and communications campaigns that result in measurable changes in behavior.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5289, Transportation Planner III; 5290, Transportation Planner IV; 5502, Project Manager 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?

The civil service classes 5289 Transit Planner III, 5290, Transit Planner VI, 5502 Project Manager with experience related to pedestrian safety can perform similar administrative and planning components of this work.

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

- A. Explain why civil service classes are not applicable.
This service is necessary to develop a new communications strategy and messaging plan. It is very specialized and cannot be completed by a single person, but relies on multiple expert competencies. Due to the temporary nature of each task, it is more efficient and effective to use a contractor with the necessary expertise and experienced staffing to perform the required work
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil service classes already exist. Once the study and report are developed, existing city staff will be able to ensure that its implementation occurs and that the strategy continues to provide safety benefits. The required safety campaign development and educational message development services are not work that is normally performed by these classes and the work is temporal.

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. This is a campaign strategy and messaging contract service that does not include training.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

- 7. Union Notification:** On 07/21/2015, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45799 - 15/16

DHR Analysis/Recommendation:

action date: 09/21/2015

Commission Approval Required

Approved by Civil Service Commission

09/21/2015 DHR Approved for 09/21/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 45799 - 15/16)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Vision Zero Communications DevelopmentFunding Source: City Safety FundsPSC Original Approved Amount: \$2,000,000PSC Original Approved Duration: 09/22/15 - 12/30/16 (1 year 14 weeks)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 12/31/16-07/31/17 (30 weeks 2 days)PSC Cumulative Amount Proposed: \$2,000,000PSC Cumulative Duration Proposed: 1 year 44 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Contractor will develop a campaign strategy and messaging for roadway safety campaigns. The contractor will research and develop strategies, creative work and social media campaigns based on best-practices for safety campaigns that have shown actual reductions in collision rates and changes in people's behavior.

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

This work will provide the necessary strategies, designs and communications campaigns for ensuring that the City's Vision Zero efforts attain a high level of buy-in and behavior change based on national and international best practices. If this service is denied, then the goal to reduce roadway fatalities and severe collisions by implementing needed safety campaigns will not be met.

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.
via PSC #45799-15/16.**D. Will the contract(s) be renewed?**

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**2. Reason(s) for the Request****A. Display all that apply**☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

This service is necessary to develop a new communications strategy and messaging plan. It is very specialized and cannot be completed by a single person, but relies on multiple expert competencies. Due to the temporary nature of each task, it is more efficient and effective to use a contractor with the necessary expertise and experienced staffing to perform the required work

B. Reason for the request for modification:

An extension of duration is needed to complete these services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant must possess expert knowledge of communications strategy and messaging development, including the use of research and data collection to ensure a successful campaign design. Experience in developing multi-lingual behavior-change outreach programs. Demonstrated ability to create educational and communications campaigns that result in measurable changes in behavior.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5289, Transportation Planner III; 5290, Transportation Planner IV; 5502, Project Manager 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
This service is necessary to develop a new communications strategy and messaging plan. It is very specialized and cannot be completed by a single person, but relies on multiple expert competencies. Due to the temporary nature of each task, it is more efficient and effective to use a contractor with the necessary expertise and experienced staffing to perform the required work
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Civil service classes already exist. Once the study and report are developed, existing city staff will be able to ensure that its implementation occurs and that the strategy continues to provide safety benefits. The required safety campaign development and educational message development services are not... (See Attached.)

6. Additional Information

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

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

No.

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

No.

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

No.

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

Barbary Coast Consulting and MIG, Inc.

7. Union Notification: On 01/27/17, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45799 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/30/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTAType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 45799 - 15/16)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Vision Zero Communications DevelopmentFunding Source: City Safety FundsPSC Original Approved Amount: \$2,000,000PSC Original Approved Duration: 09/22/15 - 12/30/16 (1 year 14 wePSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 12/31/16-07/31/17 (30 weeks 2 days)PSC Mod#2 Amount: \$2,000,000PSC Mod#2 Duration: 08/01/17-07/31/21 (4 years 1 day)PSC Cumulative Amount Proposed: \$4,000,000PSC Cumulative Duration Proposed: 5 years 44 weeks**1. Description of Work****A. Scope of Work:**

The Contractor will develop a campaign strategy and messaging for roadway safety campaigns. The contractor will research and develop strategies, creative work and social media campaigns based on best-practices for safety campaigns that have shown actual reductions in collision rates and changes in people's behavior.

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

This work will provide the necessary strategies, designs and communications campaigns for ensuring that the City's Vision Zero efforts attain a high level of buy-in and behavior change based on national and international best practices. If this service is denied, then the goal to reduce roadway fatalities and severe collisions by implementing needed safety campaigns will not be met.

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.
via PSC #45799-15/16

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

2. Union Notification: On 02/24/17, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 45799 - 15/16

DHR Analysis/Recommendation:

04/03/2017

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 04/03/2017

04/03/2017

July 2013

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

The consultant must possess expert knowledge of communications strategy and messaging development, including the use of research and data collection to ensure a successful campaign design. Experience in developing multi-lingual behavior-change outreach programs. Demonstrated ability to create educational and communications campaigns that result in measurable changes in behavior.

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

5289,5290,5502,

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 service is necessary to develop a new communications strategy and messaging plan. It is very specialized and cannot be completed by a single person, but relies on multiple expert competencies. Due to the temporary nature of each task, it is more efficient and effective to use a contractor with the necessary expertise and experienced staffing to perform the required work

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

No. Civil service classes already exist. Once the study and report are developed, existing city staff will be able to ensure that its implementation occurs and that the strategy continues to provide safety benefits. The required safety campaign development and educational message development services are not work that is normally

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"/> |
| This is a campaign strategy and messaging contract service that does not i | | |
| 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? Barbary Coast Consulting and MIG, Inc. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 02/24/17 BY:

Name: Rod Goree Phone: 415-646-2553 Email: cynthia.hamada@sfmta.com

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 40113 - 14/15)

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

Type of Service: Medical Record Copy and Support Services

Funding Source: General Fund

PSC Original Approved Amount: \$85,000

PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day).

PSC Mod#1 Amount: \$100,000

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

PSC Cumulative Amount Proposed: \$185,000

PSC Cumulative Duration Proposed: 10 years 2 days

1. Description of Work

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

Medical record copying services, year-round, five days-a-week (excluding holidays), for San Francisco General Hospital and Medical Center (SFGHMC) and Laguna Honda Hospital (LHH).

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

SFGHMC and LHH do not have the capacity needed for their large volume of medical record requests to be copied timely within regulatory standards. They also do not have the ability to electronically transmit Medi-Cal Recovery Audit Program (RAC) and other federal audits. The attestation requirement of the federal Meaningful Use incentives program requires that health care facilities (hospitals) provide an electronic copy of their electronic health information within three business days. Denial would put SFGHMC and LHH in noncompliance and in jeopardy of losing all federal incentive monies associated with the program. There is current risk with our licensing with the Center for Medicare (CMS) and the Joint Commission (hospital accreditation agency) jeopardizing accreditation due to poor turnaround time.

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 40113 - 14/15

D. Will the contract(s) be renewed?

Yes.

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

The Department expects a continuing need for these services.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The contractor has the expertise, systems and software to complement the work of existing civil service staff by filling gaps in the Department's current capacity to meet regulatory requirements. Acquiring software to assist in providing these services is impractical at this time as the Department is readying for development of a new Electronic Health Record system.

B. Reason for the request for modification:

To extend term and add commensurately to the amount, implementing a new RFP.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge and ability to comply with federal and State regulatory requirements, respond to legal discovery and audit requests, to conform to applicable protocols and to compile and prepare documents appropriately.

B. Which, if any, civil service class(es) normally perform(s) this work? 1635, Health Care Billing Clerk 1; 1637, Patient Accounts Clerk; 2110, Medical Records Clerk; 2112, Medical Records Technician; 2114, Medical Records Tech Sprv;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide the facilities, equipment and materials necessary to perform the work.

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.
These services complement the work of existing civil service staff to fulfill federal and State regulatory mandates and to avoid substantial penalties and legal fees with software and systems capable of fulfilling large, complex audit requests electronically, tracing unpaid accounts and transferring outstanding accounts to collections.
- 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 contractor's work complements the work of existing civil service staff.

6. Additional Information

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

7. Union Notification: On 02/07/20, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40113 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, February 07, 2020 12:07 PM
To: Hale, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Meyers, Julie (HSA); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 40113 - 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 \$100,000 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/14540>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Medical Record Copy and Support ServicesFunding Source: General FundPSC Duration: 5 years 1 dayPSC Amount: \$85,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Medical record copying services, year-round, five days-a-week (excluding holidays), for San Francisco General Hospital and Medical Center (SFGHMC) and Laguna Honda Hospital (LHH).

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

SFGHMC and LHH do not have the capacity needed for their large volume of medical record requests to be copied timely within regulatory standards. They also do not have the ability to electronically transmit Medi-Cal Recovery Audit Program (RAC) and other federal audits. The attestation requirement of the federal Meaningful Use incentives program requires that health care facilities (hospitals) provide an electronic copy of their electronic health information within three business days. Denial would put SFGHMC and LHH in noncompliance and in jeopardy of losing all federal incentive monies associated with the program. There is current risk with our licensing with the Center for Medicare (CMS) and the Joint Commission (hospital accreditation agency) jeopardizing accreditation due to poor turnaround time.

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

Services were previously provided under a Purchase Order (PO) and are now being put under a service contract.

D. Will the contract(s) be renewed?

Yes.

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

The Department expects the need for these services to continue.

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

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

B. Explain the qualifying circumstances:

The contractor has the expertise, systems and software to complement the work of existing civil service staff by filling gaps in the Department's current capacity to meet regulatory requirements. Acquiring software to assist in providing these services is impractical at this time as the Department is readying for development of a new Electronic Health Record system.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge and ability to comply with federal and State regulatory requirements, respond to legal discovery and audit requests, to conform to applicable protocols and to compile and prepare documents appropriately.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1635, Health Care Billing Clerk 1; 1637, Patient Accounts Clerk; 2110, Medical Records Clerk; 2112, Medical Records Technician; 2114, Medical Records Tech Sprv;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide the facilities, equipment and materials necessary to perform the work.

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

Since the longtime vendor of these services went out of business, the Department has tried to operate a pilot program to do these services in-house, but has not been able to meet either the high demand or to bill for services as needed. The Department does not have the ability to electronically submit Recovery Audit Contractor program audits, which are required by Medicare, to avoid duplicates, or to fulfill other audit requests electronically.

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

- A. Explain why civil service classes are not applicable.
These services complement the work of existing civil service staff to fulfill federal and State regulatory mandates and to avoid substantial penalties and legal fees with software and systems capable of fulfilling large, complex audit requests electronically, tracing unpaid accounts and transferring outstanding accounts to collections.
- 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 contractor's work complements the work of existing civil service staff.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Training will be provided to civil service staff as needed to assist them preparing documents and working with the contractor to meet regulatory requirements.

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

7. Union Notification: On 05/23/2015, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; SEIU Local 1021

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40113 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 11/30/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44755 - 15/16)

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

Type of Service: Community Based Wellness, Prevention Strategies and Peer Leadership

Funding Source: General Funds, MHSA & Grants

PSC Original Approved Amount: \$12,000,000

PSC Original Approved Duration: 07/01/16 - 06/30/21 (5 years)

PSC Mod#1 Amount: \$12,000,000

PSC Mod#1 Duration: 07/01/21-06/30/26 (5 years 1 day)

PSC Cumulative Amount Proposed: \$24,000,000

PSC Cumulative Duration Proposed: 10 years 1 day

1. Description of Work

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

Integrated, culturally relevant array of community wide health and wellness programs and services focused on disease prevention and mental health promotion for the broad range of San Francisco's Black/African American populations and HOPE SF residents in the targeted HOPE SF communities. The focus is to improve health outcomes through policy, systems and environmental change, and the implementation and evaluation of collaborative, integrated programs. Specific strategies include peer leadership development and support, coalition building, individual community capacity building, and community level support for healthy eating/active living and stress reduction and community clinical linkages.

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

The department of public health's mission is to protect and promote the health of all San Franciscans including programs and services focused on community based prevention. While DPH provides some of these services directly, it is necessary to contract and work closely with community based organizations which are best suited for reaching out and educating specific populations in the community, in this case primarily Black/African Americans as well as all ethnically diverse residents of HOPE SF sites. Many of these programs/services also require trust of the community members to be effective and accessibility of the infrastructure and facilities within the community and are not currently available to the City. Denial of these services will result in an increase of physical and mental health issues, an overall increase in health problems and health disparities in the community.

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

Services have been provided in the past through earlier PSC request. See 44755 - 15/16

D. Will the contract(s) be renewed?

Yes, if funding is available

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

The Department expects a continued need for these services.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Contractors must have expertise in working with Black/African American communities and diverse residents of HOPE SF sites. Community based expertise is specific to the target population served and to effectively provide outreach and access to linkages to resources unavailable at a comparable level.

B. Reason for the request for modification:

To extend term and increase amount commensurately, as authorized under the RFP.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have the ability to work with Black/African American communities and diverse residents of HOPE SF sites. Contractors must have expertise in collaboratively working together on integrated programs and strategies focused on wellness of these communities, must work with community members to effect policy and systems level changes to support healthy communities and improve

population health outcomes. Required skills in programs that use these guiding principles: Trauma Informed; Resident and Community Driven; Holistic Health; Cultural/Racial Humility; Outcomes Driven and Collective Impact.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2819, Assistant Health Educator; 2822, Health Educator; 2825, Senior Health Educator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will provide services in neighborhood community based facilities, located in the community and HOPE SF sites.

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.
Existing civil service classes are currently utilized to provide these services at Department locations. The County's service capacity is overburdened at the maximum level of service delivery. This community based expertise is specific to the target population served and to effectively provide outreach to and achieve necessary credibility with the diverse population of San Francisco. It also includes access to linkages and resources unavailable at a comparable level through services provided directly by the County. These community based agencies frequently are able to maintain flexibility and provide high level of culturally competent services and trust with the community.
- 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 wouldn't be practical.

6. Additional Information

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

7. Union Notification: On 02/07/20, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21;

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

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

Address: Jacquie Hale, 101 Grove Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44755 - 15/16

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/04/2020

Civil Service Commission Action:

Receipt of Union Notification

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, February 07, 2020 1:04 PM
To: Hale, Jacquie (DPH); Meyers, Julie (HSA); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 44755 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$12,000,000 for services for the period July 1, 2021

– June 30, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14542>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org Julie.Meyers@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 46791 - 19/20)

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

Type of Service: Telephone Answering Services

Funding Source: General Fund

PSC Original Approved Amount: \$99,000

PSC Original Approved Duration: 01/01/20 - 06/30/20 (25 weeks 5 days)

PSC Mod#1 Amount: \$500,000

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

PSC Cumulative Amount Proposed: \$599,000

PSC Cumulative Duration Proposed: 5 years 25 weeks

1. Description of Work

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

Contractor will provide multi-lingual telephone answering services for several programs within the Department of Public Health, including the Behavioral Health Services, Communicable Disease Control and Prevention, Environmental Health Bureau, Health at Home, Laguna Honda Hospital, Primary Care, and Zuckerberg San Francisco General Hospital.

Services include hearing impaired, telecommunications device for the deaf (TDD) services/ equipment and sufficient staff to handle calls with computerized system to record call times with details, while maintaining records of information for monthly reports for volume and call statistics.

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

The services are necessary to provide a way for patients and clients to access physicians/medical staff and other Department staff in order to provide rapid responses to ensure quality patient care, and to comply with applicable State regulations for responses within 30 minutes. The services must be provided in the many languages spoken by Department patients and clients. Consequence of denial will jeopardize care coordination and timely access to medical advice.

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 46791 - 19/20

D. Will the contract(s) be renewed?

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

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

The Department expects a continuing need for these 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.

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

Explain the qualifying circumstances:

The Department does not have the capacity to handle the large volume and variety of calls to a broad variety of Department programs from an extremely diverse population of callers, particularly the capacity to provide responses in the large number of languages spoken by Department callers and provide hearing impaired, telecommunications device for the deaf (TDD) services/ equipment and sufficient staff to handle such calls. For callers to the Department's ten Primary Care clinics, there are State requirements that calls receive responses within 30 minutes.

B. Reason for the request for modification:

To extend term by 5 years and increase amount commensurately, to implement new RFP.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Services must be provided using up-to-date equipment and procedures, and have the capacity to handle a high volume of calls from a variety of callers and to provide a wide variety of appropriate information and referrals. All calls must be accounted for in accurate, detailed reports and documented as requested.

Accessibility to callers speaking any of nearly 40 languages must be provided efficiently with no loss of responsiveness. Emergency calls must be handled appropriately and a message instructing callers to hang up and call 911 must be provided before the call is answered. Calls must be handled 100% in the United States and must observe all HIPAA standards and requirements. Contractor must be able to efficiently and accurately assess calls, provide accurate information, and make proper referrals. Experience in handling calls from patients/clients for medical and other professionals related to health care, medical needs, diseases and conditions, and environmental health issues (such as rodent and insect infestations) is a strong preference.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1705, Communications Dispatcher 2; 1708, Senior Telephone Operator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will be expected to provide up-to-date equipment and specifically trained and supervised personnel to meet all Department requirements with reliable, responsive, quality services.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Existing classifications with comparable position specifications are Communications Dispatcher II (#1705) and Senior Telephone Operator (#1708). Dispatchers are typically tested and hired for law enforcement and property-related calls, and responses to those calls require different skill sets than replying to calls from patients/clients who are likely to be physically or mentally ill or from the public needing a wide variety of information and referrals for environmental and communicable disease issues, requiring the ability to assess information and make referrals to multiple sources of assistance. Telephone Operator specifications are focused on the ability to operate consoles, rather than the up-to-date equipment which is needed by large, modern health care operations.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as the Department would not have the capacity and it would not be practical to hire sufficient staff to provide the same level of responsiveness as back-up to existing staff, particularly as regards the multiple language capacity needed to be able to be responsive to callers in more than 30 languages.

6. Additional Information

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

7. Union Notification: On 02/07/20, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46791 - 19/20

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 05/04/2020

Civil Service Commission Action:

Receipt of Union Notification

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, February 07, 2020 12:44 PM
To: Hale, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Meyers, Julie (HSA); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 46791 - 19/20 - 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 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/14541>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Telephone Answering ServicesFunding Source: General FundPSC Duration: 25 weeks 5 daysPSC Amount: \$99,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide multi-lingual telephone answering services for several programs within the Department of Public Health, including the Behavioral Health Services, Communicable Disease Control and Prevention, Environmental Health Bureau, Health at Home, Laguna Honda Hospital, Primary Care, and Zuckerberg San Francisco General Hospital.

Services include hearing impaired, telecommunications device for the deaf (TDD) services/ equipment and sufficient staff to handle calls with computerized system to record call times with details, while maintaining records of information for monthly reports for volume and call statistics.

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

The services are necessary to provide a way for patients and clients to access physicians/medical staff and other Department staff in order to provide rapid responses to ensure quality patient care, and to comply with applicable State regulations for responses within 30 minutes. The services must be provided in the many languages spoken by Department patients and clients. Consequence of denial will jeopardize care coordination and timely access to medical advice.

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 contract for these services is new. The services have previously been provided directly under purchase orders.

D. Will the contract(s) be renewed?

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

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

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

B. Explain the qualifying circumstances:

The Department does not have the capacity to handle the large volume and variety of calls to a broad variety of Department programs from an extremely diverse population of callers, particularly the capacity to provide responses in the large number of languages spoken by Department callers and provide hearing impaired, telecommunications device for the deaf (TDD) services/ equipment and sufficient staff to handle such calls. For callers to the Department's ten Primary Care clinics, there are State requirements that calls receive responses within 30 minutes.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Services must be provided using up-to-date equipment and procedures, and have the capacity to handle a high volume of calls from a variety of callers and to provide a wide variety of appropriate information and referrals. All calls must be accounted for in accurate, detailed reports and documented as requested. Accessibility to callers speaking any of nearly 40 languages must be provided efficiently with no loss of responsiveness. Emergency calls must be handled appropriately and a message instructing callers to hang up and call 911 must be provided before the call is answered. Calls must be handled 100% in the United States and must observe all HIPAA standards and requirements. Contractor must be able to efficiently and accurately assess calls, provide accurate information, and make proper referrals. Experience in handling calls from patients/clients for medical and other professionals related to health care, medical needs, diseases and conditions, and environmental health issues (such as rodent and insect infestations) is a strong preference.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1705, Communications Dispatcher 2; 1708, Senior Telephone Operator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will be expected to provide up-to-date equipment and specifically trained and supervised personnel to meet all Department requirements with reliable, responsive, quality services.

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

These services supplement the work of existing civil service staff when civil service staff are not available.

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

- A. Explain why civil service classes are not applicable.
- Existing classifications with comparable position specifications are Communications Dispatcher II (#1705) and Senior Telephone Operator (#1708). Dispatchers are typically tested and hired for law enforcement and property-related calls, and responses to those calls require different skill sets than replying to calls from patients/clients who are likely to be physically or mentally ill or from the public needing a wide variety of information and referrals for environmental and communicable disease issues, requiring the ability to assess information and make referrals to multiple sources of assistance. Telephone Operator specifications are focused on the ability to operate consoles, rather than the up-to-date equipment which is needed by large, modern health care operations.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as the Department would not have the capacity and it would not be practical to hire sufficient staff to provide the same level of responsiveness as back-up to existing staff, particularly as regards the multiple language capacity needed to be able to be responsive to callers in more than 30 languages.

6. **Additional Information**

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

7. **Union Notification:** On 10/24/2019, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; SEIU Local 1021

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46791 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 01/23/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4124-09/10)

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

Type of Service: Specialized and Technical Services for the Recycled Water Program (CS-109)

Funding Source: WSIP Project Funds

PSC Original Approved Amount: \$3,700,000

PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/15-11/30/16 (1 year 22 weeks)

PSC Mod#2 Amount: \$2,500,000

PSC Mod#2 Duration: 12/01/16-12/01/19 (3 years 1 day)

PSC Mod#3 Amount: \$2,500,000

PSC Mod#3 Duration: 12/01/17-11/30/22 (3 years)

PSC Mod#4 Amount: \$1,300,000

PSC Mod#4 Duration: 12/01/22-11/30/24 (2 years 1 day)

PSC Cumulative Amount Proposed: \$10,000,000

PSC Cumulative Duration Proposed: 14 years 22 weeks

1. Description of Work

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

Specialized and technical services in the areas of recycled water treatment, storage, distribution, operations, water quality, regulatory permitting, and other additional services related to the overall development and implementation of San Francisco Public Utilities Commission(SFPUC) recycled water projects.

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

As part of the Water System Improvement Program (WSIP), the SFPUC is developing a recycled water program to produce a new water supply that can be used for non-potable purposes. The successful completion of these projects requires specialized expertise related to recycled water facility, construction, and operation as well as expertise in securing regulatory permits to operate new facilities, and addressing public perception issues. Without this expertise, the projects cannot be completed, and the SFPUC will not be able to meet the WSIP objective of developing a new, sustainable water supply.

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 4124-09/10

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 CS-109 has provided engineering and technical services for the Westside Recycled Water Project. This project incurred delays during both the Design and Bid and Award phases, due to a variety of factors. Also, the current construction schedule for the project is significantly longer than what was forecasted during the Planning phase. This overall increase in the project schedule has led to the increased contract duration. The second amendment to CS-109 includes added time to provide support services after the start-up of the new recycled water system should the need arise.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The specialized resources required for these projects are only needed for a short-term basis.

B. Reason for the request for modification:

Provide recycled water treatment facility start-up testing support. Provide continued technical expertise in the area of membrane filtration, reverse osmosis treatment, and ultraviolet light disinfection for the first one year to 18 months of full-scale facility operation; assist with troubleshooting, and treatment optimization. Provide support in the population of asset management databases, and provide competency-based training in the treatment technologies that are new to SFPUC staff.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized engineering expertise related to the planning, design and construction of recycled water treatment systems such as microfiltration, reverse osmosis, ultraviolet disinfection; expertise in water quality assessments, and treatment process operation and optimization; expertise in irrigation system assessments; expertise in recycled water regulations and permitting; hydraulic modeling.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;
- 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.
No. The technical services that will be provided for this project are highly specialized and not normally performed by engineers in these civil services classifications. Also, it should be noted that the overall engineering effort for these projects will include other routine engineering work (general civil, structural, etc.) that will be conducted by civil service classifications.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The specialized resources required for these projects are only needed for a short-term basis.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Contractor will provide competency-based training in the treatment technologies that are new to SFPUC 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.
Kennedy Jenks/Bahman Sheikh/WRE,JV

7. Union Notification: On 03/31/20, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4124-09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfwater.org
To: Irwin.William@ifpte21.org; amakayan@ifpte21.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Jackson, Shamica; [DHR-PSCCoordinator.DHR\(HRD\)](mailto:DHR-PSCCoordinator.DHR(HRD)@ifpte21.org)
Subject: Receipt of Modification Request to PSC # 4124-09/10 - MODIFICATIONS
Date: Tuesday, March 31, 2020 1:51:36 PM

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.

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$1,300,000 for services for the period December 1, 2022 – November 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/5245>

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.org amakayan@ifpte21.org

Additional Attachment(s)




San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

Contract Administration Bureau
1155 Market Street, 9th Floor
San Francisco, CA 94103
T 415.551.4603
F 415.554.3225

MEMORANDUM

DATE: December 14, 2011
TO: Maria Ryan, DHR-PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: David E. Scott, PSC Coordinator 
San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

| | | | |
|----------------------------|---|-----------------------------|---|
| PSC No: | <u>4124-09/10</u> | CSC Approval Date: | <u>04/19/2010</u> <u>(Original)</u> |
| Description of Service(s): | Specialized and technical services in the areas of recycled water treatment, storage, distribution, operations, water quality, regulatory permitting, and other services related to the overall development and implementation of SFPUC recycled water projects (CS-109). | | |
| Original Approved Amount: | <u>\$ 3,700,000</u> | Original Approved Duration: | <u>04/19/2010 to</u> <u>06/30/2015</u> |
| Modification One Amount: | <u>\$ 0</u> | Modification of Duration: | <u>12/19/2011 to</u> <u>11/30/2016</u> |
| Total Amount as Modified: | <u>\$ 3,700,000</u> | Total Duration as Modified: | <u>04/19/2010 to</u> <u>11/30/2016</u> |

Reason for the modification:

This modification will align the approved Civil Service authority with the term in the executed contract.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: ☒ Approved

Approval Date: 12/19/11

By: 
FOR Micki Callahan, Human Resources Director

Edwin M. Lee
Mayor

Francesca Vietor
President

Anson Moran
Vice President

Ann Moller Caen
Commissioner

Art Torres
Commissioner

Vince Courtney
Commissioner

Ed Harrington
General Manager



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4124-09/10)

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

Type of Service: Specialized and Technical Services for the Recycled Water Program (CS-109)

Funding Source: WSIP Project Funds

PSC Original Approved Amount: \$3,700,000

PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/15-11/30/16 (1 year 22 weeks)

PSC Mod#2 Amount: \$2,500,000

PSC Mod#2 Duration: 12/01/16-12/01/19 (3 years 1 day)

PSC Cumulative Amount Proposed: \$6,200,000

PSC Cumulative Duration Proposed: 9 years 22 weeks

1. Description of Work

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

Specialized and technical services in the areas of recycled water treatment, storage, distribution, operations, water quality, regulatory permitting, and other additional services related to the overall development and implementation of San Francisco Public Utilities Commission(SFPUC) recycled water projects.

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

As part of the Water System Improvement Program (WSIP), the SFPUC is developing a recycled water program to produce a new water supply that can be used for non-potable purposes. The successful completion of these projects requires specialized expertise related to recycled water facility, construction, and operation as well as expertise in securing regulatory permits to operate new facilities, and addressing public perception issues. Without this expertise, the projects cannot be completed, and the SFPUC will not be able to meet the WSIP objective of developing a new, sustainable water supply.

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

This service is currently being provided via PSC No. 4124-09/10 (CS-109).

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The specialized resources required for these projects are only needed for a short-term basis.

B. Reason for the request for modification:

To align the PSC amount and duration with the contract amount and duration which is being amended.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialized engineering expertise related to the planning, design and construction of recycled water treatment systems such as microfiltration, reverse osmosis, ultraviolet disinfection; expertise in water quality assessments, and treatment process operation and optimization; expertise in irrigation system assessments; expertise in recycled water regulations and permitting; hydraulic modeling.

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

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 SFPUC has corresponded with the Bureau of Engineers in the Department of Public Works. As a result, the PSC amount was reduced from \$3.8M to \$3.7M.

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

A. Explain why civil service classes are not applicable.

No. The technical services that will be provided for this project are highly specialized and not normally performed by engineers in these civil services classifications. Also, it should be noted that the overall engineering effort for these projects will include other routine engineering work (general civil, structural, etc.) that will be conducted by civil service classifications.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The specialized resources required for these projects are only needed for a short-term basis.

6. Additional Information

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

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

- 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.
Kennedy Jenks/Bahman Sheikh/WRE,JV

7. Union Notification: On 06/16/15, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21; 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# 4124-09/10

DHR Analysis/Recommendation:

07/20/2015

Commission Approval Required

Approved by Civil Service Commission

07/20/2015 DHR Approved for 07/20/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4124-09/10)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Specialized and Technical Services for the Recycled Water Program (CS-109)Funding Source: WSIP Project FundsPSC Original Approved Amount: \$3,700,000PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 07/01/15-11/30/16 (1 year 22 weeks)PSC Mod#2 Amount: \$2,500,000PSC Mod#2 Duration: 12/01/16-12/01/19 (3 years 1 day)PSC Mod#3 Amount: \$2,500,000PSC Mod#3 Duration: 12/01/17-11/30/22 (3 years)PSC Cumulative Amount Proposed: \$8,700,000PSC Cumulative Duration Proposed: 12 years 22 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Specialized and technical services in the areas of recycled water treatment, storage, distribution, operations, water quality, regulatory permitting, and other additional services related to the overall development and implementation of San Francisco Public Utilities Commission(SFPUC) recycled water projects.

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

As part of the Water System Improvement Program (WSIP), the SFPUC is developing a recycled water program to produce a new water supply that can be used for non-potable purposes. The successful completion of these projects requires specialized expertise related to recycled water facility, construction, and operation as well as expertise in securing regulatory permits to operate new facilities, and addressing public perception issues. Without this expertise, the projects cannot be completed, and the SFPUC will not be able to meet the WSIP objective of developing a new, sustainable water supply.

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.
4124-09/10**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 CS-109 has provided engineering and technical services for the Westside Recycled Water Project. This project incurred delays during both the Design and Bid and Award phases, due to a variety of factors. Also, the current construction schedule for the project is significantly longer than what was forecasted during the Planning phase. This overall increase in the project schedule has led to the increased contract duration. The second amendment to CS-109 includes added time to provide support services after the start-up of the new recycled water system should the need arise.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The specialized resources required for these projects are only needed for a short-term basis.

B. Reason for the request for modification:

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized engineering expertise related to the planning, design and construction of recycled water treatment systems such as microfiltration, reverse osmosis, ultraviolet disinfection; expertise in water quality assessments, and treatment process operation and optimization; expertise in irrigation system assessments; expertise in recycled water regulations and permitting; hydraulic modeling.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;
- 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.
No. The technical services that will be provided for this project are highly specialized and not normally performed by engineers in these civil services classifications. Also, it should be noted that the overall engineering effort for these projects will include other routine engineering work (general civil, structural, etc.) that will be conducted by civil service classifications.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The specialized resources required for these projects are only needed for a short-term basis.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Approximately 50-60 hours of training to the following classifications: 7252 Chief Stationary Engineer Sewage Plant, 7372/7373 Stationary and Sr. Stationary Engineer Sewage Plant; 7334/7335 Stationary and Sr. Stationary Engineer; 3417 Gardener. Training will be on Standard Operating Procedures for the new treatment and pumping systems, as well as training on the use and application of recycled water for landscape irrigation.
- 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.
Kennedy Jenks/Bahman Sheikh/WRE,JV

7. Union Notification: On 09/12/17, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4124-09/10

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/26/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 33836 - 18/19)

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

Type of Service: Furniture, Fixtures, and Equipment Asset Management Interior Design (Furniture plan and specs)

Funding Source: General Fund

PSC Original Approved Amount: \$99,000

PSC Original Approved Duration: 02/08/19 - 02/07/20 (52 weeks)

PSC Mod#1 Amount: \$101,000

PSC Mod#1 Duration: 02/08/20-01/02/21 (47 weeks 1 day)

PSC Mod#2 Amount: \$300,000

PSC Mod#2 Duration: 01/03/21-01/03/22 (1 year 1 day)

PSC Cumulative Amount Proposed: \$500,000

PSC Cumulative Duration Proposed: 2 years 47 weeks

1. Description of Work

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

This is for design development, documentation, and installation of furnishings for new homeless shelter capital projects. This involves development of a furniture plan for dormitories, offices, and community spaces and furniture specifications to procure the furnishings, and overseeing the installations and completion of punch list items prior to occupancy.

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

This service is necessary for furnishing the new homeless shelter sites and if it is not approved, there will be major delays to completion of the project and the occupancy will be delayed until the services are rendered, leaving people living on the streets for longer.

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

Yes, per PSC original authority and modification history.

D. Will the contract(s) be renewed?

No.

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

n/a

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Services will be utilized for homeless shelter site capital projects.

B. Reason for the request for modification:

This Modification Request is to increase the contract capacity of the existing Navigation Center contracts. This service is necessary to help Public Works meet the increasing demands of projects.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This requires a licensed architect with proven experience and expertise in the design, documentation and installation of furnishing, fixtures & equipment (FF&E) plans for significant projects. Experience must include track record of managing FF&E projects in excess of \$3 million and oversight of the procurement and installation process on significant projects.

B. Which, if any, civil service class(es) normally perform(s) this work? 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This is a unique project and the type of specific services are needed infrequently. Currently no service class is available for this type of work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this is a highly specialized expertise for a service that will only be required for the completion of a one-time project (homeless shelter service site).

6. Additional Information

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

No.

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

Training is not offered nor necessary as this is a very infrequent task. Training does not make sense for this type of job, as it is one-time or sporadic in nature.

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

No.

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

No.

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

No.

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

Yes, please see PSC 33836-1819 history.

7. Union Notification: On 04/08/20, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33836 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

Macaranas, Belle (DPW)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
Sent: Wednesday, April 8, 2020 4:32 PM
To: Burns, Alexander (DPW); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Macaranas, Belle (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 33836 - 18/19 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$300,000 for services for the period January 3, 2021 – January 3, 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/14383>

Email sent to the following addresses: L21PSCReview@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: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☒ Expedited ☐ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Furniture, Fixtures, and Equipment Asset Management Interior Design (Furniture plan and specs)Funding Source: General FundPSC Amount: \$99,000PSC Est. Start Date: 02/08/2019PSC Est. End Date 02/07/2020**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This is for design development, documentation, and installation of furnishings for new homeless shelter capital projects. This involves development of a furniture plan for dormitories, offices, and community spaces and furniture specifications to procure the furnishings, and overseeing the installations and completion of punch list items prior to occupancy.

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

This service is necessary for furnishing the new homeless shelter sites and if it is not approved, there will be major delays to completion of the project and the occupancy will be delayed until the services are rendered, leaving people living on the streets for longer.

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

This is a project-specific service for a one-time project and has not been provided for in the past.

D. Will the contract(s) be renewed?

No.

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

n/a

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

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

B. Explain the qualifying circumstances:

Services will be utilized for homeless shelter site capital projects.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This requires a licensed architect with proven experience and expertise in the design, documentation and installation of furnishing, fixtures & equipment (FF&E) plans for significant projects. Experience must include track record of managing FF&E projects in excess of \$3 million and oversight of the procurement and installation process on significant projects.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

This is a unique project and the type of specific services are needed infrequently.

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

- A. Explain why civil service classes are not applicable.
This is a unique project and the type of specific services are needed infrequently. Currently no service class is available for this type of work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this is a highly specialized expertise for a service that will only be required for the completion of a one-time project (homeless shelter service site).

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Training is not offered nor necessary as this is a very infrequent task. Training does not make sense for this type of job, as it is one-time or sporadic in nature.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 02/04/2019, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33836 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/21/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 33836 - 18/19)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Furniture, Fixtures, and Equipment Asset Management Interior Design (Furniture plan and specs)Funding Source: General FundPSC Original Approved Amount: \$99,000PSC Original Approved Duration: 02/08/19 - 02/07/20 (52 weeks)PSC Mod#1 Amount: \$101,000PSC Mod#1 Duration: 02/08/20-01/02/21 (47 weeks 1 day)PSC Cumulative Amount Proposed: \$200,000PSC Cumulative Duration Proposed: 1 year 47 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This is for design development, documentation, and installation of furnishings for new homeless shelter capital projects. This involves development of a furniture plan for dormitories, offices, and community spaces and furniture specifications to procure the furnishings, and overseeing the installations and completion of punch list items prior to occupancy.

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

This service is necessary for furnishing the new homeless shelter sites and if it is not approved, there will be major delays to completion of the project and the occupancy will be delayed until the services are rendered, leaving people living on the streets for longer.

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

No

D. Will the contract(s) be renewed?

No.

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

n/a

2. Reason(s) for the Request**A. Display all that apply**☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

Services will be utilized for homeless shelter site capital projects.

B. Reason for the request for modification:

This Mod Request is to increase the contract capacity of the existing Navigation Center contracts. This service is necessary to help Public Works meet the increasing demands of the project.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This requires a licensed architect with proven experience and expertise in the design, documentation and installation of furnishing, fixtures & equipment (FF&E) plans for significant projects. Experience must include track record of managing FF&E projects in excess of \$3 million and oversight of the procurement and installation process on significant projects.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
This is a unique project and the type of specific services are needed infrequently. Currently no service class is available for this type of work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this is a highly specialized expertise for a service that will only be required for the completion of a one-time project (homeless shelter service site).

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Training is not offered nor necessary as this is a very infrequent task. Training does not make sense for this type of job, as it is one-time or sporadic in nature.
- C. Are there legal mandates requiring the use of contractual services?
No.

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

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

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, please see PSC 33836-1819 history.

7. Union Notification: On 12/27/19, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21;

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33836 - 18/19

DHR Analysis/Recommendation:

02/03/2020

Commission Approval Required

Approved by Civil Service Commission

02/03/2020 DHR Approved for 02/03/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 34958 - 17/18)

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

Type of Service: Professional consulting services for strategic planning, on the Baldrige Excellence Framework

Funding Source: Departmental Work Orders

PSC Original Approved Amount: \$95,000

PSC Original Approved Duration: 09/01/17 - 09/01/20 (3 years 1 day)

PSC Mod#1 Amount: \$47,500

PSC Mod#1 Duration: 09/02/20-03/01/22 (1 year 25 weeks)

PSC Cumulative Amount Proposed: \$142,500

PSC Cumulative Duration Proposed: 4 years 26 weeks

1. Description of Work

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

Professional consulting services for strategic planning, organizational development and coaching for management and supervisorial staff on the Baldrige Excellence Framework through the goal of improving our organizational development and performance management.

Scope Change

N/A

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

These specialized services are necessary to assist Public Works develop its' organizational excellence through the Baldrige Excellence Framework. This framework is a very structured and unique approach towards organizational strategic planning and continuous improvement and an SME (Subject Matter Expert) is required to train our workforce. The consequences of not contracting out this expertise could gravely impact the Department's high standards of efficiency in delivering services.

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

Yes, please see PSC approval

D. Will the contract(s) be renewed?

Public Works wants the option to renew the contract, to ensure consistency in the services received and continuity in improvement efforts.

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

N/A

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This is highly specialized consulting service. Once the SME provides the appropriate training throughout the organization, we intend to build upon that knowledge internally through our strategic planning process and business practices.

B. Reason for the request for modification:

Public Works' need for consulting services on the Baldrige Excellence Framework has continued and expanded as we deploy the framework to more of our work processes and train and support more managers and employees to use it. We need subject matter expertise in the Baldrige framework and strategic planning to help Public Works address gaps in our operations and establish processes for continuous improvement.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: • In-depth knowledge and understanding of Baldrige Excellence Framework • Expertise with developing strategies to improve organizations performance management system • Experience as a lead coach/Instructor in leadership and training for variety of employee positions, from leadership to front-line staff

- 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, this is a professional services contract and is strategic consulting only.

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 area of expertise does not exist within the organization and is not part of any current classification as it is a highly specialized area of expertise tied to "Baldrige Excellence Framework" only.
- 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 highly specialized effort. Once the SME provides the appropriate training throughout the organization, we intent to build upon that knowledge internally through our strategic planning process and practice.

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 based on feedback provided through the implementation of the Baldrige Framework. Anticipated training hours will vary dependent upon the project plan and milestones that will be based on both strategic planning and feedback. A wide range of employees will be candidates to receive training; training choices will be based on feedback and subject matter expertise within the department. Approximately 50-100 staff to be trained, ranging from the Director and leadership team to field staff supervisors or other key employees, as necessary,
- 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.
Services will be provided by Shields Resource Group

7. Union Notification: On 02/28/20, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 34958 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: Burns, Alexander (DPW); Meyers, Julie (HSA); seichenberger@local39.org; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfdlocal798.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; Macaranas, Belle (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 34958 - 17/18 - MODIFICATIONS
Date: Friday, February 28, 2020 12:29:06 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$47,500 for services for the period September 2, 2020 – March 1, 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/14643>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☒ Expedited ☐ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Professional consulting services for strategic planning, on the Baldrige Excellence FrameworkFunding Source: Departmental Work OrdersPSC Amount: \$95,000PSC Est. Start Date: 09/01/2017PSC Est. End Date: 09/01/2020**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Professional consulting services for strategic planning, organizational development and coaching for management and supervisorial staff on the Baldrige Excellence Framework through the goal of improving our organizational development and performance management.

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

These specialized services are necessary to assist Public Works develop its' organizational excellence through the Baldrige Excellence Framework. This framework is a very structured and unique approach towards organizational strategic planning and continuous improvement and an SME (Subject Matter Expert) is required to train our workforce. The consequences of not contracting out this expertise could gravely impact the Department's high standards of efficiency in delivering services.

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

While we have hired trainers/facilitators in the past, we have not hired a Strategic Planning/Organizational Development Consultant who is an expert in this highly specialized field of the Baldrige Excellence Framework.

D. Will the contract(s) be renewed?

Public Works wants the option to renew the contract, to ensure consistency in the services received and continuity in improvement efforts.

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 duration exceeds 5 years to account for time needed to advertise and award contracts. The contracts will have a duration of no more than 5 years.

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

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

B. Explain the qualifying circumstances:

This is highly specialized consulting service. Once the SME provides the appropriate training throughout the organization, we intend to build upon that knowledge internally through our strategic planning process and business practices.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: • In-depth knowledge and understanding of Baldrige Excellence Framework • Expertise with developing strategies to improve organizations performance management system • Experience as a lead coach/Instructor in leadership and training for variety of employee positions, from leadership to front-line staff
- 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, this is a professional services contract and is strategic consulting only.

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

These specialized consulting services, namely Baldrige Excellence Framework SME, does not exist within the city that provides these services. And the Department does not intent to create a class for this type of work, because the required services are intermittent.

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

- A. Explain why civil service classes are not applicable.
This area of expertise does not exist within the organization and is not part of any current classification as it is a highly specialized area of expertise tied to “Baldrige Excellence Framework” only.
- 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 highly specialized effort. Once the SME provides the appropriate training throughout the organization, we intent to build upon that knowledge internally through our strategic planning process and practice.

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. Training will be based on feedback provided through the implementation of the Baldrige Framework. Anticipated training hours will vary dependent upon the project plan and milestones that will be based on both strategic planning and feedback. A wide range of employees will be candidates to receive training; training choices will be based on feedback and subject matter expertise within the department. Approximately 50-100 staff to be trained, ranging from the Director and leadership team to field staff supervisors or other key employees, as necessary,
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

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

7. Union Notification: On 08/24/2017, 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: David Bui Phone: 415-554-6417 Email: david.bui@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 34958 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/08/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 36604 - 19/20)

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

Type of Service: Racial Equity Consulting Services

Funding Source: General Fund

PSC Original Approved Amount: \$9,999

PSC Original Approved Duration: 01/06/20 - 01/06/21 (1 year 1 day)

PSC Mod#1 Amount: \$175,000

PSC Mod#1 Duration: 01/07/21-06/07/21 (21 weeks 4 days)

PSC Cumulative Amount Proposed: \$184,999

PSC Cumulative Duration Proposed: 1 year 21 weeks

1. Description of Work

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

As part of the legislation to develop a City-wide Office of Racial Equity, each department must develop a racial equity action plan by Dec. 2020. Racial equity refers to when race does not determine the distribution of public services, health care, education, economic opportunities, housing and other resources. To do this, we need to hire a racial equity consultant as we do not have internal expertise to complete this project. The consultant will work with a team of staff to develop the plan, through offering trainings, analyzing need, gathering necessary data, prioritizing actions and outlining leadership, process, benchmarks and timelines for implementation.

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

Without a racial equity consultant, we would be unable to offer our staff the essential training, deep analysis and fact-finding necessary to complete a racial equity action plan. The role of the racial equity consultant is to build capacity about racial equity issues and tools within our department. The consultant will train, mentor and generally assist teams of Public Works staff, so that as we develop the racial equity plan, we also build skills, knowledge and leadership in our department.

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 36604 - 19/20

D. Will the contract(s) be renewed?

We do not know at this time. At the end of the contract, we will reflect on the work and the ongoing need for support of the Racial Equity Initiative. We anticipate needing support for approximately 12 months.

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

N/A

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

SF Public Works does not have the internal expertise to develop and complete a racial equity action plan by December 2020. We anticipate needing support for approximately 12 months.

B. Reason for the request for modification:

Request to increase initial PSC amount approved. Please see attached PSC 36604-1920 Mod with revised response to questions 1C; 3B; 3C; 3D.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Qualifying consultants will have expertise with racial equity-specific program design and facilitation, organizational development, human resource management, and research and evaluation services, as well as specific experience working with municipal governments. Program design will have an emphasis on staff development. Familiarity with the social, physical and economic infrastructure of San Francisco's low-income neighborhoods and communities is a plus.

B. Which, if any, civil service class(es) normally perform(s) this work? 1825, Prnpl Admin Analyst 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?

Not Applicable

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

A. Explain why civil service classes are not applicable.

A racial equity consultant has specific knowledge and tools around race, racism, racial equity, implicit bias and structural racism. We do not have a civil service class that has that knowledge base as a minimum qualification.

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 goal of hiring a specialized racial equity consultant is to train staff to be racial equity trainers themselves. In this way we will be building capacity and knowledge within our department.

6. Additional Information

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

No.

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

The training to be offered will be in two parts: 1. Specific training for the racial equity leadership cohort so that after the contract is complete, the work can continue with in-house leadership. During the contract, the leadership cohort, including line staff, Supervisor I, Administrative analyst, Bureau Managers, etc. will facilitate multiple brown bags and informal conversations. 2. Implicit bias and anti-racism training for a broader group of staff led by the racial equity consultant. Our goal is to reach at least half of our department (800 people) with trainings, brown bags and other forums for learning and conversation. Trainings will be from one to six hours long.

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 02/21/20, the Department notified the following employee organizations of this PSC/RFP request: Unrepresented Miscellaneous; 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market St. 4th floor, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 36604 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

From: dhrrpscordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\)](#); 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; [Macaranas, Belle \(DPW\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Modification Request to PSC # 36604 - 19/20 - MODIFICATIONS
Date: Friday, February 21, 2020 3:14:52 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$175,000 for services for the period January 7, 2021 – June 7, 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/14599>

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: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☒ Expedited ☐ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Racial Equity Consulting ServicesFunding Source: General FundPSC Amount: \$9,999PSC Est. Start Date: 01/06/2020PSC Est. End Date 01/06/2021**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

As part of the legislation to develop a City-wide Office of Racial Equity, each department must develop a racial equity action plan by Dec. 2020. Racial equity refers to when race does not determine the distribution of public services, health care, education, economic opportunities, housing and other resources. To do this, we need to hire a racial equity consultant as we do not have internal expertise to complete this project. The consultant will work with a team of staff to develop the plan, through offering trainings, analyzing need, gathering necessary data, prioritizing actions and outlining leadership, process, benchmarks and timelines for implementation.

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

Without a racial equity consultant, we would be unable to offer our staff the essential training, deep analysis and fact-finding necessary to complete a racial equity action plan. The role of the racial equity consultant is to build capacity about racial equity issues and tools within our department. The consultant will train, mentor and generally assist teams of Public Works staff, so that as we develop the racial equity plan, we also build skills, knowledge and leadership in our department.

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.

As this is new legislation, we have not done this work before, and we don't have the internal expertise to accomplish the development of a racial equity action plan.

D. Will the contract(s) be renewed?

We do not know at this time. At the end of the contract, we will reflect on the work and the ongoing need for support of the Racial Equity Initiative. We anticipate needing support for approximately 12 months.

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:

SF Public Works does not have the internal expertise to develop and complete a racial equity action plan by December 2020. We anticipate needing support for approximately 12 months.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Qualifying consultants will have expertise with racial equity-specific program design and facilitation, organizational development, human resource management, and research and evaluation services, as well as specific experience working with municipal

governments. Program design will have an emphasis on staff development. Familiarity with the social, physical and economic infrastructure of San Francisco's low-income neighborhoods and communities is a plus.

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

The executive team at Public Works will take a one-day implicit bias workshop with DHR in December and staff has consulted with HRC in terms of developing the racial equity plan. Neither departments have the capacity to work closely with us to develop our department-specific racial equity action plan.

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

- A. Explain why civil service classes are not applicable.
A racial equity consultant has specific knowledge and tools around race, racism, racial equity, implicit bias and structural racism. We do not have a civil service class that has that knowledge base as a minimum qualification.
- 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 goal of hiring a specialized racial equity consultant is to train staff to be racial equity trainers themselves. In this way we will be building capacity and knowledge within our department.

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. Explanation of training has not been provided by the department
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

- 7. Union Notification:** On 11/13/2019, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21;
Unrepresented Miscellaneous

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market St. 4th floor San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 36604 - 19/20

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/12/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 41211 - 14/15)

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

Type of Service: Specialized Construction Management Support Services - TCFSD Facility

Funding Source: General Obligation Bond Sales

PSC Original Approved Amount: \$4,000,000

PSC Original Approved Duration: 01/01/15 - 12/31/18 (4 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 01/01/19-12/30/20 (2 years)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 12/31/20-12/31/22 (2 years 1 day)

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

PSC Cumulative Duration Proposed: 8 years 1 day

1. Description of Work

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

Department of Public Works (DPW) is seeking a team of qualified consultants to provide construction management support services to the City staff to address the specialized expertise and temporary peak workloads during the pre-construction and construction phases services of the new Traffic Company & Forensic Services Division (TC&FSD) facility. Services include, but are not limited to, budgeting and cost estimating, construction scheduling, constructability reviews, construction administration, and LEED/sustainable building construction management.

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

Specialized CM Support Services including, but not limited to expertise in forensic laboratory construction, will significantly minimize risks of exceeding project schedules and budgets due to unforeseen conditions and constructability issues. The denial of use of specialized services and supplemental staff to address peak workloads poses the risk of not meeting program objectives, and may cause the project that is part of the Earthquake Safety and Emergency Response Program to be delivered above the established budgets and behind the schedule.

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

Yes, please see PSC history. Similar services were provided under PSC#4093-10/11 approved on 3/21/2011 for the Public Safety Building, PSC#4087-07/08 approved on 1/22/2008 for San Francisco General Hospital, PSC#4269-00/01 approved on 9/18/2000 for Laguna Honda Hospital Replacement Program, and PSC#42862-13/14 approved on February 11, 2014 for the Office of Chief Medical Examiner.

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:

Services are needed until the anticipated completion of the project.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The highly technical and specialized services for the delivery of a new forensic services facility are needed once every 30 to 50 years.

B. Reason for the request for modification:

Additional duration is needed to cover actual contract term due to delay in issuance of Notice to Proceed. The project has been put on hold and gone thru multiple cost reduction exercises, to align the scope & budget, in an overheated construction market. The NTP for construction was issued on October 7, 2019. The construction duration of 24 months, to substantial completion, remains the same. The Consultant services are being extended to match the current project schedule. Post occupancy related services are expected to require continued involvement from the consultant, thru Spring of 2022.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized expertise in Cost Estimating, Scheduling, Constructability Analysis, and Sustainable Building Construction Management applicable to construction of San Francisco Police Department (SFPD) Traffic Company and Forensic Services Division comprising of crime investigation and identification units, crime laboratories, associated lab support, and administration spaces. Please note that 50% of this facility is for laboratory functions. Experience in meeting ... see attached Additional Reponse.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 6318, Construction Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Permanent civil service employees do not possess the experience and specialized expertise in construction management support services of delivering a new forensic services facility.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. These highly technical and specialized services for the delivery of a new forensic services facility are needed once every 30 to 50 years.

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

7. Union Notification: On 03/23/20, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41211 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

From: [Burns, Alexander \(DPW\)](#)
To: [Macaranas, Belle \(DPW\)](#); [Williams, Hyun \(DPW\)](#); [Sy, Don \(DPW\)](#)
Subject: Fw: Receipt of Modification Request to PSC # 41211 - 14/15 - MODIFICATIONS
Date: Monday, March 23, 2020 1:20:45 PM

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> on behalf of alexander.burns@sfdpw.org <alexander.burns@sfdpw.org>
Sent: Monday, March 23, 2020 12:29 PM
To: Burns, Alexander (DPW); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; michelle.lim@sfdpw.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 41211 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period December 31, 2020 – 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/5973>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 41211 - 14/15)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Specialized Construction Management Support Services - TCFSD FacilityFunding Source: General Obligation Bond SalesPSC Original Approved Amount: \$4,000,000 PSC Original Approved Duration: 01/01/15 - 12/31/18 (4 years)PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/01/19-12/30/20 (2 years)PSC Cumulative Amount Proposed: \$4,000,000 PSC Cumulative Duration Proposed: 6 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Department of Public Works (DPW) is seeking a team of qualified consultants to provide construction management support services to the City staff to address the specialized expertise and temporary peak workloads during the pre-construction and construction phases services of the new Traffic Company & Forensic Services Division (TC&FSD) facility. Services include, but are not limited to, budgeting and cost estimating, construction scheduling, constructability reviews, construction administration, and LEED/sustainable building construction management.

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

Specialized CM Support Services including, but not limited to expertise in forensic laboratory construction, will significantly minimize risks of exceeding project schedules and budgets due to unforeseen conditions and constructability issues. The denial of use of specialized services and supplemental staff to address peak workloads poses the risk of not meeting program objectives, and may cause the project that is part of the Earthquake Safety and Emergency Response Program to be delivered above the established budgets and behind the schedule.

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

Services have been provided in the past through earlier PSC request. See 41211 - 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:

Services are needed until the anticipated completion of the project.

2. Reason(s) for the Request**A. Display all that apply**

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

Explain the qualifying circumstances:

The highly technical and specialized services for the delivery of a new forensic services facility are needed once every 30 to 50 years.

B. Reason for the request for modification:

Additional duration is needed to cover actual contract term due to delay in issuance of Notice to Proceed.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized expertise in Cost Estimating, Scheduling, Constructability Analysis, and Sustainable Building Construction Management applicable to construction of San Francisco Police Department (SFPD) Traffic Company and Forensic Services Division comprising of crime investigation and identification units, crime laboratories, associated lab support, and administration spaces. Please note that 50% of this facility is for laboratory functions. Experience in meeting ... see attached Additional Reponse.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 6318, Construction Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

The department analyzed and assessed the range of services available in-house and did not find the specialized expertise necessary for this type of project among the existing staff. Therefore, we need to supplement our City staff with consultants who can provide staff with experience in cost estimating and schedule validation needed for a successful project delivery.

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

- A. Explain why civil service classes are not applicable.
Permanent civil service employees do not possess the experience and specialized expertise in construction management support services of delivering a new forensic services facility.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. These highly technical and specialized services for the delivery of a new forensic services facility are needed once every 30 to 50 years.

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.
Risk management techniques... see attached Additional Reponse.
- 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.
Vanir/CM Pros JV

7. Union Notification: On 11/17/15, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Architect & Engineers, Local 21;

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

Name: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41211 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/30/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 35031 - 13/14)

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

Type of Service: Real Estate Research

Funding Source: General Fund

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 03/03/14 - 06/30/14 (16 weeks 6 days)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/14-06/30/15 (1 year)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 07/01/15-06/30/20 (5 years 2 days)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 02/20/20-06/30/22 (2 years)

PSC Mod#4 Amount: \$100,000

PSC Mod#4 Duration: no duration added

PSC Cumulative Amount Proposed: \$200,000

PSC Cumulative Duration Proposed: 8 years 17 weeks

1. Description of Work

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

Research the title on parcels of real property subject to sale at tax auction due to defaulted property taxes. The research would locate all lien holders and/or parties of interest for each parcel subject to the Tax Collector's power to sell.

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

This service is required under Section 3701 of the California Revenue and Taxation Code. Without this service, the tax sale mandated by California law could not proceed.

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 PSC 35031-13/14

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:

This service is required under Section 3701 of the California Revenue and Taxation 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:

no response from department

B. Reason for the request for modification:

Add money.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to research title of parcels of real estate and provide a report compliant with Section 3701 of the California Revenue and Taxation Code. Contractor must provide insurance to cover error or omissions in title reports.

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

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.
Service is used on an intermittent basis. Contractor insures reports against errors or omissions, protecting City interests.
- 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. Service is used on an intermittent basis. Contractor insures reports against errors or omissions, protecting City interests.

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.
Curative Title Solutions Inc

7. **Union Notification:** On 04/13/20, the Department notified the following employee organizations of this PSC/RFP request:
Management & Superv Local 21;

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

Name: Phone: Email:

Address: 1 Dr Carlton B Goodlett Pl, Room 140, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35031-13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

From: [Wu, Kimmie \(TTX\)](#)
To: [Wentworth, Amanda \(TTX\)](#)
Subject: FW: Receipt of Modification Request to PSC # 35031 - 13/14 - MODIFICATIONS
Date: Thursday, February 20, 2020 3:03:16 PM
Importance: High

Kimmie Wu
Office of the Treasurer & Tax Collector
415.554.4513

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of Kimmie.wu@sfgov.org
Sent: Thursday, February 20, 2020 1:13 PM
To: Wu, Kimmie (TTX) <kimmie.wu@sfgov.org>; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Kato, Greg (TTX) <greg.kato@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 35031 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The TREASURER/TAX COLLECTOR -- TTX has submitted a modification request for a Personal Services Contract (PSC) for \$30,000 for services for the period February 20, 2020 – June 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/3433>

Email sent to the following addresses: L21PSCReview@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: TREASURER/TAX COLLECTORDept. Code: TTXType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 35031 - 13/14)Type of Approval: ☒ Expedited ☐ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Real Estate ResearchFunding Source: General FundPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 03/03/14 - 06/30/14 (16 weeks 6 days)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 07/01/14-06/30/15 (1 year)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 07/01/15-06/30/20 (5 years 2 days)PSC Cumulative Amount Proposed: \$100,000PSC Cumulative Duration Proposed: 6 years 17 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Research the title on parcels of real property subject to sale at tax auction due to defaulted property taxes. The research would locate all lien holders and/or parties of interest for each parcel subject to the Tax Collector's power to sell.

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

This service is required under Section 3701 of the California Revenue and Taxation Code. Without this service, the tax sale mandated by California law could not proceed.

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 has been provided in the past through PSC 35031-13/14

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:

This service is required under Section 3701 of the California Revenue and Taxation Code. Our tax sale mandated by California law could not proceed without this service.

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:
Add time.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Ability to research title of parcels of real estate and provide a report compliant with Section 3701 of the California Revenue and Taxation Code. Contractor must provide insurance to cover error or omissions in title reports.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst;
- 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.
Service is used on an intermittent basis. Contractor insures reports against errors or omissions, protecting City interests.
- 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. Service is used on an intermittent basis. Contractor insures reports against errors or omissions, protecting City interests.

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.

Curative Title Solutions Inc

7. **Union Notification:** On 05/19/16, the Department notified the following employee organizations of this PSC/RFP request:

Management & Superv Local 21;

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

Name: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: 1 Dr Carlton B Goodlett Pl, Room 140, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35031 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 06/23/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR Dept. Code: TTXType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 35031 - 13/14)Type of Approval: ☒ Expedited ☐ Regular (☐ Omit Posting)Type of Service: Real Estate ResearchFunding Source: General FundPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 03/03/14 - 06/30/14 (16 weeks 6 cPSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 07/01/14-06/30/15 (1 year)

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$100,000PSC Cumulative Duration Proposed: 1 year 16 weeks**1. Description of Work****A. Scope of Work:**

Research the title on parcels of real property subject to sale at tax auction due to defaulted property taxes. The research would locate all lien holders and/or parties of interest for each parcel subject to the Tax Collector's power to sell.

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

This service is required under Section 3701 of the California Revenue and Taxation Code. Without this service, the tax sale mandated by California law could not proceed.

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 35031 - 13/14

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

2. Union Notification: On 06/20/14, the Department notified the following employee organizations of this PSC/RFP request: Management & Superv Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 35031 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 06/27/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Ability to research title of parcels of real estate and provide a report compliant with Section 3701 of the California Revenue and Taxation Code. Contractor must provide insurance to cover error or omissions in title reports.

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

1824,

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:

Service is used on an intermittent basis. Contractor insures reports against errors or omissions, protecting City interests.

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

No. Service is used on an intermittent basis. Contractor insures reports against errors or omissions, protecting City interests.

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? Old Republic Title Company & Harmony Research | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 06/20/14 BY:

Name: Greg Kato Phone: 415-554-6888 Email: greg.kato@sfgov.org

Address: 1 Dr Carlton B Goodlett Pl, Room 140 San Francisco, CA

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR -- TTX

Dept. Code: TTX

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

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

Type of Service: Real Estate Research

Funding Source: General Fund

PSC Amount: \$100,000

PSC Est. Start Date: 03/03/2014

PSC Est. End Date 06/30/2014

1. Description of Work

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

Research the title on parcels of real property subject to sale at tax auction due to defaulted property taxes. The research would locate all lien holders and/or parties of interest for each parcel subject to the Tax Collector's power to sell.

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

This service is required under Section 3701 of the California Revenue and Taxation Code. Without this service, the tax sale mandated by California law could not proceed.

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.

Contractors previously provided this service. However, due to staff transitions and the amount of time lapsed between tax sales, no PSC or prior agreements have been located.

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Not Applicable

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to research title of parcels of real estate and provide a report compliant with Section 3701 of the California Revenue and Taxation Code. Contractor must provide insurance to cover error or omissions in title reports.

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

- 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?

N/A. Service is not provided by any other departments. Current staff do not have the expertise. This is an intermittent service.

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

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

Service is used on an intermittent basis. Contractor insures reports against errors or omissions, protecting City interests.

- 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. Service is used on an intermittent basis. Contractor insures reports against errors or omissions, protecting City interests.

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.

- 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 02/18/2014, the Department notified the following employee organizations of this PSC/RFP request:

Management & Superv Local 21

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

Name: Phone: Email:

Address: 1 Dr Carlton B Goodlett Pl, Room 140 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35031 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/28/2014

REVENUE AND TAXATION CODE - RTC



DIVISION 1. PROPERTY TAXATION [50 - 5911] (*Division 1 enacted by Stats. 1939, Ch. 154.)*

PART 6. TAX SALES [3351 - 3972] (*Part 6 enacted by Stats. 1939, Ch. 154.)*

CHAPTER 7. Sale to Private Parties After Deed to State [3691 - 3731.1] (*Chapter 7 enacted by Stats. 1939, Ch. 154.)*

Not less than 45 days nor more than 120 days before the proposed sale, the tax collector shall send notice
3701. of the proposed sale by certified mail with return receipt requested to the last known mailing address, if available, of parties of interest, as defined in Section 4675. The notice shall state the date, time, and place of the proposed sale, the amount required to redeem the property, and the fact that the property may be redeemed up to the close of business on the last business day prior to the date of the sale, and information regarding the rights of parties of interest to claim excess proceeds, as defined in Section 4674, if the property is sold and excess proceeds result from that sale.

The tax collector shall make a reasonable effort to obtain the name and last known mailing address of parties of interest.

The validity of any sale under this chapter shall not be affected if the tax collector's reasonable effort fails to disclose the name and last known mailing address of parties of interest or if a party of interest does not receive the mailed notice.

(Amended by Stats. 2004, Ch. 194, Sec. 19. Effective January 1, 2005.)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 36741 - 19/20)

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

Type of Service: Smart Money Coaching-Transitional Age Youth

Funding Source: General and State funds

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 01/01/20 - 06/30/21 (1 year 25 weeks)

PSC Mod#1 Amount: \$100,000

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$200,000

PSC Cumulative Duration Proposed: 1 year 25 weeks

1. Description of Work

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

The Office of the Treasurer and Tax Collector, Office of Financial Empowerment (OFE) is seeking to expand its one-on-one financial coaching program, Smart Money Coaching (SMC), to reach and meet the unique financial needs of at-risk transitional age youth (TAY), aged 16-24, including TAY experiencing homelessness. Smart Money Coaching will support TAY to build towards financial security through a number of strategies, including repairing and building their credit, accessing bank accounts with no hidden fees or overdraft, utilizing direct deposit and bill payment to manage their funds, and accessing safe, affordable credit.

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

This service is important to financially support at-risk transitional age youth receiving supportive services from the City such as workforce training and housing, many whom are coming in with financial issues and barriers. We are integrating SMC with the Department of Homelessness and Supportive Housing (HSH)'s Rising Up initiative to support 500 youth with rapid rehousing and workforce. Financial stability is key to ensuring housing and workforce stability so youth can build self-sufficiency over time. This is a specialized service and requires working with an organization that has financially trained and certified coaches with expertise in working with the TAY population to effectively support their financial needs.

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

Yes, PSC 36741-19/20

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:

Add money.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

The service is very technical and not enough financial coaches are yet needed to create a civil service class to perform this work. Coaches must be certified.

B. Reason for the request for modification:

Add money.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The required skills and expertise include: • Knowledge and/or assessment of the financial service and coaching needs of the proposed service area and a successful track record to providing solutions and services most appropriate to addressing the specific needs of clients in the proposed service area. • Experience with data tracking and reporting to government agencies and the ability to track, manage and report on critical data points for each client. • Financial coaches must be Certified Financial Counselors through the National

Association of Certified Credit Counselors (NACCC) by start of service. • A minimum of three (3) years of experience working with at-risk transitional age youth (TAY) and successfully supporting them to resolve financial barriers and achieve positive financial outcomes

B. Which, if any, civil service class(es) normally perform(s) this work? 2589, Health Program Coordinator 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.

The services are highly specialized and require individuals trained and certified as financial coaches.

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 service is very technical and not enough financial coaches are yet needed to create a civil service class to perform this 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.

Explanation of training has not been provided by the department

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

No.

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

No.

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

No.

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

Yes we are working with the same contractor from the original PSC

7. Union Notification: On 02/19/20, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21;

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

Name: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 140, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 36741 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

From: [Wu, Kimmie \(TTX\)](#)
To: [Wentworth, Amanda \(TTX\)](#)
Subject: FW: Receipt of Modification Request to PSC # 36741 - 19/20 - MODIFICATIONS
Date: Friday, February 21, 2020 4:20:03 PM

Kimmie Wu
Office of the Treasurer & Tax Collector
415.554.4513

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of Kimmie.wu@sfgov.org
Sent: Wednesday, February 19, 2020 1:06 PM
To: Wu, Kimmie (TTX) <kimmie.wu@sfgov.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) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 36741 - 19/20 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The TREASURER/TAX COLLECTOR -- TTX has submitted a modification request for a Personal Services Contract (PSC) for \$49,000 for services for the period February 19, 2020 – June 30, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrrupal/node/14587>

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: TREASURER/TAX COLLECTOR -- TTXDept. Code: TTXType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☒ Expedited ☐ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Smart Money Coaching-Transitional Age YouthFunding Source: General and State fundsPSC Duration: 1 year 25 weeksPSC Amount: \$100,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of the Treasurer and Tax Collector, Office of Financial Empowerment (OFE) is seeking to expand its one-on-one financial coaching program, Smart Money Coaching (SMC), to reach and meet the unique financial needs of at-risk transitional age youth (TAY), aged 16-24, including TAY experiencing homelessness. Smart Money Coaching will support TAY to build towards financial security through a number of strategies, including repairing and building their credit, accessing bank accounts with no hidden fees or overdraft, utilizing direct deposit and bill payment to manage their funds, and accessing safe, affordable credit.

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

This service is important to financially support at-risk transitional age youth receiving supportive services from the City such as workforce training and housing, many whom are coming in with financial issues and barriers. We are integrating SMC with the Department of Homelessness and Supportive Housing (HSH)'s Rising Up initiative to support 500 youth with rapid rehousing and workforce. Financial stability is key to ensuring housing and workforce stability so youth can build self-sufficiency over time. This is a specialized service and requires working with an organization that has financially trained and certified coaches with expertise in working with the TAY population to effectively support their financial needs.

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.

N/A

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):**☒ 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 service is very technical and not enough financial coaches are yet needed to create a civil service class to perform this work. Coaches must be certified.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The required skills and expertise include: • Knowledge and/or assessment of the financial service and coaching needs of the proposed service area and a successful track record to providing solutions and services most appropriate to addressing the specific needs of clients in the proposed service area. • Experience with data tracking and reporting to government agencies and the ability to track, manage and report on critical data points for each client. • Financial coaches must be Certified Financial Counselors through the National Association of Certified Credit Counselors (NACCC) by start of service. • A minimum of three (3) years of experience working with at-risk transitional age youth (TAY) and successfully supporting them to resolve financial barriers and achieve positive financial outcomes
- B. Which, if any, civil service class(es) normally perform(s) this work? 2589, Health Program Coordinator 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?

TTX Office of Financial Empowerment staff manage the Smart Money Coaching program and receive funding from City departments to offer one-on-one financial coaching to those living, working or receiving services in San Francisco. OFE has invested staff time and resources to oversee SMC expansion, strategy, management and evaluation and ensure quality of service provided. But given the nature of the work the City has outsourced the technical skills and expertise required for the actual one-one-one financial coaching service by contracting with qualified, trained, certified coaches.

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

- A. Explain why civil service classes are not applicable.
The services are highly specialized and require individuals trained and certified as financial coaches.
- 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 service is very technical and not enough financial coaches are yet needed to create a civil service class to perform this work.

6. Additional Information

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

7. Union Notification: On 11/22/2019, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21

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

Name: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 140 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 36741 - 19/20

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/12/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 39672 - 19/20)

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

Type of Service: Smart Money Coaching-HSS

Funding Source: General, Grant and Private

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 01/01/20 - 06/30/21 (1 year 25 weeks)

PSC Mod#1 Amount: \$150,000

PSC Mod#1 Duration: 02/19/20-06/30/22 (1 year)

PSC Cumulative Amount Proposed: \$250,000

PSC Cumulative Duration Proposed: 2 years 25 weeks

1. Description of Work

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

The Office of the Treasurer and Tax Collector, Office of Financial Empowerment (OFE) is seeking to expand its one-on-one financial coaching program, Smart Money Coaching (SMC), to reach and meet the unique financial needs of employees of the City and County of San Francisco. The financial coaching service provider will offer Smart Money Coaching as part of the development of financial well-being resources for San Francisco Health Service System (HSS) members. (Service Area 1 of attached RFQ)

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

This service is important to supporting the financial needs and well-being of workers employed by the City and County of San Francisco and helps build the well-being programs and services offered by HSS to its members. HSS found in their 2015 Well-being Assessment of City employees that 42% of respondents were concerned about finances and 28% of those reported that this negatively impacts their productivity some or a lot of the time. Offering one-on-one financial coaching for city workers will help meet workers where they are financially, help reduce their financial stress and support their financial health and well-being.

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

Yes, PSC 39672-19/2

D. Will the contract(s) be renewed?

Yes

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

2. Reason(s) for the Request

A. Display all that apply

☒ 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 service is very technical and not enough financial coaches are yet needed to create a civil service class to perform this work.

B. Reason for the request for modification:

add money and time

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The required skills and expertise include: • Knowledge and/or assessment of the financial service and coaching needs of the proposed service area and a successful track record to providing solutions and services most appropriate to addressing the specific needs of clients in the proposed service area. • Experience with data tracking and reporting to government agencies and the ability to track, manage and report on critical data points for each client. • Financial coaches must be Certified Financial Counselors through the National Association of Certified Credit Counselors (NACCC) by start of service. • A minimum of three (3) years working with public-sector employers to provide financial coaching services to employees and/or retirees.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2589, Health Program Coordinator 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.
The services are highly specialized and require individuals trained and certified as financial coaches.
- 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 service is very technical and not enough financial coaches are yet needed to create a civil service class to perform this 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.
There will be no training as coaches must be certified.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes we are working with the same contractor from the original PSC

7. Union Notification: On 02/19/20, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21;

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

Name: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 140, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39672 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

From: [Wu, Kimmie \(TTX\)](#)
To: [Wentworth, Amanda \(TTX\)](#)
Subject: FW: Receipt of Modification Request to PSC # 39672 - 19/20 - MODIFICATIONS
Date: Friday, February 21, 2020 4:19:12 PM

Kimmie Wu
Office of the Treasurer & Tax Collector
415.554.4513

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of Kimmie.wu@sfgov.org
Sent: Wednesday, February 19, 2020 1:57 PM
To: Wu, Kimmie (TTX) <kimmie.wu@sfgov.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) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 39672 - 19/20 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The TREASURER/TAX COLLECTOR -- TTX has submitted a modification request for a Personal Services Contract (PSC) for \$150,000 for services for the period February 19, 2020 – June 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrrupal/node/14589>

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: TREASURER/TAX COLLECTOR -- TTX

Dept. Code: TTX

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

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

Type of Service: Smart Money Coaching-HSS

Funding Source: General, Grant and Private

PSC Duration: 1 year 25 weeks

PSC Amount: \$100,000

1. Description of Work

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

The Office of the Treasurer and Tax Collector, Office of Financial Empowerment (OFE) is seeking to expand its one-on-one financial coaching program, Smart Money Coaching (SMC), to reach and meet the unique financial needs of employees of the City and County of San Francisco. The financial coaching service provider will offer Smart Money Coaching as part of the development of financial well-being resources for San Francisco Health Service System (HSS) members.(Service Area 1 of attached RFQ)

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

This service is important to supporting the financial needs and well-being of workers employed by the City and County of San Francisco and helps build the well-being programs and services offered by HSS to its members. HSS found in their 2015 Well-being Assessment of City employees that 42% of respondents were concerned about finances and 28% of those reported that this negatively impacts their productivity some or a lot of the time. Offering one-on-one financial coaching for city workers will help meet workers where they are financially, help reduce their financial stress and support their financial health and well-being.

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.

It has not been provided in the past.

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):

☒ 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 service is very technical and not enough financial coaches are yet needed to create a civil service class to perform this work.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The required skills and expertise include: • Knowledge and/or assessment of the financial service and coaching needs of the proposed service area and a successful track record to providing solutions and services most appropriate to addressing the specific needs of clients in the proposed service area. • Experience with data tracking and reporting to government agencies and the ability to track, manage and report on critical data points for each client. • Financial coaches must be Certified Financial Counselors through the National Association of Certified Credit Counselors (NACCC) by start of service. • A minimum of three (3) years working with public-sector employers to provide financial coaching services to employees and/or retirees.

B. Which, if any, civil service class(es) normally perform(s) this work? 2589, Health Program Coordinator 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?

TTX Office of Financial Empowerment staff manage the Smart Money Coaching program and receive funding from City departments to offer one-on-one financial coaching to those living, working or receiving services in San Francisco. OFE has invested staff time and resources to oversee SMC expansion, strategy, management and evaluation and ensure quality of service provided. But given the nature of the work the City has outsourced the technical skills and expertise required for the actual one-on-one financial coaching service by contracting with qualified, trained, certified coaches.

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

A. Explain why civil service classes are not applicable.

The services are highly specialized and require individuals trained and certified as financial coaches.

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 service is very technical and not enough financial coaches are yet needed to create a civil service class to perform this work.

6. Additional Information

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

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

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

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

7. Union Notification: On 11/22/2019, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21

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

Name: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 140 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39672 - 19/20

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/12/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 41074 - 15/16)

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

Type of Service: Financial Administration - Payment Gateway

Funding Source: Revenue Fund

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

PSC Original Approved Duration: 01/01/16 - 12/31/20 (5 years 1 day)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 01/01/21-03/31/23 (2 years 12 weeks)

PSC Mod#2 Amount: \$500,000

PSC Mod#2 Duration: 03/03/20-04/16/23 (2 weeks 2 days)

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

PSC Cumulative Duration Proposed: 7 years 15 weeks

1. Description of Work

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

The proposed work includes hosting and supporting payment application IVR (Interactive Voice Response), Internet, and in person payment applications, as well as ensuring the security and privacy of all transaction-related data. The selected respondent(s) will also ensure 24 hours a day 7 days per week availability to the public through many City and County of San Francisco (CCSF) websites, physical locations, and IVR that will allow payments for property taxes, fees, licenses, reservations, and other goods or services using credit/debit cards or by E-Check. Complex programs and applications that address each department's specific needs will be developed as part of this project.

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

Payment gateway is necessary to process credit card transactions remotely and over the phone, while protecting cardholder data. Credit Card details are sent encrypted from the City's website to the designated payment gateway. Existing contract has an expiration date and there needs to be an overlap in order to transition between vendors. If contracting is delayed, the City will not be able to take payments over the internet or IVR.

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 provided under PSC 41074-15/16

D. Will the contract(s) be renewed?

If CCSF is satisfied with service and rates remain competitive.

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 was a delay in starting the PSC and we need extra time.

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:

Gateway software is a product that has been developed by a vendor to be used by multiple customers. Contract is a combination of product plus professional services to utilize the product. Contractor needs hands-on highly technical and experienced staff who are exposed to the industry and are equipped with the electronic banking skills that pertain to the development, integration and security of the different methods of electronic payments. In addition the work is intermittent.

B. Reason for the request for modification:

adding time and money

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Minimum qualifications include ability to accept payment instructions 24/7/365, minimum of 3 years experience providing payment gateway services to municipalities or other

governments, meeting statutory and regulatory standards for data security. See attachment - Skills and Expertise Requirements - for additional skills/expertise required.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1063, IS Programmer Analyst-Senior; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, this is not a function that City Government can reasonably provide given the complexity of banking relationships and data security. All Gateway services will be hosted by the vendor at their location.

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.
Gateway software is a product that has been developed by a vendor to be used by multiple customers. The contract is a combination of product plus professional services to utilize the product. The contractor needs hands-on highly technical and experienced staff who are exposed to the industry and are equipped with the electronic banking skills that pertain to the development, integration and security of the different methods of electronic payments. In addition, the work is intermittent.
- 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. Contractor must have demonstrated successful experience providing both payor-present and payor-not-present payment gateway services in other jurisdictions. The industry is highly technical and quickly evolving. The work is intermittent.

6. Additional Information

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

7. Union Notification: On 03/03/20, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

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

Name: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 140, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41074 - 15/16

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/04/2020

Receipt of Union Notification

From: dhrrpscordinator@sfgov.org on behalf of Kimmie.wu@sfgov.org
To: [Wu, Kimmie \(TTX\)](#); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Modification Request to PSC # 41074 - 15/16 - MODIFICATIONS
Date: Tuesday, March 3, 2020 3:24:04 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The TREASURER/TAX COLLECTOR -- TTX has submitted a modification request for a Personal Services Contract (PSC) for \$500,000 for services for the period March 3, 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/dhrrupal/node/9870>

Email sent to the following addresses: L21PSCReview@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: TREASURER/TAX COLLECTORDept. Code: TTXType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 41074 - 15/16)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Financial Administration - Payment GatewayFunding Source: Revenue FundPSC Original Approved Amount: \$1,500,000PSC Original Approved Duration: 01/01/16 - 12/31/20 (5 years 1 day)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 01/01/21-03/31/23 (2 years 12 weeks)PSC Cumulative Amount Proposed: \$1,500,000PSC Cumulative Duration Proposed: 7 years 12 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The proposed work includes hosting and supporting payment application IVR (Interactive Voice Response), Internet, and in person payment applications, as well as ensuring the security and privacy of all transaction-related data. The selected respondent(s) will also ensure 24 hours a day 7 days per week availability to the public through many City and County of San Francisco (CCSF) websites, physical locations, and IVR that will allow payments for property taxes, fees, licenses, reservations, and other goods or services using credit/debit cards or by E-Check. Complex programs and applications that address each department's specific needs will be developed as part of this project.

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

Payment gateway is necessary to process credit card transactions remotely and over the phone, while protecting cardholder data. Credit Card details are sent encrypted from the City's website to the designated payment gateway. Existing contract has an expiration date and there needs to be an overlap in order to transition between vendors. If contracting is delayed, the City will not be able to take payments over the internet or IVR.

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 41074 - 15/16

D. Will the contract(s) be renewed?

If CCSF is satisfied with service and rates remain competitive.

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 was a delay in starting the PSC and we need extra time.

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:

Gateway software is a product that has been developed by a vendor to be used by multiple customers. Contract is a combination of product plus professional services to utilize the product. Contractor needs hands-on highly technical and experienced staff who are exposed to the industry and are equipped with the electronic banking skills that pertain to the development, integration and security of the different methods of electronic payments. In addition the work is intermittent.

B. Reason for the request for modification:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Minimum qualifications include ability to accept payment instructions 24/7/365, minimum of 3 years experience providing payment gateway services to municipalities or other governments, meeting statutory and regulatory standards for data security. See attachment - Skills and Expertise Requirements - for additional skills/expertise required.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, this is not a function that City Government can reasonably provide given the complexity of banking relationships and data security. All Gateway services will be hosted by the vendor at their location.

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.

Gateway software is a product that has been developed by a vendor to be used by multiple customers. The contract is a combination of product plus professional services to utilize the product. The contractor needs hands-on highly technical and experienced staff who are exposed to the industry and are equipped with the electronic banking skills that pertain to the development, integration and security of the different methods of electronic payments. In addition, the work is intermittent.

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. Contractor must have demonstrated successful experience providing both payor-present and payor-not-present

payment gateway services in other jurisdictions. The industry is highly technical and quickly evolving. The work is intermittent.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Contractor will provide training for staff to use the payment gateway system. Training will either be online or in the classroom. The total number of hours are unknown at this time.
- 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 09/18/17, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 140, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41074 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/03/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR -- TTX Dept. Code: TTXType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Financial Administration - Payment GatewayFunding Source: Revenue Fund

PSC Duration: 5 years 1 day

PSC Amount: \$1,500,000PSC Est. Start Date: 01/01/2016 PSC Est. End Date: 12/31/2020**1. Description of Work****A. Scope of Work:**

The proposed work includes hosting and supporting payment application IVR (Interactive Voice Response), Internet, and in person payment applications, as well as ensuring the security and privacy of all transaction-related data. The selected respondent(s) will also ensure 24 hours a day 7 days per week availability to the public through many City and County of San Francisco (CCSF) websites, physical locations, and IVR that will allow payments for property taxes, fees, licenses, reservations, and other goods or services using credit/debit cards or by E-Check. Complex programs and applications that address each department's specific needs will be developed as part of this project.

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

Payment gateway is necessary to process credit card transactions remotely and over the phone, while protecting cardholder data. Credit Card details are sent encrypted from the City's website to the designated payment gateway. Existing contract has an expiration date and there needs to be an overlap in order to transition between vendors. If contracting is delayed, the City will not be able to take payments over the internet or IVR.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
Under PSC 4043 08/09 and PSC 4043 08/09 Modification.

D. Will the contract(s) be renewed? If CCSF is satisfied with service and rates remain competitive.

2. Union Notification: On 08/26/2015, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 41074 - 15/16

DHR Analysis/Recommendation:

12/07/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 12/07/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Minimum qualifications include ability to accept payment instructions 24/7/365, minimum of 3 years experience providing payment gateway services to municipalities or other governments, meeting statutory and regulatory standards for data security. See attachment - Skills and Expertise Requirements - for additional skills/expertise required.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes, this is not a function that City Government can reasonably provide given the complexity of banking relationships and data security. All Gateway services will be hosted by the vendor at their location.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Gateway software is a product that has been developed by a vendor to be used by multiple customers. The contract is a combination of product plus professional services to utilize the product. The contractor needs hands-on highly technical and experienced staff who are exposed to the industry and are equipped with the electronic banking skills that pertain to the development, integration and security of the different methods of electronic payments. In addition, the work is intermittent.

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

No. Contractor must have demonstrated successful experience providing both payor-present and payor-not-present payment gateway services in other jurisdictions. The industry is highly technical and quickly evolving. The work is intermittent.

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

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 10/26/2015 BY:

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