



London Breed
Mayor

Micki Callahan
Human Resources Director

Date: May 1, 2020

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Joan Lubamersky, ADM
John Tsutakawa, HSA
Amy Nuque, MTA
Jacquie Hale, DPH
Kimmie Wu, TTX

Subject: **Personal Services Contracts Approval Request**

This report contains ten (10) 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
\$230,667,282	\$304,282,741	\$2,948,909,448

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POSTING FOR**May 18, 2020****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2020-05-18

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
43482 - 19/20	GENERAL SERVICES AGENCY - CITY ADMIN	\$2,000,000.00	Parking garage operation and management, maintenance of facility, valet parking and collection of parking fees at five parking garages and lots owned by the Real Estate Division. The locations consist of transient and monthly parking for vehicles. The locations are used by the public and City staff.	June 1, 2020	May 31, 2025	REGULAR
43712 - 19/20	HUMAN SERVICES	\$823,350.00	CitySpan Technologies Inc. will grant an enterprise access licenses for City Staff and City Vendors to CARBON, its proprietary software product allowing for Contract/Grant management, tracking, invoicing, and reporting application.	July 1, 2020	June 30, 2025	REGULAR
47416 - 19/20	HUMAN SERVICES	\$818,747.00	JUMP Technology Services will grant Client Access License (CAL) to LEAPS, its proprietary software product allowing for complete Adult Protective Services (APS) case management, tracking and reporting application, from initial intake through case closure.	July 1, 2020	June 30, 2025	REGULAR
46308 - 19/20	MUNICIPAL TRANSPORTATION AGENCY	\$450,000.00	The consultant will install and test 109 security card readers at thirteen (13) San Francisco Municipal Transportation Agency (SFMTA) facilities implementing state of the art security proprietary hardware and software into an existing proprietary security system of 163 card readers.	July 15, 2020	July 15, 2024	REGULAR
43238 - 19/20	PUBLIC HEALTH	\$850,000.00	The contractor(s) will provide interpretation in various languages as needed for on-site interpreting, back-fill for civil service staff on extended leave, and other unanticipated absences. Services will be provided for both DPH staff and patients/clients. Interpreter(s) must be available Monday-Friday, 8:00 a.m.-5:00 p.m. and be willing and able to provide services at Zuckerberg San Francisco General Hospital and other Department facilities, on an as-needed basis. Contractor(s) must be able to provide services in the languages needed by specific patients/clients, and to provide simultaneous interpretation, as needed.	March 1, 2020	February 29, 2024	REGULAR
42643 - 19/20	MUNICIPAL TRANSPORTATION AGENCY	\$25,000,000.00	The consultant will provide engineering services for the San Francisco Municipal Transportation Agency (SFMTA) Capital Programs and Construction Division (CP&C) including design/review of Muni's special trackwork, design/review of overhead contact system work, and preparing special procurement documents for long-lead items. In addition, the scope of services will cover construction management support, including providing field survey and independent Special Inspections as required by the San Francisco Department of Building Inspection. The scope will cover also specialized tunnel structure inspections, and project claims analysis.	August 1, 2020	August 1, 2026	REGULAR

TOTAL AMOUNT \$29,942,097**CSV**

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Posting For May 18, 2020

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4113 11/12 - MODIFICATIONS	May 18, 2020	PUBLIC HEALTH -- DPH	\$107,650,785	\$259,048,672	In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants." (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: (1) assists in eligibility and enrollment functions, (2) manages participant fee billing and collection, (3) receives utilization data and develops utilization reports, (continued on attachment)	07/01/2020	06/30/2025	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
43871 - 17/18 - MODIFICATIONS	May 18, 2020	PUBLIC HEALTH -- DPH	\$92,624,400	\$189,442,000	Contractor(s) will provide psychiatric care to adults and/or older adults, in a locked licensed facility, Skilled Nursing Facility (SNF) and/or Mental Health Rehabilitation Center (MHRC) within San Francisco Bay Area, and/or non-mandatory psychiatric respite services, with one-on-one support in an appropriate environment. Most admissions for psychiatric care will be San Francisco residents coming directly from acute psychiatric inpatient units. Referrals for respite services will primarily come from Psychiatric Emergency Services (PES), acute inpatient psychiatric units, community mental health/dual diagnosis treatment programs, the San Francisco Homeless Outreach Team (SF HOT) and intensive case management programs. The SNF will provide care to individuals with psychiatric problems, medical problems and behavior problems, individuals with neurobehavioral diagnosis with a primary diagnosis of dementia. Individuals also may be admitted with physical impairments requiring special needs that may include the use of a wheelchair, walker, or cane; they may also have vision and or hearing loss or speech impediments. The MHRC will provide care to individuals who have a psychiatric diagnosis with behaviors too severe to live independently or in an unlocked unstructured community program. Respite services will provide a place for people who are not yet accepting of the need to manage their mental health symptoms/issues in a more productive and healthy manner and who would benefit from a supervised setting to monitor medication changes after an inpatient stay.	07/01/2023	06/30/2028	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
45859 - 17/18 - MODIFICATIONS	May 18, 2020	PUBLIC HEALTH -- DPH	\$0	\$28,000,000	Public Health Primary Care connects with community based organizations and the University of California at San Francisco (UCSF) to better serve patients and clients who may not have access to Public Health Primary Care Clinic sites or who need additional care coordination or support services in order to connect them with primary care, and to implement short-term project-based work. Contractors will provide public health services integrated with primary care services, including: primary medical care, psychosocial support, peer navigation, care coordination, mental health counseling, dental care, medical case management, non-medical case management, home health care, medical nutrition therapy, health education, transitional services, outreach services, and referrals for health care and supportive services, as well as grant writing, quality improvement support, and technical consulting.	07/01/2023	06/30/2028	REGULAR
32406 - 18/19 - MODIFICATIONS	May 18, 2020	TREASURER/TAX COLLECTOR -- TTX	\$450,000	\$500,000	The Office of the Treasurer & Tax Collector requires fiscal sponsor services to facilitate grant fundraising for its Office of Financial Empowerment (OFE) and Financial Justice Project (FJP). The OFE and FJP receive private grants to fulfil their respective missions. OFE's mission is to leverage the power of City Hall to strengthen the economic security and mobility of low income families. FJP's mission is to assess and reform how fees and fines impact the City's most vulnerable residents. The role of the fiscal sponsor, as an independent nonprofit organization, is primarily to receive funds from philanthropic sources on behalf of OFE and FJP and secondarily to disburse funds on behalf of OFE and FJP on a case-by-case basis. Funds received are from philanthropic sources that are unwilling or unable to provide donations directly to the City but are able to make donations to a non-profit fiscal sponsor on behalf of OFE and FJP.	02/19/2020	06/30/2024	REGULAR

TOTAL AMOUNT \$200,725,185

Regular/Continuing/Annual Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Parking garage management

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:

Parking garage operation and management, maintenance of facility, valet parking and collection of parking fees at five parking garages and lots owned by the Real Estate Division. The locations consist of transient and monthly parking for vehicles. The locations are used by the public and City staff.

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

Real Estate Division owns five parking garages and lots that are open to the public and used by City staff for City purposes. These garages and lots need to be operated by a company with experience in parking management and possession of the required licenses. Denial will result in the Real Estate Division's inability to manage the City's parking garages and lots and a loss of gross revenue to the City each year.

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

This service has been provided by different contractors through several different contracts, The most recent Personal Services Contract (PSC) approvals are attached: 34818-14/15 and 30376-16/17.

D. Will the contract(s) be renewed?

Yes, if the need continues.

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

2. Reason(s) for the Request

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

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

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

REASON FOR CHECKING OTHER:

No City classifications perform this work.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Five years continuous experience as an operator of a commercial parking garage or lot with a capacity of at least 50 spaces with a valet attended parking operation; experience and knowledge of automated parking access, roll up gates, revenue control equipment, financial resources to support the operations of the garage, and a City and County of San Francisco parking operator license

B. Which, if any, civil service class(es) normally perform(s) this work? 1404, Clerk; 1630, Account Clerk; 1650, Accountant I; 2708, Custodian; 0922, Manager I;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, parking access equipment and revenue control equipment. Vendor will also maintain City owned equipment such as booths, key boxes, and signs.

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

These resources are not available within the City.

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 class is licensed or knowledgeable enough to perform this 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. Services are only required from one or two individuals at each location.

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 02/19/2020, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; SEIU 1021 Miscellaneous

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

Name: 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# 43482 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/18/2020

Receipt of Union Notification

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Wednesday, February 19, 2020 4:39 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; 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 # 43482 - 19/20

RECEIPT for Union Notification for PSC 43482 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 43482 - 19/20 for \$2,000,000 for Initial Request services for the period 06/01/2020 – 05/31/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14585> 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: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM Dept. Code: ADMType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☒ Expedited ☐ Regular (☐ Omit Posting)Type of Service: parking garage managementFunding Source: General fund PSC Duration: 4 years 45 weeksPSC Amount: \$100,000 PSC Est. Start Date: 10/01/2016 PSC Est. End Date: 08/15/2021**1. Description of Work****A. Scope of Work:**

Parking garage operation and management at One South Van Ness Garage which consists of transient and monthly parking for approximately 142 vehicles.

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

The garage houses approximately 142 vehicles on a fee basis. The service will provide for maintenance of the facility, collection of monthly rents and transient fees and remittance of taxes and proceeds to the City. Denial will result in an inability to maintain garage operations and create breach of contract between the City and a major private tenant of the property, the Bank of America's operating branch.

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 were provided by contract.

D. Will the contract(s) be renewed? Yes. A new solicitation will be issued at the end of the contract period.

2. Union Notification: On 09/13/2016, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21; Bldg Mtl & Constr Teamsters, L 853

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 30376 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/01/2016

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

(1) Three years continuous experience as an operator of a commercial parking garage or lot with a capacity of at least 100 spaces with a valet attended parking operation, (2) Experience in the use of automated parking access, revenue control equipment, roll up gates and software for the preparation of spreadsheets, presentations and reports, (3) Supervisory experience.

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

1823,7355,

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 services require more than one individual to perform a variety of tasks with varied skills and abilities.

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

No. Services are wide and varied

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?
No training will be provided. | <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 10/20/2016 BY:

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.orgAddress: One Carlton B Goodlett Place Room 362 San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN Dept. Code: ADMType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 34818 - 14/15)Type of Approval: ☐ Expedited ☐ Regular (☐ Omit Posting)Type of Service: parking garage managementFunding Source: General FundPSC Original Approved Amount: \$72,000PSC Original Approved Duration: 01/01/15 - 06/30/19 (4 years 25 wPSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 07/01/19-12/30/19 (26 weeks 1 day)

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$72,000PSC Cumulative Duration Proposed: 4 years 52 weeks**1. Description of Work****A. Scope of Work:**

Parking Garage operation and management at the 1650 Mission Street Garage consisting of transient and monthly parking for 105 vehicles

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

The garage houses 105 vehicles on a fee basis. The service will provide for maintenance of the facility, collection of monthly rents and transient fees and remittance of taxes and proceeds to the City. Denial will result in loss of gross revenue to the City of approximately \$260,000 per year.

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.

By contract

D. Will the contract(s) be renewed? Unknown. A new RFP is being issued.

2. Union Notification: On 02/25/19, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous; Municipal Executive Association; Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 34818 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/05/2019

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Five (5) years continuous experience as an operator of a commercial Parking Garage or lot with a capacity of at least 100 spaces with a valet attended parking operation; Experience in the use of automated parking access, revenue control equipment, roll-up gates, and software for the preparation of spreadsheets, presentations, and reports; Supervisory experience; Financial resources to support the operations of the garage, estimated to be \$226,000 annually

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

1404,1630,2708,0922,1650,0922,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

There are no civil services classifications that perform this work.

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

No. The services require more than one individual to perform a variety of tasks with varied skills and abilities.

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?
No training will be provided. | <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? This PSC is to allow the department to issue a RFP for services | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 02/25/19 BY:

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

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

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: Software as a Service: CitySpan/CARBON Access Licenses

Funding Source: Local, State, Federal

PSC Amount: \$823,350

PSC Est. Start Date: 07/01/2020

PSC Est. End Date 06/30/2025

1. Description of Work

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

CitySpan Technologies Inc. will grant an enterprise access licenses for City Staff and City Vendors to CARBON, its proprietary software product allowing for Contract/Grant management, tracking, invoicing, and reporting application.

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

This software product is required to process and manage Contracts, Grants, and Invoicing and is necessary for the day to day operation of the Agency. Without these services, operations would be interrupted and the Agency could not fulfill institutions code compliance.

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 approved through PSC 43367 - 17/18

D. Will the contract(s) be renewed?

Yes, based upon funding, performance and procurement.

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 is for access to a proprietary software product used by the department for 10 years.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Maintenance of proprietary software requires the right to alter and manipulate underlying programming codes of the software as well as knowledge of the particular field of social services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Creating IT based supportive systems is a very specialized service in programming and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system and compliance mandates. This proprietary business solution has been previously developed and is used by multiple City Departments.

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg 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?

There have been discussions into integrating some of the functions of the CARBON system into the City's PeopleSoft system. However, at this time, PeopleSoft is still in Citywide development and not ready to absorb department specific requests. Also, the City's PeopleSoft system has no feature nor plans for grant program monitoring and reporting to be able to be integrated into the City' system.

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

A. Explain why civil service classes are not applicable.

Vendor has proprietary rights to software and is solely responsible for the maintenance and development of the software.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No as it's proprietary software.

6. Additional Information

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

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

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

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

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

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

7. Union Notification: On 03/13/2020, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission St #300 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43712 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/18/2020

Receipt of Union Notification

Kashani, David (HSA)

From: dhr-psccordinator@sfgov.org on behalf of john.tsutakawa@sfgov.org
Sent: Friday, March 13, 2020 9:30 AM
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; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Kashani, David (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43712 - 19/20

RECEIPT for Union Notification for PSC 43712 - 19/20 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 43712 - 19/20 for \$823,350 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/14699> 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)



Mark Farrell, Mayor

Department of Human Services
 Department of Aging and Adult Services
 Office of Early Care and Education

Trent Rhorer, Executive Director

MEMORANDUM

TO:	HUMAN SERVICES COMMISSION				
THROUGH:	TRENT RHORER, EXECUTIVE DIRECTOR				
FROM:	DANIEL KAPLAN, DEPUTY DIRECTOR JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS				
DATE:	MAY 18, 2018				
SUBJECT:	NEW CONTRACT: CITYSPAN TECHNOLOGIES, INC (FOR PROFIT) TO PROVIDE DEVELOPMENT, LICENSING & MAINTENANCE OF HSA'S CARBON SYSTEM				
CONTRACT TERM:	7/01/2018-6/30/2020				
CONTRACT AMOUNT:	<u>New</u>		<u>Contingency</u>		<u>Total</u>
	\$277,200		\$27,720		\$304,920
ANNUAL AMOUNT:	<u>FY 18/19</u>		<u>FY 19/20</u>		
	\$138,600		\$138,600		
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$277,200			\$27,720	\$304,920
PERCENTAGE:	100%				100%

The Department of Human Services (DHS) requests authorization to enter into a new contract with Cityspan Technologies, Inc. for the period of July 1, 2018 through June 30, 2020, in an amount of \$277,200 plus a 10% contingency for a total amount not to exceed \$304,920. The purpose of this contract is to provide the Human Services Agency (HSA) with a custom web-based system to administer all aspects of HSA's contracts and grants. This system allows HSA to centralize, standardize, and streamline many of HSA's existing business processes within HSA's various units and HSA's management of contractors and grantees.

Background

Cityspan is the web development firm providing web-based client tracking and grants management solutions to public agencies, nonprofit organizations and foundations. Their system helps organizations manage grants, track clients and evaluate outcomes. They developed the on-line Contract Management System for San Francisco's Department of Children, Youth and their Families (DCYF), and First 5, providing continuous database maintenance and user support.

In 2011, HSA selected Cityspan to develop a custom web-based system, to be used to capture, process, and share information about our contractors and grantees across all program areas agency-wide. After internal testing and development, the system was officially launched publically in June 2012 for HSA's contractors and grantees to begin loading their budgets and begin submitting invoices directly into the system. Shortly afterwards, grantees began to input their service/outcome objectives and upload ad-hoc reports into the system. During that time, the system was called Contracts Management System (CMS), but the name was changed to CARBON to reduce confusion with the various other similar CMS that the City and providers use.

The CARBON system has improved HSA's overall management of over 400 contract and grants. The web-based system allows staff the ability to view the current status of the contracts and grants in one central location, allowing staff to address concerns and respond to issues on demand. The centralized provider reporting feature allows an agency-wide consistent standard of capturing, recording, and reporting performance data on our providers. The system also allows more users, both staff and providers, to see current invoicing and remaining balances, resulting in more appropriate spending and cost controls.

As the system has been in operation, staff and providers have requested more features and capabilities to further help centralize and standardize our existing business practices with providers. Cityspan works to assist staff in developing CARBON to address the changing needs of grants and contracts management with nearly a third of the annual budget dedicated to development. Over the next two fiscal years, CARBON will be further developed to allow for program approval of invoicing, updating program monitoring needs and compliance reporting, and updating CARBON's user interface to address data and display integration issues arising from the City's conversion to a new financial operating system.

Services to be Provided

Cityspan will provide professional services to further develop and maintain the existing CARBON system. They will also provide project management, consultation, development, technical implementation, and ongoing maintenance and user support.

Contractor will develop and implement updates or new features according to HSA's specifications. Any new features are reviewed by HSA's CARBON Steering Committee, prioritized, and communicated to the contractor for implementation. Appendix B currently lists the planned new features.

Selection

Contractor is a sole source provider. Cityspan Technologies Inc., first developed the on-line Contract Management System for DCYF and First Five, later the application was developed to integrate the HSA with the system. Cityspan Technologies, Inc. owns the CARBON system's intellectual property and is the exclusive distributor for the product and product support. No other vendor may use, modify or license CARBON. Based on the proprietary nature of the product and extensive previous development history of the CARBON system for the City, Cityspan Technologies, Inc. was determined to be the only qualified vendor.

Funding

Funding for this contract is provided by County general funds.

ATTACHMENTS

Appendix A

Appendix B

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: Software as a Service: JUMP/LEAPS Access Licenses

Funding Source: Federal, State, Local

PSC Amount: \$818,747

PSC Est. Start Date: 07/01/2020

PSC Est. End Date 06/30/2025

1. Description of Work

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

JUMP Technology Services will grant Client Access License (CAL) to LEAPS, its proprietary software product allowing for complete Adult Protective Services (APS) case management, tracking and reporting application, from initial intake through case closure.

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

This software product is required to process and manage client information, and is necessary for the day to day operation of the Agency. Without these services, operations would be interrupted and the Agency could not fulfill institutions code compliance.

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 approved through PSC 43367 - 17/18

D. Will the contract(s) be renewed?

Yes, based upon funding, performance and procurement.

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 is for access to a proprietary software product used by the department for over 20 years.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Maintenance of proprietary software requires the right to alter and manipulate underlying programming codes of the software as well as knowledge of the particular field of social services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Creating IT based supportive systems is a very specialized service in programming and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system and compliance mandates. This proprietary business solution has been previously developed and is used by multiple agencies across many states and counties.

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;

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

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

These services are highly specialized proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT based supportive systems for the HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system. No efforts are made due to the proprietary rights of the Vendor.

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

- A. Explain why civil service classes are not applicable.
Vendor has proprietary rights to software and is solely responsible for the maintenance and development of the software.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No as it's proprietary software.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Training is on the use of the final product for end-users. These are mostly online or in-application but can be intermittently on-site a couple times per year as needed. End-users are HSA staff and others who work directly with HSA clients to through contracted software program.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
Yes.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes.

7. Union Notification: On 03/13/2020, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP

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

Name: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission St #300 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47416 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/18/2020

Receipt of Union Notification

Kashani, David (HSA)

From: dhr-psccordinator@sfgov.org on behalf of john.tsutakawa@sfgov.org
Sent: Friday, March 13, 2020 9:28 AM
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; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Kashani, David (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47416 - 19/20

RECEIPT for Union Notification for PSC 47416 - 19/20 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 47416 - 19/20 for \$818,747 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/14695> 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)



MEMORANDUM

TO:	AGING & ADULT SERVICES COMMISSION				
THROUGH:	SHIREEN McSPADDEN, EXECUTIVE DIRECTOR				
FROM:	JILL NIELSEN, DEPUTY DIRECTOR JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS				
DATE:	SEPTEMBER 6, 2017				
SUBJECT:	NEW CONTRACT: JUMP TECHNOLOGY SERVICES (FOR PROFIT) TO PROVIDE ACCESS TO THE AGING AND ADULT CLIENT TRACKING SYSTEM (AACTS) FOR ADULT PROTECTIVE SERVICES				
CONTRACT TERM:	10/1/17-6/30/20				
CONTRACT AMOUNT:	New	Contingency		Total	
	\$410,850	\$41,085		\$451,935	
ANNUAL AMOUNT	FY 17/18	FY 18/19	FY 19/20		
	\$136,950	\$136,950	\$136,950		
FUNDING SOURCE	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$308,138	\$49,302	\$53,410	\$41,085	\$451,935
PERCENTAGE:	75%	12%	13%	100%	

The Department of Aging and Adult Services (DAAS) requests authorization to enter into a contract with JUMP Technology Services for the period beginning October 1, 2017 and ending June 30, 2020, in an amount of \$410,850 plus 10% contingency for a total amount not to exceed of \$451,935. The purpose of the contract is to access the automated elder care and dependent adult services system for Adult Protective Services and In-Home Supportive Services known as the Aging and Adult Client Tracking System (AACTS).

Background

AACTS, the Aging and Adult Client Tracking System, is software built by McWilliams Mailliard Technology Group (MMTG) for the City and County of San Francisco nearly 18 years ago for the purpose of client tracking for Adult Protective Services (APS) . Originally, the software was managed and maintained in-house by the Information Technology (IT) Department; however, due to rising costs it was decided in 2011 to have the management and maintenance contracted out to MMTG. On July 1, 2016, McWilliams Mailliard Technology Group (MMTG) was acquired by JUMP Technology Services. JUMP Technology Services now provides the County with proprietary software and licensing of the Aging and Adult Client Tracking System (AACTS). JUMP Technology Services currently services 34 counties in California. The California State Department of Social Services is working in tandem with JUMP Technology Services to design a new statewide reporting system for Adult Protective Services allowing for multi-county information tracking. JUMP Technology Services has updated AACTS over the years in conformance with changing State regulations.

Services to be Provided

JUMP Technology Services will grant Client Access License (CAL) to AACTS, its proprietary product allowing for complete Adult Protective Services (APS) case management, tracking and reporting application, from initial intake through case closure. Additionally, over the contract term, JUMP Technology Services will provide staff training, system and product support.

Selection

Contractor is a sole source contract. Staff determined that JUMP Technology Services, based on its extensive previous development history of AACTS for the City, was the only qualified vendor. Additionally, the AACTS software is proprietary product of JUMP Technology Services and is the only software that will meet the City's client tracking requirements. Accordingly, no competitive solicitation was conducted.

Funding

The funding for this contract is a combination of County (75%), State (12%), and Federal funds (13%).

ATTACHMENTS

Appendix A

Appendix B

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: To install and test Cardkey Security for the Cable Car Barn and Other SFMTA Campus Facilities

Funding Source: Operating Budget

PSC Duration: 4 years 1 day

PSC Amount: \$450,000

1. Description of Work

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

The consultant will install and test 109 security card readers at thirteen (13) San Francisco Municipal Transportation Agency (SFMTA) facilities implementing state of the art security proprietary hardware and software into an existing proprietary security system of 163 card readers.

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

The SFMTA needs this service now to site harden facilities, including access control, for security purposes campus wide. Denial could result in security degradation of the SFMTA's facility assets and unnecessarily compromise security, safety, and SFMTA services and operations citywide.

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

This service has been provided via PSC # 32760-18/19, 4052- 11/12, 49484 – 17/18

D. Will the contract(s) be renewed?

No

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The specific requirements for the specialized area of security hardware/software implementation, (including installation and testing) require diverse skills, security training, certification, experience, and expertise to provide installation of 109 Cardkey Security locks on a short-term basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The technicians are certified by Honeywell, the Cardkey Security manufacturer, in the installation of the readers for SFMTA's existing Cardkey Security system of 163 Cardkey Security locks. They must be certified and experienced to install panels, Cardkey Security locks, and other components; and must possess technological knowledge to customize the system and remedy customized proprietary computer software problems. Requires experience in the specializations related to security needs assessment and expertise: 1) to install Honeywell ProWatch Access Control Servers, Proprietary Software, and Control Panels, with customized proprietary hardware/software modifications; 2) to integrate into the existing Honeywell ProWatch system, requiring hardware/software programming and configuration; 3) to safeguard complex systems with multiple passwords and with static private Internet Protocol (IP) addresses, ensuring the data and credential security is the highest priority.

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: The contractor will not provide facilities but will provide proximity readers, and equipment to facilitate an existing card access software system. The consultant will install and test 109 security Cardkey Security s at thirteen (13) SFMTA facilities implementing state of the art security into an existing proprietary card system of 163 Cardkey Security.

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

Discussed the need with the Department of Public Works and SFMTA Locksmith. The San Francisco Department of Public Works, Project Management Section, stated that the department's city forces have the capability to install and implement the Cardkey Security locks, though they are unable to do so because of the proprietary nature of the hardware and software for Cardkey Security locks. The SFMTA Locksmith similarly articulated the inability because of the proprietary nature of the hardware and software for Cardkey Security locks.

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 normally perform this work. There are no existing civil service classes that possess the training, certification, or experience to provide this service. Civil services classes are not applicable due to the specialized expertise in the existing proprietary security system: The specific requirements for the specialized area of security hardware/software implementation, (including installation and testing) requires security training, certification, experience, and expertise, not possessed by any civil service classification, 1) to install Honeywell ProWatch Access Control Servers, Proprietary Software, and Control Panels, with customized proprietary hardware/software modifications; 2) to integrate into the existing Honeywell ProWatch systems, requiring hardware/software programming and configuration skills and abilities; 3) to safeguard complex systems with multiple passwords and with static private IP addresses, ensuring the data and credential security is the highest priority.

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 Agency needs these services now, and the time it would take to create a new job class, hire and certify employees would not make this possible. The specific requirements for the specialized area of security hardware/software implementation, (including installation and testing) requires security training, certification, experience, and expertise to provide this service on 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.

No. The specific requirements for the specialized area of proprietary security hardware/software programming and implementation, (including installation and testing) require security training, certification, experience, and expertise to provide this service on a short-term basis.

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

No.

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

No.

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

Yes. PSC 32760 18/19, 4052 11/12, 49484 17/18

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

Yes. The contractor, MicroBiz, has a current contract with SFMTA for the ongoing repair, maintenance service of existing access control and alarm system and parts for Honeywell (Northern) Alarm System installed at (12) San Francisco Municipal Transportation Agency (SFMTA) facilities by qualified technicians. The System is composed of (1) server, winpak software with (5) licenses, (49) Northern alarm panels, (25) Serial input/output (SIO) boards, (163) Cardkey Security locks, (25) door contacts, (36) motion detectors, (19) panic alarms and (26) miscellaneous devices. Over 6,000 access cards issued to employees, consultants and contractors with 225 customized access levels tailored to meet the agencies current needs. The contractor, MicroBiz, is the ProWatch dealer of record of existing SFMTA's security system, thusly adding card access control integrated into the existing SFMTA ProWatch system for additional 109 sites must be programmed and configured by the dealer of record to avoid impacting any current warranties. These systems are complex, with multiple passwords utilizing the SFMTA's networks and with static private IP addresses, with the contractor ensuring the data and credential security is the highest priority.

7. Union Notification: On 03/17/2020, 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 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46308 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/18/2020

Receipt of Union Notification

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Tuesday, March 17, 2020 4:40 PM
To: Nuque, Amy; Meyers, Julie (HSA); seichenberger@local39.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; Osha Ashworth; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46308 - 19/20

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

RECEIPT for Union Notification for PSC 46308 - 19/20 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 46308 - 19/20 for \$450,000 for Initial Request services for the period 07/15/2020 – 07/15/2024. 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/14686> 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 AGENCYDept. Code: MTA

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 49484 - 17/18)

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

Type of Service: maintenance of existing access control and alarm systemFunding Source: LocalPSC Original Approved Amount: \$525,000PSC Original Approved Duration: 04/01/18 - 03/31/26 (8 years 1 day)PSC Mod#1 Amount: \$262,500PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$787,500PSC Cumulative Duration Proposed: 8 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Ongoing repair, maintenance service and parts for Honeywell (Northern) Alarm System installed at (12) San Francisco Municipal Transportation Agency (SFMTA) facilities by qualified technicians. System is composed of (1) server, winpak software with (5) licenses, (49) Northern alarm panels, (25) SIO boards, (163) card readers, (25) door contacts, (36) motion detectors, (19) panic alarms and (26) miscellaneous devices. Over 6,000 access cards issued to employees, consultants and contractors with 225 customized access levels tailored to meet the agencies current needs.

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

The access control and alarm system is part of the security system that helps to secure SFMTA facilities located throughout the City. Failure of the system or its components would compromise the safety and security of the SFMTA citywide operations.

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?

This contract will likely be renewed as the current contractor was the only respondent to the recent RFP.

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

A contract of five years with an option to extend for an additional five years is recommended by the SFMTA's Contracts and Procurement Division.

2. Reason(s) for the Request**A. Display all that apply**

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

Explain the qualifying circumstances:

Regularly scheduled preventive maintenance conducted by a Honeywell certified contractor is critical for maintaining the functioning, reliable access control equipment that secures Agency assets and facilities. Additionally, there are new proximity readers scheduled for installation in keeping with the direction of the Director of Transportation to secure all points of ingress/egress at all Agency facilities with electronic access control devices. It is also critical that a service provider be available on an as-needed emergency basis to effect repairs after regular business hours and on weekends and holidays.

B. Reason for the request for modification:

Request for additional funding

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The technicians are certified by Honeywell, the alarm's manufacturer, in the maintenance and repair of the SFMTA's system. They must be certified to know how to maintain and repair the alarm panels, card readers, and other alarm components, and must possess information technology knowledge to customize the alarm system and remedy customized computer software problems.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will not provide facilities but will very likely provide proximity readers, employee badges, and possibly computer equipment to facilitate a new card access software system.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
There are no civil service classes that normally perform this work. There are no existing civil service classes that possess the training, certification, or experience to 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: The Agency needs these services to be available on an uninterrupted basis. The time it would take to create a new job class, hire, and certify employees would not make this possible.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
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 06/21/18, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 S. Van Ness Avenue, Sixth Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49484 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/06/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4052 - 11/12)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Maintenance of Existing Access Control & Alarm SystemFunding Source: Operating BudgetPSC Original Approved Amount: \$450,000PSC Original Approved Duration: 10/01/11 - 09/30/16 (5 years 1 day)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 10/01/16-12/14/16 (10 weeks 5 days)PSC Cumulative Amount Proposed: \$450,000PSC Cumulative Duration Proposed: 5 years 10 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Ongoing repair, maintenance service and parts for Honeywell (Northern) Alarm System installed at (12) San Francisco Municipal Transportation Agency (SFMTA) facilities by qualified technicians. System is composed of (1) server, winpak software with (5) licenses, (49) Northern alarm panels, (25) SIO boards, (163) card readers, (25) door contacts, (36) motion detectors, (19) panic alarms and (26) miscellaneous devices. Over 5,000 access cards issued to employees, consultants and contractors with 225 customized access levels tailored to meet the agencies current needs.

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

The access control & alarm system is part of the security system that helps to secure SFMTA facilities located throughout the City. Failure of the system or its components would compromise the safety and security of the SFMTA citywide operations.

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 #4052-11/12.

D. Will the contract(s) be renewed?

Yes.

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

The duration is slightly greater than 5 years as this PSC was extended 2.5 months.

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:

Maintenance of the SFMTA security exit access control and alarm system is needed on an as-needed basis and intermittent basis.

B. Reason for the request for modification:

Increase in duration only.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The technicians are certified by Honeywell (alarm manufacturer) in the maintenance and repair of this Honeywell system. They are certified to know how to maintain and repair the Alarm panels, card readers and other alarm components, and must possess information technology knowledge to customize the alarm system and remedy customized computer software problems.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv;
- 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.
Current Civil Service classifications in Item 3B. are not applicable at the SFMTA because electronic maintenance skills with the specific information technology and certification for the Honeywell security system is 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: No. Civil Service classifications exist, but do not possess the Honeywell certification that is required.

6. Additional Information

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

7. Union Notification: On 09/16/16, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; 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: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4052 - 11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/27/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Professional Services

Funding Source: Grants, General Fund

PSC Duration: 4 years

PSC Amount: \$850,000

1. Description of Work

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

The contractor(s) will provide interpretation in various languages as needed for on-site interpreting, back-fill for civil service staff on extended leave, and other unanticipated absences. Services will be provided for both DPH staff and patients/clients. Interpreter(s) must be available Monday-Friday, 8:00 a.m.-5:00 p.m. and be willing and able to provide services at Zuckerberg San Francisco General Hospital and other Department facilities, on an as-needed basis. Contractor(s) must be able to provide services in the languages needed by specific patients/clients, and to provide simultaneous interpretation, as needed.

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

In order to provide quality, effective services, to comply with the Americans with Disabilities Act, and to provide access to public hearings and regulatory meetings by providing language assistance to DPH staff, patients/clients and the public, the Department must have interpreters ready to respond to in-person interpreting needs when telephonic interpretation is not appropriate. Common needs for in-person interpretation are communication with limited English-speaking patients who have speech impediments, patients/clients who are hard of hearing, and to provide access to public meetings and hearings, especially where simultaneous interpretation is needed, which is not provided by civil service employees. Without these services, DPH staff will not be able to communicate with patients/clients on a variety of sensitive subjects, including their diagnosis and treatment plans. Interpreters are needed at public meetings to interpret proceedings so that patients/clients and members of the public may participate effectively in hearings or regulatory meetings. There is also additional need currently, due to the shortage of on-staff interpreters as the result of staff retirements and extended leaves of absence.

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

D. Will the contract(s) be renewed?
Only if there is a need and continued funding.

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

2. Reason(s) for the Request

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

☒ 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:

The Department has immediate need to provide these services to compensate temporarily for position vacancies and staff leaves, and to be able to provide on-site simultaneous interpreters on an as-needed, intermittent basis. Despite concerted hiring efforts in the recent past, the Department continues to be short-staffed, a situation exacerbated by extended leaves.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Certification as a Medical Interpreter from an accredited college or university, national certification in Interpreting from the Certification Commission for Healthcare Interpreters (CCHI) or the National Board of Certification for Medical Interpreters (NBCMI), or a Bachelors or degree or higher in Interpreting or in Translation and Interpreting.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2586, Health Worker 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

The Department has a long term plan to address its ongoing interpreter needs using civil service employees. The Department has an interpreter trainee program which utilizes the 9910 Public Trainee classification. Staff hired under this the interpreter trainee program will be able to acquire the needed skills to compete for 2586 Health Worker II positions. The first 15-month interpreter trainee program for nine trainees resulted in the hiring of four 2586 Health Workers II and one 2587 Health Worker III into permanent positions. The Department launched a second training program in early 2019 focusing on interpreters with Cantonese and/or Mandarin language skills. In addition to the training program, the Department is also re-examining the Minimum Qualifications required for interpreters to determine if they reflect of the current work needed.

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

- A. Explain why civil service classes are not applicable.
These services are currently performed by civil service employees. The Department is working to continue provision of these services by civil service employees through a long-term training program. Contract(s) under this PSC will be used to back-fill interpreter staff due to extended personal leave or other unanticipated absences, and to provide simultaneous interpreting at public hearings, since it is not feasible for the Department to hire staff interpreter to provide this service where the needs occur fewer than once a month.
- 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 are existing civil service classes that do perform interpreting services, however, staff shortages require back-fill in order to continue providing quality services to patients/clients. On-site, simultaneous interpretation services are not currently provided by existing classes, however, it would be impractical to adopt a new class, since the need for the services is intermittent, as needed, and needed less than full-time.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. The Department is currently utilizing the 9910 Public Service Trainee classification to prepare future employees to qualify and provide services as 2586 Health Workers II. The first cohort of this 15-month program had nine participants, from which four 2586 Health Workers II and one 2587 Health Worker III were hired into permanent positions. A second cohort began in early 2019, with a focus on interpreters with Cantonese and/or Mandarin language skills.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 02/13/2020, 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: 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# 43238 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/18/2020

Receipt of Union Notification

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Thursday, February 13, 2020 11:41 AM
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; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43238 - 19/20

RECEIPT for Union Notification for PSC 43238 - 19/20 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 43238 - 19/20 for \$850,000 for Initial Request services for the period 03/01/2020 – 02/29/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14510> 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)

Hale, Jacquie (DPH)

From: Hale, Jacquie (DPH)
Sent: Monday, March 02, 2020 5:37 PM
To: 'XiuMin Li'
Cc: DHR-PSCCoordinator, DHR (HRD); Daniel Becker; DHR Info; Dao, David (DPH)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 43238 - 19/20
Attachments: 43238-1920 Prof Svcs-Interpreting Services--Responses to Questions from SEIU Local 1021.pdf

XiuMin,

Hi. Attached is our response to you're the questions in your email below.

Thank you,

Jacquie Hale
PSC Coordinator
Department of Public Health, City and County of San Francisco
1380 Howard Street, Room 421b, San Francisco, CA 94103
(415) 255-3508

This e-mail is not a secured data transmission for Protected Health Information (PHI) as defined by the Healthcare Portability and Accountability Act (HIPAA), and it is the responsibility of all parties involved to take all reasonable actions to protect this message from non-authorized disclosure. This e-mail is intended for the recipient only. If you receive this e-mail in error, you should notify the sender and destroy the e-mail immediately. Disclosure of the information contained herein could subject to discloser to civil or criminal penalties under state and federal privacy laws.

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

From: XiuMin Li <XiuMin.Li@seiu1021.org>
Sent: Friday, February 21, 2020 3:05 PM
To: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; DHR Info <SF-DHR-Info@seiu1021.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 43238 - 19/20

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

Hi Jacquie,
The Union has some concerns about this PSC.

- 1) how many vacancies needed backfilling in order to meet the interpretation needs? What languages are you needing this for?
- 2) There's an active eligible list of health worker II with 82 eligible, have you tried hiring from this list?
- 3) If not enough people are reachable, can't you hire some of them on as TEX or Provisionals?

<https://sfdhr.org/sites/default/files/documents/Score-Reports/2019/2586-903270-wed.pdf>

Cheers,

XiuMin Li
Field Supervisor

Member Resource Center (MRC): 1-877-687-1021
Direct: 415-848-3686
SF Office Fax: 415-431-6241

Sign up to become a Union Member! Together We Rise Up! <http://bit.ly/SFMembershipForm>

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of jacquie.hale@sfdph.org
Sent: Thursday, February 13, 2020 11:41 AM
To: jacquie.hale@sfdph.org; Julie Meyers; Ricardo.lopez@sfgov.org; kbasconcillo@sflower.org;
pcamarillo_seiu@sbcglobal.net; Wendy Frigillana; PSCreview; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com;
ablood@cirseiu.org; XiuMin Li; Sin.Yee.Poon@sfgov.org; David Canham; jtanner940@aol.com;
robert.longhitano@sfdph.org; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 43238 - 19/20

RECEIPT for Union Notification for PSC 43238 - 19/20 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 43238 - 19/20 for \$850,000 for Initial Request services for the period 03/01/2020 – 02/29/2024. Notification of 30 days (60 days for SEIU) is required.

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

<https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F14510&data=02%7C01%7C%7Cabdae6dcacf24b1ef16108d7b0be4b23%7Ce35c5b2684f74b9ba7c591278c732568%7C0%7C1%7C637172203656813917&sdata=UI4x1SVXCxgFDkRZUmSl8G6TNjYbm0BaCT7saOsZVPU%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

Responses to Questions from SEIU Local 1021
Re: PSC 43238-19/20 Professional Services (Interpreting Services)

1) How many vacancies needed backfilling in order to meet the interpretation needs? What languages are you needing this for?

Please note this contract is not used to backfill our vacancies. Management has a parallel process in place to fill vacancies through either 9910 interpreter trainees or 2586 HWII medical interpreters. This contract will be used to address two areas of operational needs:

- a. Backfill interpreter staff who are on long term personal leave (such as educational leave, medical and maternity leave etc.). We need Spanish and Cantonese & Mandarin.
- b. Will be used when simultaneous interpreters are needed for public hearing/meeting (non-medical interpretation).

2) There's an active eligible list of health worker II with 82 eligible, have you tried hiring from this list?

The Department have been actively working with DPH Human Resources in the past few years to fill our vacancies. Interpreter Services has a separate 2586 eligible list with 'special conditions' for the interpreter positions. Management is in the process of reviewing this list for possible candidates for TEX hiring.

3) If not enough people are reachable, can't you hire some of them on as TEX or Provisionals?

See answers 1 and 2 above.

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: As-needed Engineering Services

Funding Source: Funds: Federal, Local, State & Local Sale Tax

PSC Duration: 6 years 1 day

PSC Amount: \$25,000,000

1. Description of Work

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

The consultant will provide engineering services for the San Francisco Municipal Transportation Agency (SFMTA) Capital Programs and Construction Division (CP&C) including design/review of Muni's special trackwork, design/review of overhead contact system work, and preparing special procurement documents for long-lead items. In addition, the scope of services will cover construction management support, including providing field survey and independent Special Inspections as required by the San Francisco Department of Building Inspection. The scope will cover also specialized tunnel structure inspections, and project claims analysis.

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

In order to keep the MUNI system, run efficiently as possible, several capital improvements projects and emergency works projects need engineering and construction support. This as-needed consultant support services would complement the design and construction staff during any peak workload that needs additional help to efficiently deliver the projects. If denied, it will adversely impact and delay of projects which will in turn have a negative impact on providing safe public transportation to the city and potential of losing sensitive federal and state funds.

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 has been delivered by previous as-needed consultant services contracts, and they are expiring in a few months. These new contracts will be in place once the existing contracts end. PSC 4130 12/13 approved 08/27/19

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.

We needed six-year durations, due to some of our complex project deliveries takes a longer time to put together complete biddable plans and some of our construction projects go a longer time. Having a longer duration will help the continuation of engineering and construction support without any delays to critical project deliveries.

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:

Some of the services we may use are specialized tasks, such as material testing, and major claims assistance. We don't have any classification for these works currently in the classes and programs. And these services are used only when needed, not feasible to have continued workload to support as full-time positions. These supports are used primarily to address the peak and valley of our workload and utilize specialized expertise as needed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in track, overhead lines design, civil design, claims resolutions, construction inspection support, and engineering schedule support.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;

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

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

Whenever any staffing 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector; available within the city, we will utilize them before seeking to use the consultant's contracts.

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

A. Explain why civil service classes are not applicable.

Wherever the classified civil service staff available to perform work, we will not seek consultant services help, only when we need to help our staffing workload, we will be using consultants.

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, most of the technical expertise required for ongoing construction is currently included in existing engineering classifications 5203 Assistant Engineer, 5207 Associate Engineer, and 5241 Engineer. The specialized technical expertise not included in those classes will be required for a short time for this project alone and will not be needed after this project is completed and operational.

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 03/24/2020, 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 S Van Ness Ave San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42643 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/18/2020

Receipt of Union Notification

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Tuesday, March 24, 2020 4:09 PM
To: Nuque, Amy; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42643 - 19/20

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

RECEIPT for Union Notification for PSC 42643 - 19/20 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 42643 - 19/20 for \$25,000,000 for Initial Request services for the period 08/01/2020 – 08/01/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14740> 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 AGENCYDept. Code: MTAType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4130-12/13)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As-Needed Specialized Engineering ServicesFunding Source: Federal Grants, State Grants andPSC Original Approved Amount: \$10,000,000PSC Original Approved Duration: 06/01/13 - 06/01/18 (5 years 1 day)PSC Mod#1 Amount: \$15,000,000PSC Mod#1 Duration: 06/02/18-06/30/21 (3 years 4 weeks)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 07/01/21-12/31/21 (26 weeks 2 days)PSC Cumulative Amount Proposed: \$25,000,000PSC Cumulative Duration Proposed: 8 years 30 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The consultant will provide engineering services for the San Francisco Municipal Transportation Agency (SFMTA) Capital Programs and Construction Division (CP&C) including design/review of Muni's special track work, design/review of overhead contact system work, and preparing special procurement documents for long lead items. The services will also cover specialized engineering work for Muni's new communications system, GPS-driven system, and systems integration. In addition, the scope of services will cover construction management support, including providing field survey and independent Special Inspections as required by the San Francisco Department of Building Inspection.

Scope Change

There is a surge in project demands creating peak needs for this service. If these professional services cannot be provided when they are needed, it will adversely impact and delay the delivery of projects which will in turn have a negative impact on providing service to the public as well as loss of time-sensitive funding.

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

SFMTA needs to secure outside specialized engineering services on short notice to augment the skill set and resource level of in-house staff. In 2012, the SFMTA Board 's approved a five-year Capital Improvement Program (CIP) to fix Muni's aging system. The CP&C began this year launching numerous Transit Fixed Guideway improvement project, facility upgrade projects, and Transit Optimization/Expansion Projects (TEP) while simultaneously starting major projects to replace Muni's aging communication system and Central Control Systems. The CP&C requires that SFMTA be completely and sufficiently staffed to perform the services. However, due to the variety of project work over the next five years, the need for specialized profession

- 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?

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:

Under PSC# 4130-12/13 Modification #1, the SFMTA issued three (3) as-needed specialized engineering services contracts to augment in-house staff on various capital improvement projects. Each of the contracts had a duration of 5 years. This time extension request is to ensure that the current contract end dates are covered under this PSC.

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:

These services are provided when surges in project demands create peak needs.

- B. Reason for the request for modification:

The PSC duration needs to be extended to cover the contract end dates of August 9, 2021, and August 12, 2021.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The necessary expertise requires working on projects involving trackwork design, overhead contract system design, reviewing/coordinating communication system design, review/coordinating central control system design, and Special Inspections. In addition, the services require special skills in system integration, CPUC system safety certification, start-up and commissioning work, FTA procurement and cost analyses.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 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.

Some SFMTA projects require specialized expertise in areas that are not possessed by current civil service classes. Although certain civil service classes may perform some of the work such as coordinating startup and commissioning, they do not have the specific expertise for some high-

level tasks. Additionally, dependent upon project needs, professional services are required due to the unavailability of in-house staff to perform the work.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. It is not practical to adopt new civil-service classes that are not regularly used in these specialized areas.

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

- 7. Union Notification:** On 08/14/19, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

Name: 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# 4130-12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/27/2019

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4113 11/12)

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

Type of Service: Third party vendor administrative and other services for Healthy San Francisco (SF Health Care

Funding Source: General Fund

PSC Original Approved Amount: \$50,000,000

PSC Original Approved Duration: 07/01/12 - 06/30/14 (1 year 52 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/14-06/30/15 (1 year)

PSC Mod#2 Amount: \$41,397,887

PSC Mod#2 Duration: 02/01/17-06/30/17 (2 years 1 day)

PSC Mod#3 Amount: \$30,000,000

PSC Mod#3 Duration: 07/01/17-06/30/19 (2 years)

PSC Mod#4 Amount: \$30,000,000

PSC Mod#4 Duration: 07/01/19-06/30/21 (2 years 1 day)

PSC Mod#5 Amount: \$107,650,785

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

PSC Cumulative Amount Proposed: \$259,048,672

PSC Cumulative Duration Proposed: 13 years 2 days

1. Description of Work

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

In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants." (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: (1) assists in eligibility and enrollment functions, (2) manages participant fee billing and collection, (3) receives utilization data and develops utilization reports, (continued on attachment)

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

Healthy San Francisco (HSF) provides comprehensive, affordable health care to uninsured adults irrespective of employment status, immigration status or pre-existing medical conditions. SF PATH provides affordable health care to low-income adults under a new federally-supported program. If denied, continued successful operation of HSF and SF PATH will be jeopardized, resulting in reduced access to care to over 55,000 uninsured adult San Francisco residents currently participating in these two program.

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 4113 11/12

D. Will the contract(s) be renewed?

Yes.

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

The Department expects the need for these services to continue and does not expect it will be able to provide the operational services needed to fulfill its responsibilities to provide provide access to health care for low and moderate income San Francisco residents through the Healthy San Francisco program without contracting with the San Francisco Community Health Authority (San Francisco Health Plan).

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 operation of Healthy San Francisco requires a Third Party Administrator (TPA) function. DPH fulfills this requirement contractually, using the same TPA infrastructure already in place with the San Francisco Health Plan (SFHP), because DPH does not operate as a TPA, and therefore does not possess the necessary administrative structure to provide the oversight, staffing to perform the functions, or the electronic database and software capacity to fulfill the claiming and reporting obligations.

B. Reason for the request for modification:

To extend services by 5 years, with a commensurate increase in the amount.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Experience in providing health plan operations, such as a call center, quality improvement protocols, member services, provider network development and management, data and utilization analysis, enrollment, eligibility, experience in the development and implementation of a billing systems tied to employer participation, establishment and maintenance of medical reimbursement accounts, and experience in related outreach and communications. (Continued on attachment)
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 2903, Eligibility Worker; 2908, Hospital Eligibility Worker;
- 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.
SFHP is uniquely qualified to provide these services, as it was established as a special entity to provide these functions and has many years experience, expertise, and systems already established to provide services for the Healthy Families, Healthy Kids and Healthy Workers programs. Its information systems have been adapted to provide an employer interface for the City Option (HSF or medical reimbursement account). (Continued on attachment)
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Not at this time.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No direct training will be provided under this contract, other than routine training required to provide any information needed to the San Francisco Health Plan (vendor) so that they may provide services described above.
- C. Are there legal mandates requiring the use of contractual services?
Please see attached Board of Supervisors resolution.
- 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.
San Francisco Community Health Authority

7. Union Notification: On 02/21/20, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Management & Superv Local 21; Architect & Engineers, Local 21;

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

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

Address: 101 Grove Street Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4113 11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/18/2020

Receipt of Union Notification

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, February 21, 2020 5:37 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; 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; brenda_mendieta@sfdph.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4113 11/12 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$107,650,785 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/4349>

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 amakayan@ifpte21.org 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)

Re: PSC 4113 -11/12 - Third Party Administrator for Healthy San Francisco and the City Option Program

- In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance (HCSO), charging DPH with the creation of a health care access program (Healthy San Francisco) (HSF) for eligible uninsured San Franciscans, along with a method to enable employers in San Francisco to comply (the City Option Program) by either funding the cost to enroll their employees in Healthy San Francisco, or by contributing to a Medical Reimbursement Account (MRA) to cover eligible health care expenses for those employees opting not to join HSF.
- The enabling legislation allowed for the Department to contract with a third party administrator to meet the legal requirement of administering the program operations of the City Option Program and Healthy San Francisco.
- DPH selected the San Francisco Health Plan to serve as the Third Party Administrator (TPA). The San Francisco Health Plan (SFHP) was created as the San Francisco Community Health Authority (SFCHA), which is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans.
- DPH believes that to prevent a potential conflict of interest that there is an advantage to having a neutral party receive member complaints about services, since DPH is one of the provider network options for Healthy San Francisco enrollees. Additionally, it was the desire of DPH to have a neutral party receive the employee information submitted under the City Option Program.
- DPH does not have the resources or capacity to perform the TPA functions, including owning the necessary software for programmatic operations. Without the contracted TPA (the San Francisco Health Plan), DPH would be unable to meet the requirements of administering Healthy San Francisco and the City Option Plan.
- DPH believes it would be inefficient to remove any single component of the current TPA (San Francisco Health Plan) operations, e.g., enrollment or eligibility determination, to be performed in-house by DPH. This would disconnect the overall operations of administering a TPA. DPH does not have capacity to assume the entire TPA role.
- DPH created a total of 92 FTE civil service positions, including physicians, nurse practitioners, registered nurses, social workers, psychiatrists, psychologists, and pharmacists to ensure it could serve all HSF enrollees who selected DPH (now the San Francisco Health Network) to be their health care provider.

- The following describes the functions performed by the TPA:
 - As part of the City Option Program, employees may elect to have their employer contributions placed in a Medical Reimbursement Account (MRA) to cover health care expenses or to enroll in Healthy San Francisco.
 - The TPA maintains all accounts for individual employees, and each employee may have multiple accounts. Since the program's founding, there are over 2,200 employers contributing to the City Option with over 161,000 City Option employees. Payments are made directly to the SFHP.
 - There are several proprietary IT systems that were developed and are utilized and maintained by the SFHP to administer the City Option Program (and Healthy San Francisco). This includes an employer portal where covered employers submit confidential information regarding their covered employees including roster, demographic information, wage information, SSN and payments.

DPH does not receive any employee- level information provided by employers and would be unable to verify employees' information. An employee's information must be verified prior to enrollment into HSF since the employer's contributions affect the employee fees and removes their income limit. DPH believes that an integrated and embedded enrollment unit at SFHP is essential to supporting the enrollment of covered employees who wish to enroll in HSF.

- To ensure employee access to a medical home (e.g., a primary care doctor), and shared responsibility between DPH and other non-DPH providers in providing care for the uninsured, Healthy San Francisco has a broad provider network of 34 participating medical homes, including 14 DPH San Francisco Health Network clinics and 20 community and private clinics.

In addition, Dignity Health, Kaiser, and California Pacific Medical Center (CPMC) participate in providing pharmacy, hospital and specialty care to HSF members.

- The SFHP administers the pharmacy benefits for participants assigned to certain medical homes. DPH does not have the technical ability to provide pharmacy benefits for these medical homes without risk of being non-compliant with federal regulations that guide the DPH's pharmacy program.
- DPH leverages the existing infrastructure that the SFHP has with non-DPH provider networks through its management of the San Francisco Medi-Cal plan (see above), including their proprietary claims payment system to receive data encounters from the different providers, a call center to receive customer calls and assist with member complaint and grievance processes, a provider relations department to provide technical assistance with all providers (DPH San Francisco Health Network SFHN and non-SFHN

providers) to ensure standardized Healthy San Francisco program policy implementation, and dispersal of payments to private providers based on membership, design, production and distribution of HSF materials including participant ID cards, etc.

- Prior to the implementation of the Affordable Care Act (ACA), there were approximately 50,000 individuals enrolled in Healthy San Francisco, of which 35% were served by DPH (as members of the San Francisco Health Network), and 65% were served outside of DPH. Currently, there are approximately 16,000 enrolled in HSF.
- HSF participants are required to pay income-based participation fees on a quarterly basis. For employees who receive contributions from employers, they receive a discount on their participation fee as their employer's contributions offset some of their enrollment fees. The TPA must issue quarterly invoices based on the individual participant's liability, perform collections, issue refunds, and close out accounts through waivers when collection is not made.

The Department does not have the resources to cost effectively do this function. The TPA utilizes its proprietary system to perform these premium billing functions. The Department receives a cost saving by leveraging the SFHP's existing infrastructure and does not pay a reoccurring fee to maintain individual accounts at the bank. SFHP must also transfer employee's money between their HSF and MRA accounts as appropriate.

//

1 [Joint Powers Agreement with the San Francisco Health Authority.]

2
3 **Resolution approving Joint Powers Agreement with the San Francisco Health Authority**
4 **to create a Joint Powers Authority to operate the Non-Medi-Cal health plans currently**
5 **operated by the San Francisco Health Authority.**

6
7 WHEREAS, In 1994, the Legislature authorized the San Francisco Board of
8 Supervisors to establish a health authority as a separate legal entity to operate programs
9 involving health care services, including the authority to contract with the State of California to
10 serve as a health plan for Medi-Cal beneficiaries (Welfare and Institutions Code Section
11 14087.36); and

12 WHEREAS, In 1994, the Board of Supervisors established the San Francisco Health
13 Authority pursuant to the State statute in order to provide access to comprehensive health
14 care services for Medi-Cal beneficiaries and such other persons as the Health Authority
15 deems appropriate (San Francisco Administrative Code Section 69.1 *et seq*); and

16 WHEREAS, The governing body of the San Francisco Health Authority consists of 19
17 persons, 14 of whom are appointed by the Board of Supervisors; and

18 WHEREAS, the governing body of the San Francisco Health Authority includes, among
19 other members, the Director of Public Health, the Director of Mental Health, and appointees of
20 the Mayor and the San Francisco Health Commission; and

21 WHEREAS, The San Francisco Health Authority serves as a Knox-Keene licensed
22 HMO providing high quality health insurance to nearly 50,000 San Francisco residents and
23 workers through Medi-Cal and other programs; and

1 WHEREAS, The San Francisco Health Authority insures nearly one-quarter of all San
2 Francisco children, in part through the City-funded Healthy Kids and Young Adults program;
3 and

4 WHEREAS, The San Francisco Health Authority insures over 6,000 San Francisco In-
5 Home Supportive Services workers using City funding; and

6 WHEREAS, The State has passed legislation instituting a 6% tax on all of the operating
7 revenue of Medi-Cal plans, such as those operated by the San Francisco Health Authority,
8 which tax is called the Quality Improvement Fee (QIF) (Welfare and Institutions Code Section
9 14464.5); and

10 WHEREAS, If the QIF is applied to the San Francisco Health Authority, the result will
11 be a transfer to the State of over \$500,000 in mainly City funds in the next fiscal year and
12 even more in subsequent years, threatening the viability of the City-funded insurance
13 programs; and

14 WHEREAS, The negative effects of the QIF can be mitigated if a separate legal entity
15 is established to operate the San Francisco Health Authority's non-Medi-Cal programs such
16 as the Healthy Kids and Young Adults and Healthy Workers programs; and

17 WHEREAS, The San Francisco Health Authority and the City and County of
18 San Francisco may establish a separate Joint Powers Authority to operate the San Francisco
19 Health Authority's non-Medi-Cal programs through the execution of a Joint Powers
20 Agreement, pursuant to Government Code Section 6500 *et seq.*; and

21 WHEREAS, The proposed "Joint Powers Agreement Creating the San Francisco
22 Community Health Joint Powers Authority" (hereafter, "Agreement"), on file with the Clerk of
23 the Board of Supervisors in File No. _____, which is hereby declared to be a part of
24 this resolution as if set forth fully herein, would create a joint exercise of powers authority
25

1 ("Joint Powers Authority"), a separate legal entity that would operate the non-Medi-Cal
2 programs currently operated by the San Francisco Health Authority, including the Healthy
3 Families, Healthy Workers, and Healthy Kids and Young Adults programs, as well as any new
4 programs or lines of business that the Joint Powers Authority may develop; and

5 WHEREAS, The San Francisco Health Authority approved the Agreement on March 2,
6 2005 in Resolution No. 2005-1; and

7 WHEREAS, The proposed Agreement further provides that:

8 (i) The San Francisco Health Authority is designated as the party who will serve as
9 administrator to execute the provisions of the Agreement;

10 (ii) The City shall not provide any capital funds for the Joint Powers Authority, nor be
11 responsible for any operational or administrative costs incurred in fulfilling its purposes under
12 the Agreement;

13 (iii) The debts, liabilities, and obligations of the Joint Powers Authority do not constitute
14 the debts, liabilities, or obligations of any part to the Agreement, although the members may
15 separately contract for or assume such responsibility; and

16 (iv) The members of the governing body established to govern the San Francisco
17 Health Authority serve *ex officio* as the members of the governing body established to govern
18 the Joint Powers Authority; and

19 (v) The Joint Powers Authority is required to acquire such insurance protection as the
20 City's Risk Manager deems necessary to protect the interests of the members to the
21 Agreement; and

22 (vi) The Agreement may be terminated by the adoption of a resolution by either the
23 City or the San Francisco Health Authority; now, therefore, be it
24
25

1 RESOLVED, That the Board of Supervisors hereby approves the Joint Powers
2 Agreement with the San Francisco Health Authority to create a Joint Powers Authority to
3 operate the Non-Medi-Cal health plans currently operated by the San Francisco Health
4 Authority.



City and County of San Francisco

Tails

Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 050514

Date Passed:

Resolution approving Joint Powers Agreement with the San Francisco Health Authority to create a Joint Powers Authority to operate the Non-Medi-Cal health plans currently operated by the San Francisco Health Authority.

March 29, 2005 Board of Supervisors — ADOPTED

Ayes: 9 - Alioto-Pier, Ammiano, Dufty, Elsbernd, Ma, Maxwell, McGoldrick,
Mirkarimi, Peskin

Excused: 2 - Daly, Sandoval

File No. 050514

I hereby certify that the foregoing Resolution
was ADOPTED on March 29, 2005 by the
Board of Supervisors of the City and County
of San Francisco.

04.01.05

Date Approved

Gloria L. Young
Clerk of the Board

Mayor Gavin Newsom

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 43871 - 17/18)

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

Type of Service: Behavioral Health Services in Locked Facilities

Funding Source: General Fund, Medi-Cal

PSC Original Approved Amount: \$96,817,600

PSC Original Approved Duration: 11/01/17 - 06/30/23 (5 years 34 weeks)

PSC Mod#1 Amount: \$92,624,400

PSC Mod#1 Duration: 07/01/23-06/30/28 (5 years 2 days)

PSC Cumulative Amount Proposed: \$189,442,000

PSC Cumulative Duration Proposed: 10 years 34 weeks

1. Description of Work

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

Contractor(s) will provide psychiatric care to adults and/or older adults, in a locked licensed facility, Skilled Nursing Facility (SNF) and/or Mental Health Rehabilitation Center (MHRC) within San Francisco Bay Area, and/or non-mandatory psychiatric respite services, with one-on-one support in an appropriate environment. Most admissions for psychiatric care will be San Francisco residents coming directly from acute psychiatric inpatient units. Referrals for respite services will primarily come from Psychiatric Emergency Services (PES), acute inpatient psychiatric units, community mental health/dual diagnosis treatment programs, the San Francisco Homeless Outreach Team (SF HOT) and intensive case management programs. The SNF will provide care to individuals with psychiatric problems, medical problems and behavior problems, individuals with neurobehavioral diagnosis with a primary diagnosis of dementia. Individuals also may be admitted with physical impairments requiring special needs that may include the use of a wheelchair, walker, or cane; they may also have vision and or hearing loss or speech impediments. The MHRC will provide care to individuals who have a psychiatric diagnosis with behaviors too severe to live independently or in an unlocked unstructured community program. Respite services will provide a place for people who are not yet accepting of the need to manage their mental health symptoms/issues in a more productive and healthy manner and who would benefit from a supervised setting to monitor medication changes after an inpatient stay.

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

SNF services are necessary to treat clients with psychiatric, medical and/or behavior problems, as well as clients with neurobehavioral diagnoses who have a primary diagnosis of dementia. Severe and/or chronically ill clients who are not treated expose the City to lawsuits and disallowance of funds from the State for failing to expend funds within State legislative guidelines. The City does not have sufficient facilities that provide these services. Denial of these services will result in an increase of harm to these clients and possibly to others, and may expose the City to lawsuits and disallowance of funding for failing to expend funds within State guidelines. Respite services fill a serious gap in services for effective services which provide a safe place for these identified individuals to rest and re-group before returning home, to maximize their abilities to adhere to prescribed medication and stay in the community rather than expensive and possibly traumatic care in a SNF/locked facility.

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 43871 - 17/18

D. Will the contract(s) be renewed?

Yes, as funding is available.

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

The Department expects the need for these critical services to continue.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

While ZSFGH is the largest provider of acute psychiatric care and the only San Francisco provider of psychiatric emergency care—including inpatient psychiatric units which are culturally and ethnically focused—and is able to provide the needed services in 47 beds at the San Francisco Behavioral Health Center (SFBHC) on the ZSFGH campus for those patients who have complex, sub-acute medical problems in addition to their primary psychiatric diagnosis, the County does not have the capacity, infrastructure or facilities to meet the volume of the need for his level of care.

B. Reason for the request for modification:

To extend duration 5 years and increase amount commensurately.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor(s) must have a State-licensed and (Joint) Commission-approved facility with appropriately trained and licensed staff to provide psychiatric care to adults and older adults in 24-hour Skilled Nursing Facilities, locked adult facilities, and/or Mental Health Rehabilitation Centers (MHRCs) for individuals with psychiatric, medical and/or behavior problems, as well as individuals with neurobehavioral diagnoses with a primary diagnosis of dementia, and who may be significantly physically disabled [e.g., requiring the use of a wheelchair, walker, or cane, and/or wit hearing or speech impairment(s)]. Contractor(s) must have at least 3 years' experience in providing services described above, as well as expertise and practical experience in working with the San Francisco public health care services system, must meet the Department's Cultural and Linguistic Competency Standards, have all necessary licenses, permits, approvals and authorizations to perform the work and conduct the provider's business, and be willing and able to comply with all applicable City and State service and contracting requirements.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2230, Physician Specialist; 2232, Senior Physician Specialist; 2305, Psychiatric Technician; 2320, Registered Nurse; 2328, Nurse Practitioner; 2574, Clinical Psychologist; 2706, Housekeeper/Food Service Clnr; 2822, Health Educator; 2910, Social Worker; 2920, Medical Social Worker; 2930, Psychiatric Social Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, Contractor(s) will provide buildings and necessary furniture, beds, desks, and equipment, as needed to provide the services.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil service classes are utilized to provide significant psychiatric care, but the Department cannot meet the volume of need for this level of care and is at capacity.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, adopting a new classification would not increase capacity.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
The focus of the services is not on training civil service staff, however, some knowledge transfer may occur as civil service and contractor's staffs work together to serve clients.
- 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.
Canyon Manor, Crestwood, Helios

7. Union Notification: On 02/21/20, the Department notified the following employee organizations of this PSC/RFP request: SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Physicians and Dentists - 8CC;

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

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

Address: 101 Grove Street, Room 405, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43871 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/18/2020

Receipt of Union Notification

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, February 21, 2020 6:12 PM
To: Hale, Jacquie (DPH); kcartermartinez@cirseiu.org; Sandeep.lal@seiu1021.me; 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; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; tjenkins@uapd.com; jduritz@uapd.com; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 43871 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$92,624,400 for services for the period July 1, 2023

– June 30, 2028. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14606>

Email sent to the following addresses: jduritz@uapd.com tjenkins@uapd.com L21PSCReview@ifpte21.org amakayan@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org Julie.Meyers@sfgov.org Sandeep.lal@seiu1021.me kcartermartinez@cirseiu.org

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 45859 - 17/18)

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

Type of Service: Community Based, Integrated Public Health Primary Care Services

Funding Source: General Fund and Grants

PSC Original Approved Amount: \$28,000,000

PSC Original Approved Duration: 07/01/18 - 06/30/23 (5 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/23-06/30/28 (5 years 2 days)

PSC Cumulative Amount Proposed: \$28,000,000

PSC Cumulative Duration Proposed: 10 years 2 days

1. Description of Work

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

Public Health Primary Care connects with community based organizations and the University of California at San Francisco (UCSF) to better serve patients and clients who may not have access to Public Health Primary Care Clinic sites or who need additional care coordination or support services in order to connect them with primary care, and to implement short-term project-based work. Contractors will provide public health services integrated with primary care services, including: primary medical care, psychosocial support, peer navigation, care coordination, mental health counseling, dental care, medical case management, non-medical case management, home health care, medical nutrition therapy, health education, transitional services, outreach services, and referrals for health care and supportive services, as well as grant writing, quality improvement support, and technical consulting.

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

The expertise and cultural competence that community-based organizations and the University of California San Francisco provide will allow the Department's Primary Care Division the ability to reach clients and patients who otherwise may not access primary care, dental care, or supportive services that ultimately connect clients to preventative health care services, help them to maintain wellness, get vital treatment, and prevent adverse health impacts on individuals and their communities. Denial of this request would adversely affect the health of clients who otherwise would not receive the information, education, and facilitated access to primary care that they need.

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 45859 - 17/18

D. Will the contract(s) be renewed?

Yes, if the Department determines there is a need and funding is available.

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

The department expects the need for these services to continue.

2. Reason(s) for the Request

A. Display all that apply

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

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

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

Explain the qualifying circumstances:

Services are short-term and/or intermittent/as-needed in nature, and may be funded by short-term Federal or State grants. Services are to be delivered on-site, in the communities and neighborhoods where clients live or frequent.

B. Reason for the request for modification:

To extend duration by 5 years.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractors must possess sufficient expertise, experience, skills and licensures in order to provide professional services as needed to implement and/or support public health and primary care programs in the community, including medical services, social work, clinical psychology services, occupational therapy, community health outreach and education, program coordination, data analysis, and medical clerical services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1820, Junior Administrative Analyst; 1822, Administrative Analyst; 2110, Medical Records Clerk; 2114, Medical Records Tech Sprv; 2210, Dentist; 2218, Physician Assistant; 2230, Physician Specialist; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2328, Nurse Practitioner; 2430, Medical Evaluations Assistant; 2450, Pharmacist; 2548, Occupational Therapist; 2574, Clinical Psychologist; 2585, Health Worker 1; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2626, Chief Dietitian; 2819, Assistant Health Educator; 2822, Health Educator; 2825, Senior Health Educator; 2903, Eligibility Worker; 2905, Senior Eligibility Worker; 2907, Eligibility Worker Supervisor; 2910, Social Worker; 2912, Senior Social Worker; 2914, Social Work Supervisor; 2920, Medical Social Worker; 2922, Senior Medical Social Worker; 2930, Psychiatric Social Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will provide all needed facilities, buildings, equipment and supplies necessary to provide the needed services. Services are delivered on-site, in the communities and neighborhoods where clients live or frequent.

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 community-based contractors under this PSC expand the Department's ability to reach clients and patients who otherwise may not access primary care, dental care, or supportive services and ultimately connect clients to ongoing care provided by the Department, UCSF, or other sources by providing a range of contacts, credibility, and cultural competence difficult to achieve during the comparatively short duration of the funding available.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Because the services are short-term and/or intermittent in nature, it would not be practical to hire ongoing civil service staff. It is also important that services are delivered in locations where clients are comfortable and which are practically accessible to them, which initially may not be government-supported primary care clinics.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
While the purpose of the contracts under this PSC is not to train civil service staff, there may be some knowledge transfer, as contractor staff work closely with Department staff to provide integrated 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.
Please see attached.

7. Union Notification: On 02/21/20, the Department notified the following employee organizations of this PSC/RFP request: SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Physicians and Dentists - 8CC;

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

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

Address: Jacquie Hale, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45859 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/18/2020

Receipt of Union Notification

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, February 21, 2020 5:01 PM
To: Hale, Jacquie (DPH); kcartermartinez@cirseiu.org; Sandeep.lal@seiu1021.me; 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; tjenkins@uapd.com; jduritz@uapd.com; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 45859 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 1, 2023 – June 30, 2028. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14603>

Email sent to the following addresses: jduritz@uapd.com tjenkins@uapd.com 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 Sandeep.lal@seiu1021.me kcartermartinez@cirseiu.org

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 32406 - 18/19)

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

Type of Service: Professional Services

Funding Source: Grant Fund

PSC Original Approved Amount: \$50,000

PSC Original Approved Duration: 07/01/19 - 06/30/24 (5 years 1 day).

PSC Mod#1 Amount: \$450,000

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$500,000

PSC Cumulative Duration Proposed: 5 years 1 day.

1. Description of Work

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

The Office of the Treasurer & Tax Collector requires fiscal sponsor services to facilitate grant fundraising for its Office of Financial Empowerment (OFE) and Financial Justice Project (FJP). The OFE and FJP receive private grants to fulfil their respective missions. OFE's mission is to leverage the power of City Hall to strengthen the economic security and mobility of low income families. FJP's mission is to assess and reform how fees and fines impact the City's most vulnerable residents. The role of the fiscal sponsor, as an independent nonprofit organization, is primarily to receive funds from philanthropic sources on behalf of OFE and FJP and secondarily to disburse funds on behalf of OFE and FJP on a case-by-case basis. Funds received are from philanthropic sources that are unwilling or unable to provide donations directly to the City but are able to make donations to a non-profit fiscal sponsor on behalf of OFE and FJP.

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

Fiscal sponsor services are necessary because the Office of Financial Empowerment (OFE) and Financial Justice Project (FJP) are sustained, in part, with funding from a variety of philanthropic funding sources that must make their donations to a fiscal sponsor on behalf of OFE and FJP. The sources of funding include donations from large institutional funders such as foundations, financial institutions and other corporations, as well as donations from family foundations and individuals. The combined philanthropic funding to OFE and FJP managed by a fiscal sponsor ranges from \$200,000 to \$400,000 annually. OFE and FJP require the services of a fiscal sponsor to facilitate this fundraising from funding sources that are unwilling or unable to direct funds to the City. Thus, for OFE and FJP to fulfill their respective functions for the Office of the Treasurer & Tax Collector, they must contract an independent nonprofit fiscal sponsor. The ongoing services of the fiscal sponsor are to: • Accept and process donations to OFE and FJP from a variety of sources, including sending a formal acknowledgment letter, as receipt for tax deductions, directly to donors for any donation greater than \$250; • Make periodic payments from donated funds on behalf of OFE and FJP to organizations; and • Maintain all financial records relating to receipt and disbursement of funds for OFE or FJP.

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 32406-18/9

D. Will the contract(s) be renewed?

Potentially, provided the services are performance satisfactorily.

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:

Five-year term provides continuity for this administrative service, which cannot be provided within the City.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Services are required of select philanthropic funding organizations that are unable or unwilling to donate directly to the City.

B. Reason for the request for modification:

Adding money to cover additional grants received by OFE and FJP.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The required skills, experience and expertise include: • At least five years providing fiscal sponsor services within the past seven years • Successful completion of the two most recent financial audits with no major findings • 501(c)(3) tax-exempt status with the Internal Revenue Service • Experience delivering fiscal agent services • Accounting and reporting capability • Strong experience with fiscal controls and record keeping • Strong experience maintaining accurate and confidential records
- B. Which, if any, civil service class(es) normally perform(s) this work? 2913, Program Specialist; 2915, Program Specialist Supervisor; 2917, Program Support Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contract will utilize specialized fund management software to receive and track donations to the Office of Financial Empowerment and Financial Justice Project.

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 specialized and require an independent nonprofit organization with the demonstrated systems and experience.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This service is a specialized fundraising and reporting function and by its very nature must be performance by an independent nonprofit organization granted 501(c)(3) status from the Internal Revenue Service and overseen by the State of California. Funders contributing to the Office of Financial Empowerment and Financial Justice Project will do donate directly to the City; they will only donate to an independent nonprofit organization with 501(c)(3) status from the Internal Revenue Service.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
NA. The fiscal sponsor will provide reports to the City that reflect funds received, as well as spending by the Office of Financial Empowerment and Financial Justice Project in relation to their annual budgets. There is no anticipation that the services provided will require any type of training of City employees.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
We are working with the same contractor from the original PSC

7. Union Notification: On 02/21/20, 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: 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# 32406 - 18/19

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 05/18/2020

Civil Service Commission Action:

Receipt of Union Notification

From: [Wu, Kimmie \(TTX\)](#)
To: [Wentworth, Amanda \(TTX\)](#)
Subject: FW: Receipt of Modification Request to PSC # 32406 - 18/19 - MODIFICATIONS
Date: Friday, February 21, 2020 4:36:10 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: Friday, February 21, 2020 4:23 PM
To: Wu, Kimmie (TTX) <kimmie.wu@sfgov.org>; Meyers, Julie (HSA) <Julie.Meyers@sfgov.org>;
Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC) <kbasconcillo@sfgwater.org>;
pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org;
ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin
Yee (HSA) <sin.yee.poon@sfgov.org>; david.canham@seiu1021.org; jtanner940@aol.com; DHR-PSCCoordinator,
DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 32406 - 18/19 - 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 \$450,000 for services for the period February 19, 2020 – June 30, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14586>

Email sent to the following addresses: jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org
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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: Professional ServicesFunding Source: Grant FundPSC Duration: 5 years 1 dayPSC Amount: \$50,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of the Treasurer & Tax Collector requires fiscal sponsor services to facilitate grant fundraising for its Office of Financial Empowerment (OFE) and Financial Justice Project (FJP). The OFE and FJP receive private grants to fulfil their respective missions. OFE's mission is to leverage the power of City Hall to strengthen the economic security and mobility of low income families. FJP's mission is to assess and reform how fees and fines impact the City's most vulnerable residents. The role of the fiscal sponsor, as an independent nonprofit organization, is primarily to receive funds from philanthropic sources on behalf of OFE and FJP and secondarily to disburse funds on behalf of OFE and FJP on a case-by-case basis. Funds received are from philanthropic sources that are unwilling or unable to provide donations directly to the City but are able to make donations to a non-profit fiscal sponsor on behalf of OFE and FJP.

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

Fiscal sponsor services are necessary because the Office of Financial Empowerment (OFE) and Financial Justice Project (FJP) are sustained, in part, with funding from a variety of philanthropic funding sources that must make their donations to a fiscal sponsor on behalf of OFE and FJP. The sources of funding include donations from large institutional funders such as foundations, financial institutions and other corporations, as well as donations from family foundations and individuals. The combined philanthropic funding to OFE and FJP managed by a fiscal sponsor ranges from \$200,000 to \$400,000 annually. OFE and FJP require the services of a fiscal sponsor to facilitate this fundraising from funding sources that are unwilling or unable to direct funds to the City. Thus, for OFE and FJP to fulfill their respective functions for the Office of the Treasurer & Tax Collector, they must contract an independent nonprofit fiscal sponsor. The ongoing services of the fiscal sponsor are to: • Accept and process donations to OFE and FJP from a variety of sources, including sending a formal acknowledgment letter, as receipt for tax deductions, directly to donors for any donation greater than \$250; • Make periodic payments from donated funds on behalf of OFE and FJP to organizations; and • Maintain all financial records relating to receipt and disbursement of funds for OFE or FJP.

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

In the past, this service has been provided by a fiscal sponsor. This fiscal sponsor is no longer able to provide the services and it is good practice to change contractors from time to time through a competitive selection process.

D. Will the contract(s) be renewed?

Potentially, provided the services are performance satisfactorily.

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.

Five-year term provides continuity for this administrative service, which cannot be provided within the City.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Services are required of select philanthropic funding organizations that are unable or unwilling to donate directly to the City.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The required skills, experience and expertise include: • At least five years providing fiscal sponsor services within the past seven years • Successful completion of the two most recent financial audits with no major findings • 501(c)(3) tax-exempt status with the Internal Revenue Service • Experience delivering fiscal agent services • Accounting and reporting capability • Strong experience with fiscal controls and record keeping • Strong experience maintaining accurate and confidential records

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: The contract will utilize specialized fund management software to receive and track donations to the Office of Financial Empowerment and Financial Justice Project.

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

Several City agencies contract independent, nonprofit organizations to perform the described fiscal sponsor services. The nature of the services requires the service provider to be a nonprofit organization independent of the City.

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

A. Explain why civil service classes are not applicable.

The services are specialized and require an independent nonprofit organization with the demonstrated systems and experience.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This service is a specialized fundraising and reporting function and by its very nature must be performance by an independent nonprofit organization granted 501(c)(3) status from the Internal Revenue Service and overseen by the State of California. Funders contributing to the Office of Financial Empowerment and Financial Justice Project will do donate directly to the City; they will only donate to an independent nonprofit organization with 501(c)(3) status from the Internal Revenue Service.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. NA. The fiscal sponsor will provide reports to the City that reflect funds received, as well as spending by the Office of Financial Empowerment and Financial Justice Project in relation to their annual budgets. There is no anticipation that the services provided will require any type of training of City employees.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

- 7. Union Notification:** On 06/18/2019, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 32406 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required
Approved by DHR on 07/02/2019