



London Breed
Mayor

Micki Callahan
Human Resources Director

Date: July 3, 2020

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR
Jacquie Hale, DPH
Joan Lubamersky, GSA
Bill Irwin / Daniel Kwon, PUC
Esperanza Zapien, HSA

Subject: **Personal Services Contracts Approval Request**

This report contains seven (7) 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 20/21 to date:

Total of this Report	YTD Expedited Approvals FY2020-2021	Total for FY2020-2021
\$24,075,000	\$33,674,666	\$183,565,666

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Table of Contents
PSC Submissions

Regular PSCs	Department	Page
45868-19/20	Airport Commission	1
43379-19/20	Public Health	6
43203-19/20	Airport Commission	15
 Modification PSCs		
37012-18/19	Airport Commission	25
47472-19/20	City Administration	34
44408-13/14	Public Utilities Commission	44
45801-17/18	Human Services	54

POSTING FOR**July 20, 2020****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2020-07-20

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
45868 - 19/20	AIRPORT COMMISSION	\$600,000.00	San Francisco International Airport (SFO or Airport) seeks to develop a safety and security strategy to address the increase in people experiencing homelessness at the Airport. The Airport convened a task force to address homelessness at the Airport, and a need for a cohesive plan to guide the Airport's work on homelessness has been identified. There is also a need to complement the current efforts of Airport law enforcement to connect with people experiencing homelessness at the Airport. The Airport is interested in services that connect unsheltered individuals with eligible social services. The primary goal of this proposed work is to develop and implement a plan and a variety of services that will link individuals with services in the surrounding areas in San Mateo County, based on each person's unique needs, and coordinate and partner with San Mateo County to serve clients through their agencies and systems. Though this work, SFO also seeks to collect and analyze data on homeless individuals and services provided to determine trends that might inform programming actions and the Airport's policies and procedures.	August 1, 2020	December 31, 2024	REGULAR
43379 - 19/20	PUBLIC HEALTH	\$1,500,000.00	The contractor will provide a unique cardiac rhythm monitoring device in the form of small adhesive wireless device worn on a patient's chest in an adhesive patch, as well as related data analysis. The patch-monitors provide continuous electrocardiogram (ECG) monitoring, typically for up to 14 days. They replace the traditional cardiac rhythm monitoring device, a small camera-sized device worn by patients around the neck on a cord and connected to silver dollar-sized electrodes attached to the chest. Utilization of these patch-monitors enables either the health care provider or the patient themselves to place the patch-monitor on the patient's chest. After the monitoring period, the contractor analyzes and uploads the results to a secure website, where the the health care provider--the Department of Public Health staff--may view them. The amount of this PSC includes an anticipated expansion of this service, as the Department must increasingly utilize telemedicine services in order to provide appropriate patient care due to the need to shelter-in-place in response to COVID-19.	May 1, 2020	April 30, 2023	REGULAR
43203 - 19/20	AIRPORT COMMISSION	\$150,000.00	San Francisco International Airport (SFO or Airport) and BART coordinate inspection and maintenance services at the Airport BART Station. This work includes the maintenance of structures and guideways in the BART/Airport Rail Transit System (ART) in the following zones: 1) Zone 2 (from the ground level to the underside of the ART level) and 2) Zone 3 (Concourse H from the ground level to the underside of the ART guideway and station). These inspections are conducted on at least an annual basis.	July 1, 2020	June 30, 2024	REGULAR

TOTAL AMOUNT \$2,250,000**CSV**

Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home](#) >

Posting For July 20, 2020

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2020-07-20

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
37012 - 18/19 - MODIFICATIONS	July 20, 2020	AIRPORT COMMISSION -- AIR	\$100,000	\$200,000	San Francisco International Airport (SFO or Airport) has a legacy software license which is now cloud-based to support the Airport's business processes in our Facilities Maintenance division. The Airport has a need to supplement that system to include an additional module for asset tracking with work orders to include some software configuration and training of staff. Additional functionality is required to be able to track the receiving, storing and issuing of all purchased inventory at any given time. This module will enable the Airport to track purchased items within a computerized maintenance management system.	06/30/2022	12/31/2022	REGULAR
47472 - 19/20 - MODIFICATIONS	July 20, 2020	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$325,000	\$825,000	The City is seeking Consultants with proven expertise and experience in one or more multiple facets of earthquake hazard mitigation incorporated in, or necessary to accomplish the Community Action Plan for Seismic Safety (CAPSS)/Earthquake Safety Implementation Program (ESIP) and Tall Buildings Safety Strategy work plan. Tasks may have a particular focus on development of a non-ductile concrete and/or steel building retrofit program and associated standards, including initiating studies, performing analysis, developing standards, making policy recommendations, and assisting as needed in seismic engineering consulting to guide the development of a non-ductile concrete and/or steel building retrofit program and associated standards.	12/01/2019	06/30/2025	REGULAR
44408 - 13/14 - MODIFICATIONS	July 20, 2020	PUBLIC UTILITIES COMMISSION -- PUC	\$21,000,000	\$54,500,000	Provide planning and engineering services for a new 250 million gallons per day (MGD) Headworks facility at the Southeast Water Pollution Control Plant (SEP) to replace the existing Headworks facilities which have a number of deficiencies including aging infrastructure, significant seismic vulnerabilities, antiquated equipment, inefficiencies in screening and grit removal and ineffective odor control. Upgrading these systems with new Headworks will improve the ability of SEP to efficiently treat wastewater and extend the downstream treatment.	12/20/2023	11/30/2025	REGULAR
45801 - 17/18 - MODIFICATIONS	July 20, 2020		\$400,000	\$1,020,400	Contractor will administer and monitor alcohol and drug testing and usage through	07/01/2020	06/30/2022	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
		HUMAN SERVICES -- DSS			randomized substance abuse testing services to parents of families involved with child welfare services. Contractor will provide direct observation drug testing for clients on a range of substances, provide test results to assigned DHS staff, maintain records of all appointments (including missed appointments), and provide data collection results to protective service workers. Contractor will develop process for referrals for testing, actual testing, to work directly with clients on test scheduling and instructions, provide a web-based tracking and notification system, and report on confidential final results.			

TOTAL AMOUNT \$21,825,000

Regular/Continuing/Annual Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Homelessness Safety and Security Planning and Support

Funding Source: Airport Operating Funds

PSC Amount: \$600,000

PSC Est. Start Date: 08/01/2020

PSC Est. End Date 12/31/2024

1. Description of Work

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

San Francisco International Airport (SFO or Airport) seeks to develop a safety and security strategy to address the increase in people experiencing homelessness at the Airport. The Airport convened a task force to address homelessness at the Airport, and a need for a cohesive plan to guide the Airport's work on homelessness has been identified. There is also a need to complement the current efforts of Airport law enforcement to connect with people experiencing homelessness at the Airport. The Airport is interested in services that connect unsheltered individuals with eligible social services. The primary goal of this proposed work is to develop and implement a plan and a variety of services that will link individuals with services in the surrounding areas in San Mateo County, based on each person's unique needs, and coordinate and partner with San Mateo County to serve clients through their agencies and systems. Though this work, SFO also seeks to collect and analyze data on homeless individuals and services provided to determine trends that might inform programming actions and the Airport's policies and procedures.

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

The San Francisco Bay Area is experiencing a significant and persistent lack of affordable housing, which has created a severe crisis of homelessness. As a result, SFO is seeing rising numbers of people experiencing homelessness in the terminals, with many entering from the Bay Area Rapid Transit (BART) station towards the end of BART's daily service hours. The Airport is closed to the general public between the hours of 10 p.m. and 6 a.m., however, people experiencing homelessness continue to spend time at the Airport during the day as well as overnight. Without these services, the complex individual needs of these community members will be inadequately addressed, while Airport security and operations will remain unnecessarily strained.

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

This is a new service.

D. Will the contract(s) be renewed?

Yes, if these services are needed in the future.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The specialized expertise is required on an intermittent basis. Certain functions, such as action planning is needed only at the onset and intermittently thereafter, and service provision at the Airport will likely be seasonal and dependent on external factors such as weather, and other services (housing, social services, etc.) provided in surrounding jurisdictions.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required expertise includes an in-depth knowledge of, and experience with, planning, developing, and implementing homelessness services in a variety of contexts, including transportation hubs/Airports. Familiarity with a broad range of resources in San Mateo, San Francisco and surrounding counties, and the systems involved in accessing those services is also needed.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 2904, Human Services Technician; 2912, Senior Social Worker; 0931, Manager III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

The Airport has reached out to Department of Homelessness and Supportive Housing (DHS), and they do not currently have the capacity to develop and provide services outside of the City's boundaries. They are also not familiar with the nuances of the Airport and the safety and security regulatory frameworks the Airport must comply with.

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

- A. Explain why civil service classes are not applicable.
Existing civil service classifications do not possess the required knowledge of a variety of homelessness resources outside the boundaries of San Francisco, nor do they have experience developing and providing services in an Airport setting.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as the specialized expertise is required on an intermittent basis. Certain functions, such as action planning is needed only at the onset and intermittently thereafter, and service provision at the Airport will likely be seasonal and dependent on external factors such as weather, and other services (housing, social services, etc.) provided in surrounding jurisdictions.

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

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

7. Union Notification: On 04/20/2020, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45868 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/20/2020

Receipt of Union Notification(s)

[https://www.uscourts.gov/uscrt/apps/e2g/cvgs/zr/dm/pmtz/2mode/rpt/48-20&mp=dat%7C9%7Ccyntina%3B&cmid%7F0y6.com/%7C0-58e5d75abf6c48-20&elcd%7E12655%7CC2D8c2dc20c4-NH4NHNJ/fddcc321.fst%7C0-fps%7C0-76%7C0-8%7C0-10/0-9-Sc&mp.dat%7EWtEEUwqkyVnrmWmYd%7EDTdyVDTPrQQAUEZrW4X&mp.reserved%7E](#)

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 will change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO field as intended.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- 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: Cardiac Rhythm Monitoring

Funding Source: General Fund

PSC Duration: 2 years 52 weeks

PSC Amount: \$1,500,000

1. Description of Work

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

The contractor will provide a unique cardiac rhythm monitoring device in the form of small adhesive wireless device worn on a patient's chest in an adhesive patch, as well as related data analysis. The patch-monitors provide continuous electrocardiogram (ECG) monitoring, typically for up to 14 days. They replace the traditional cardiac rhythm monitoring device, a small camera-sized device worn by patients around the neck on a cord and connected to silver dollar-sized electrodes attached to the chest. Utilization of these patch-monitors enables either the health care provider or the patient themselves to place the patch-monitor on the patient's chest. After the monitoring period, the contractor analyzes and uploads the results to a secure website, where the the health care provider--the Department of Public Health staff--may view them. The amount of this PSC includes an anticipated expansion of this service, as the Department must increasingly utilize telemedicine services in order to provide appropriate patient care due to the need to shelter-in-place in response to COVID-19.

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

The Department increased its use of cardiac rhythm patch-monitors after using the devices for one year through an initiative sponsored by the University of California at San Francisco (UCSF), which showed a significant improvement in the length of time that may be monitored, which with the earlier monitoring devices was limited to 48 hours of data, as compared to 14 days with the patch-monitor. The patch-monitors may also be worn more easily during normal activity, and is waterproof, so the diagnostic yield is far better. Denial will result in discontinuation of this more effective method of cardiac rhythm monitoring, and related negative impact on the quality of services provided to the patients.

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.
42823-15/16

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

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The contractor will provide cardiac rhythm monitor patches, data analysis, and a secure website to review the results. This device and accompanying service will enable civil service employees to meet industry standards for cardiac monitoring.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must have a cardiac rhythm monitor commercially available for use, and the associated services to support the device.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2430, Medical Evaluations Assistant;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide the patch, data analysis, and a secure website to review the results.

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

The City does not have the available resources to develop and provide support for its own patch. Returning to the earlier, less effective monitor will have a negative impact on the quality of services provided to the patients of DPH.

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable because the City would have to develop its own patch and monitoring system, as well as support services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the usage of this device and service complements the work of existing civil service staff who use it to monitor cardiac patients.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. The contractor provides a device (patch) that is sent to the patient to collect data. The results are then uploaded to the secured website. No training takes place.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

7. Union Notification: On 04/20/2020, 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 #421B San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43379 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/20/2020

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Monday, April 20, 2020 5:21 PM
To: Hale, Jacquie (DPH); Meyers, Julie (HSA); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Hale, Jacquie (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43379 - 19/20

RECEIPT for Union Notification for PSC 43379 - 19/20 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 43379 - 19/20 for \$1,500,000 for Initial Request services for the period 05/01/2020 – 04/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14873> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent Via Electronic Mail

April 8, 2016

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACTS NUMBERS
41279-13/14; 44238-15/16; 30054-15/16; 40494-15/16; 42823-
15/16; 49857-15/16; 3089-11/12; 2011-08/09; 39875-13/14;
40778-14/15; AND 49068-14/15.**

At its meeting of **April 4, 2016** the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report. Approved the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

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

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

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script that reads "Michael L. Brown".

MICHAEL L. BROWN
Executive Officer

Attachment

Cc: Angela Auyong, Public Defender
Jacquie Hale, Department of Public Health
Cynthia Hamada, Municipal Transportation Agency
Joyce Kimotsuki, Controller
Diane Lim, Adult Probation
Joan Lubamersky, General Services Agency
Commission File
Chron

Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**POSTING FOR****April 04, 2016****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2016-04-04

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
41279 - 13/14	PUBLIC HEALTH	\$49,000,000.00	The purpose of this service is to provide fiscal administration for administrative infrastructure, including service delivery in support of programming for Department of Public Health (DPH) clients. This supports services, such as administrative services, and behavioral health treatment services, e.g. foster care mental health programming, substance abuse drug court, anchor programming and related other behavioral health services.	January 1, 2016	December 31, 2019	REGULAR
44238 - 15/16	MUNICIPAL TRANSPORTATION AGENCY	\$450,000.00	The contractor will plan, coordinate, and conduct an in-person survey of the San Francisco Municipal Transportation Agency's (SFMTA) transit riders to collect data on their demographics and transportation practices. The consultant will collect statistically-significant data about customer travel patterns, income levels, ethnic background, language proficiency and fare media usage both on a temporal and geographical basis. Riders will be surveyed on all routes and modes of transit vehicles, on platforms, and by telephone as necessary. The consultant shall produce a final report that includes a discussion of the survey results and relevant high-level data summaries. The SFMTA will perform this work in accordance with the Metropolitan Transportation Commission (MTC) Resolution No. 3866.	April 5, 2016	December 31, 2017	REGULAR
30054 - 15/16	PUBLIC HEALTH	\$110,000.00	Contractor will be responsible for: 1) reviewing DPH's current indirect rate calculation methodology; 2) developing an indirect cost plan and rate that meets the requirements of state and federal code; 3) documenting the rate methodology; 4) preparing a financial analysis comparing the current DPH indirect rate to new rate; and 5) developing projections to estimate indirect cost rates and their impact on future grant revenues.	March 1, 2016	February 28, 2019	REGULAR
40494 - 15/16	PUBLIC HEALTH	\$8,000,000.00	For the provision of as-needed consulting services in the subject areas of the Federally Qualified Health Center (FQHC) program, the Health Resources and Services Administration (HRSA) grant program, managed care Knox-Keene licensing approval, the 1115 waiver process for alternative Medi-Cal billing and related processes, and other managed care/Affordable Care Act/financial topics, including bond and capital projects, consulting, maintenance, support, and customizations of financial systems currently in use by the Department.	May 1, 2016	December 31, 2020	REGULAR
42823 - 15/16	PUBLIC HEALTH	\$672,000.00	The contractor will provide a unique 1 x 3 inch bandage-like device and data analysis for a long term cardiac rhythm monitor that provides continuous Electro-Cardio Gram (ECG) monitoring for up to 14 days and interpret the data collected from the device.	April 1, 2016	March 31, 2019	REGULAR
49857 - 15/16	PUBLIC HEALTH	\$400,000.00	The manufacturer of new surgical/radiology and navigation equipment acquired as part of the San Francisco General Hospital (SFGH) Rebuild project will provide training, education, and support for medical staff	March 1, 2016	February 1, 2021	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			in its the proper use. Services will be delivered in the operating room (s) during operating procedures, or off-site, as appropriate.			
1						
TOTAL AMOUNT \$58,632,000						



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: SFO BART Inspection and Related Services

Funding Source: Airport Operating Funds

PSC Amount: \$150,000

PSC Est. Start Date: 07/01/2020

PSC Est. End Date 06/30/2024

1. Description of Work

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

San Francisco International Airport (SFO or Airport) and BART coordinate inspection and maintenance services at the Airport BART Station. This work includes the maintenance of structures and guideways in the BART/Airport Rail Transit System (ART) in the following zones: 1) Zone 2 (from the ground level to the underside of the ART level) and 2) Zone 3 (Concourse H from the ground level to the underside of the ART guideway and station). These inspections are conducted on at least an annual basis.

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

This service is necessary to ensure the safe operation of the BART system. If denied, these inspections may not be completed and may impact the BART system at SFO.

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

This is a new service. Previously this work was done under a purchase order.

D. Will the contract(s) be renewed?

Yes, if these services are needed in the future.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The work requested must be done by Bay Area Rapid Transit employees.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This work is completed by BART employees with the appropriate expertise for this kind of work.

B. Which, if any, civil service class(es) normally perform(s) this work? 5218, Structural Engineer; 5219, Senior Structural Engineer; 6248, Electrical Inspector; 7208, Heavy Equipment Ops Sprv; 7334, Stationary

Engineer;

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

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

None.

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

A. Explain why civil service classes are not applicable.

Civil Service classes are not applicable since the work needs to be done by Bay Area Rapid Transit employees.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, since the work needs to be done by Bay Area Rapid Transit employees.

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 under this request.

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

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

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

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

7. Union Notification: On 04/22/2020, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6; Operating Engineers, Local 3; Professional & Tech Engrs, Local 21; SEIU 1021
Miscellaneous; Stationary Engineers, Local 39

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43203 - 19/20

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 07/20/2020

Civil Service Commission Action:

Receipt of Union Notification(s)

From: David Tuttle
To: Cynthia Avakian (AIR)
Cc: DHR-PSCCoordinator, DHR (HRD); Victoria James
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 43203 - 19/20
Date: Tuesday, June 30, 2020 11:17:37 AM
Attachments: image001.png

Cynthia,

Thank you for providing me this information - given the information provided the Operating Engineers Local Union #3 is willing to waive the appropriate notification provisions.

However, this waiver is not to be taken as opportunity for the City to waive any future notice provisions of this kind including for this scope of work.

For future notifications of this kind please email me directly and copy our administrative guru – Ms. Victoria James vjames@oe3.org

Thanks,

David Tuttle

Public Sector Business Agent

Operating Engineers, Local Union #3

1620 S. Loop Road

Alameda, CA 94502

dtuttle@oe3.org

(P): 510-748-7438 ext 3488

(F) :510-521-4886

(C): 925-575-4217

From: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>

Sent: Tuesday, June 30, 2020 11:06 AM

To: David Tuttle <dtuttle@oe3.org>

Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 43203 - 19/20

David,

As part of having a BART station at SFO, BART has to do annual inspections of the system. I've attached the section from 1997 agreement regarding the inspections and what SFO has to pay for to this email. If you want to see the whole agreement let me know. We used to do this under a PO in the past and now we are requesting Civil

Service Commission approval for this work.

Please let me know if you have further questions.

Thanks,

Cynthia Avakian

Director, Contracts Administration

San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128
Tel 650-821-2014 | flysfo.com

(preferred pronouns: she/her/hers)

Facebook | Twitter | YouTube | Instagram | LinkedIn

From: David Tuttle <dtuttle@oe3.org>

Sent: Tuesday, June 30, 2020 10:36 AM

To: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>

Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 43203 - 19/20
Cynthia,

I removed Tim Neep from this email – his is the director of public works, but is based out of Sacramento and has no day to day responsibilities in the City of San Francisco.

Operating Engineers Local Union #3 does not have a per se objection to waiving the few days in order to move the item to the next Civil Service Commission meeting. However, can you give me a few more details on the scope of work and who will be performing it?

David Tuttle

Public Sector Business Agent

Operating Engineers, Local Union #3

1620 S. Loop Road

Alameda, CA 94502

dtuttle@oe3.org

(P): 510-748-7438 ext 3488

(F) :510-521-4886

(C): 925-575-4217

From: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>

Sent: Tuesday, June 30, 2020 8:39 AM

To: Tim Neep <tneep@oe3.org>; David Tuttle <dtuttle@oe3.org>

Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 43203 - 19/20
Tim/David,

I hope that you and your families are well. I'm wondering if Local 3 will waive the remaining few days so that we can move this item to the next Civil Service Commission meeting. Please let me know.

Thanks,

Cynthia

Tel 650-821-2014

From: Cynthia Avakian (AIR)

Sent: Thursday, June 25, 2020 12:44 PM

To: tneep@oe3.org; dtuttle@oe3.org

Cc: DHR-PSCCoordinator (DHR-PSCCoordinator@sfgov.org) <DHR-PSCCoordinator@sfgov.org>

Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 43203 - 19/20
Tim/David,

I hope that you and your families are well.

On April 22, 2020, the Airport submitted a request in the PSC Database for BART Inspection Services at the BART Station at SFO. Local 3 was inadvertently omitted from this notice. Below is the scope of work:

San Francisco International Airport (SFO or Airport) and BART coordinate inspection and maintenance services at the Airport BART Station. This work includes the maintenance of structures and guideways in the BART/Airport Rail Transit System (ART) in the following zones: 1) Zone 2 (from the ground level to the underside of the

ART level) and 2) Zone 3 (Concourse H from the ground level to the underside of the ART guideway and station). These inspections are conducted on at least an annual basis.

BART employees are required to do this work.

The Airport is anxious to have the paperwork in place for the upcoming inspections and was wondering if Local 3 would be willing to waive the 30 day notice requirement so that we could have this item heard at the 7/20/20 Civil Service Commission meeting.

Please let me know if you have further questions.

Thanks,

Cynthia Avakian

Director, Contracts Administration

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

Tel 650-821-2014 | flysfo.com

(preferred pronouns: she/her/hers)

Facebook | Twitter | YouTube | Instagram | LinkedIn

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

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

Sent: Wednesday, April 22, 2020 1:30 PM

To: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>;

seichenberger@local39.org; MRainsford@local39.org; grojo@local39.org;

Meyers, Julie (HSA) <Julie.Meyers@sfgov.org>; Ricardo.lopez@sfgov.org;

Basconcillo, Katherine (PUC) <kbasconcillo@sfgov.org>;

pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org;

pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>; david.canham@seiu1021.org; jtanner940@aol.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; oashworth@ibew6.org; khughes@ibew6.org; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

**Subject: Receipt of Notice for new PCS over \$100K PSC # 43203 - 19/20
RECEIPT for Union Notification for PSC 43203 - 19/20 more than \$100k
The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 43203 - 19/20 for \$150,000 for Initial Request services for the period 07/01/2020 – 06/30/2024. Notification of 30 days (60 days for SEIU) is required.**

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

<https://gcc01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F14607&data=02%7C01%7Ccynthia.avakian%40flysfo.com%7Cec917d38911444ae054f08d7e6fc94d1%7C22d5c2cfce3e443d9a7fdfcc0231f73f%7C0%7C0%7C637231844812577319&sdata=pn%2B7y8g0GljRddNVw77zbA3Vw8xV0vcaw8b060S58n4%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

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 37012 - 18/19)

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

Type of Service: Cloud-based Software Support for Work Orders and Inventory Management

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 02/01/19 - 06/30/22 (3 years 21 weeks)

PSC Mod#1 Amount: \$100,000

PSC Mod#1 Duration: 06/30/22-12/31/22 (26 weeks 2 days)

PSC Cumulative Amount Proposed: \$200,000

PSC Cumulative Duration Proposed: 3 years 47 weeks

1. Description of Work

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

San Francisco International Airport (SFO or Airport) has a legacy software license which is now cloud-based to support the Airport's business processes in our Facilities Maintenance division. The Airport has a need to supplement that system to include an additional module for asset tracking with work orders to include some software configuration and training of staff. Additional functionality is required to be able to track the receiving, storing and issuing of all purchased inventory at any given time. This module will enable the Airport to track purchased items within a computerized maintenance management system.

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

This module is needed for the Airport to track purchased items. If denied, SFO will not be able to effectively track inventory.

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.
37012-18/19

D. Will the contract(s) be renewed?

Yes, if the services are still needed at the Airport.

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

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:

Services will be as-needed for training of staff once the new modules are procured.

B. Reason for the request for modification:

Need to add money and extend for time

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Must have access to the proprietary system software to address issues with hosting, troubleshooting, and software configuration.

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1404, Clerk; 1406, Senior Clerk; 1820, Junior Administrative Analyst; 1822, Administrative Analyst; 1929, Parts Storekeeper; 1931, Senior Parts Storekeeper; 1942, Asst Materials Coordinator; 7205, Chief Stationary Engineer; 7262, Maintenance Planner; 7335, Senior Stationary Engineer; 0923, Manager II;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil Service classes do not have access to the proprietary software code to do 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, 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.

Contractor will provide 4-8 hours of training on particular software modules to the staff using the system from the following classifications: 1404, 1406, 1820, 1822, 1929, 1931, 1942, 7205, 7262, 7335, and 0923.

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.
JB Systems dba Mainsaver

7. Union Notification: On 04/21/20, the Department notified the following employee organizations of this PSC/RFP request:
Stationary Engineers, Local 39; SEIU Local 1021; Professional & Tech Engrs, Local 21; Municipal Executive Association;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 37012 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/20/2020

Receipt of Union Notification(s)

[illegible]

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIRDept. Code: AIRType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☒ Expedited ☐ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Cloud-based Software Support for Work Orders and Inventory ManagementFunding Source: Airport Operating FundsPSC Amount: \$100,000PSC Est. Start Date: 02/01/2019PSC Est. End Date: 06/30/2022**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

San Francisco International Airport (SFO or Airport) has a legacy software license which is now cloud-based to support the Airport's business processes in our Facilities Maintenance division. The Airport has a need to supplement that system to include an additional module for asset tracking with work orders to include some software configuration and training of staff. Additional functionality is required to be able to track the receiving, storing and issuing of all purchased inventory at any given time. This module will enable the Airport to track purchased items within a computerized maintenance management system.

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

This module is needed for the Airport to track purchased items. If denied, SFO will not be able to effectively track inventory.

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 a purchase order in the past.

D. Will the contract(s) be renewed?

Yes, if the services are still needed at the Airport.

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

not applicable

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

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

B. Explain the qualifying circumstances:

Services will be as-needed for training of staff once the new modules are procured.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Must have access to the proprietary system software to address issues with hosting, troubleshooting, and software configuration.

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1404, Clerk; 1406, Senior Clerk; 1820, Junior Administrative

Analyst; 1822, Administrative Analyst; 1929, Parts Storekeeper; 1931, Senior Parts Storekeeper; 1942, Asst Materials Coordinator; 7205, Chief Stationary Engineer; 7262, Maintenance Planner; 7335, Senior Stationary Engineer; 0923, Manager II;

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

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

None, since the software (which is hosted in the cloud) is proprietary and Civil Servants do not have access to the software code to do this work.

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

A. Explain why civil service classes are not applicable.

Civil Service classes do not have access to the proprietary software code to do 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, 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.
Yes. Contractor will provide 4-8 hours of training on particular software modules to the staff using the system from the following classifications: 1404, 1406, 1820, 1822, 1929, 1931, 1942, 7205, 7262, 7335, and 0923.

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

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

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

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

7. Union Notification: On 12/28/2018, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association; Professional & Tech Engrs, Local 21; SEIU Local 1021; Stationary Engineers, Local 39

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 37012 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/14/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47472 - 19/20)

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

Type of Service: Seismic Safety Consulting Services

Funding Source: Capital Planning & Resilience Budget

PSC Original Approved Amount: \$500,000 PSC Original Approved Duration: 12/01/19 - 06/30/23 (3 years 30 weeks)

PSC Mod#1 Amount: \$325,000 PSC Mod#1 Duration: 12/01/19-06/30/25 (2 years 1 day)

PSC Cumulative Amount Proposed: \$825,000 PSC Cumulative Duration Proposed: 5 years 30 weeks

1. Description of Work

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

The City is seeking Consultants with proven expertise and experience in one or more multiple facets of earthquake hazard mitigation incorporated in, or necessary to accomplish the Community Action Plan for Seismic Safety (CAPSS)/Earthquake Safety Implementation Program (ESIP) and Tall Buildings Safety Strategy work plan. Tasks may have a particular focus on development of a non-ductile concrete and/or steel building retrofit program and associated standards, including initiating studies, performing analysis, developing standards, making policy recommendations, and assisting as needed in seismic engineering consulting to guide the development of a non-ductile concrete and/or steel building retrofit program and associated standards.

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

The United States Geological Survey (USGS) predicts there is a 72% chance of a magnitude 6.7 or greater earthquake occurring in the Bay Area before 2042. The Earthquake Safety Implementation Program is a 30-year, 50-task strategy to improve the seismic performance of privately owned buildings in San Francisco. This service is necessary to access world leading experts in seismic engineering and related expertise. Consequences of denial would be ignoring the imminent threat of an expected and overdue earthquake, which could potential result in several billion dollars of damage to both public and private buildings. A recent study by the Federal Emergency Management Agency (FEMA) Multi-hazard Mitigation Council reports that each dollar spent on mitigation saves an average of four dollars.

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

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

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The start date for this project was delayed, and we will require additional time and funds for the services to be performed.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

City employees do not have the skills, expertise and knowledge required for this limited term project.

B. Reason for the request for modification:

We are requesting to add funds and duration. Additional work and additional funds are necessary.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Technical analysis and policy development, as well as program research and support, such as the implementation of new technical standards used to analyze existing structures in seismic events, estimating the costs and benefits of various retrofit schemes.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 5218, Structural Engineer; 5219, Senior Structural Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil service classes have the specialized knowledge and skills needed to perform this work. This information is rapidly changing and advancing.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This is a limited term, one time project. These skills are not likely to be needed after this project.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No 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 06/08/20, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

Name: 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# 47472 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/20/2020

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lubamersky, Joan (ADM); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)
Subject: Receipt of Modification Request to PSC # 47472 - 19/20 - MODIFICATIONS
Date: Monday, June 8, 2020 1:30:17 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$325,000 for services for the period December 1, 2019 – 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/15018>

Email sent to the following addresses: L21PSCReview@ifpte21.org

pkim@ifpte21.org

eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org

tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com

ecassidy@ifpte21.com

Additional Attachment(s)



OFFICE OF THE
CITY ADMINISTRATOR



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

June 8, 2020

MEMORANDUM

TO: Honorable Civil Service Commission

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

SUBJ: Duration Over Five Years
Office of Resilience and Capital Planning (ORCP)
PSC 47472 19.20 Modification

We are writing to request approval for a duration over five years for a contract to provide technical guidance to develop a program and associated policies to retrofit older, seismically vulnerable public and private concrete and steel buildings in San Francisco. We have approximately 1,500 steel buildings and 3,400 concrete buildings in the City.

ORCP encountered some delay in developing the Request for Proposals (RFP) for these services. Additionally, additional funds will be necessary.

We would appreciate your approval of a duration over five years for the important effort.

Thank you for your consideration.

Copy to: Brian Strong, Chief Resilience Officer
City and County of San Francisco

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADMDept. Code: ADMType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Seismic Safety Consulting ServicesFunding Source: Capital Planning & Resilience BudgetPSC Duration: 3 years 30 weeksPSC Amount: \$500,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The City is seeking Consultants with proven expertise and experience in one or more multiple facets of earthquake hazard mitigation incorporated in, or necessary to accomplish the Community Action Plan for Seismic Safety (CAPSS)/Earthquake Safety Implementation Program (ESIP) and Tall Buildings Safety Strategy work plan. Tasks may have a particular focus on development of a non-ductile concrete and/or steel building retrofit program and associated standards, including initiating studies, performing analysis, developing standards, making policy recommendations, and assisting as needed in seismic engineering consulting to guide the development of a non-ductile concrete and/or steel building retrofit program and associated standards.

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

The United States Geological Survey (USGS) predicts there is a 72% chance of a magnitude 6.7 or greater earthquake occurring in the Bay Area before 2042. The Earthquake Safety Implementation Program is a 30-year, 50-task strategy to improve the seismic performance of privately owned buildings in San Francisco. This service is necessary to access world leading experts in seismic engineering and related expertise. Consequences of denial would be ignoring the imminent threat of an expected and overdue earthquake, which could potential result in several billion dollars of damage to both public and private buildings. A recent study by the Federal Emergency Management Agency (FEMA) Multi-hazard Mitigation Council reports that each dollar spent on mitigation saves an average of four dollars.

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 never been provided to the City in the past. The original CAPSS study was performed under PSC 3116-99/00 and follow on ESIP tasks were performed under PSC 4080-12/13. This contract will address new ESIP tasks that have not yet been completed and tasks identified in the Tall Buildings Safety Strategy.

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:

City employees do not have the skills, expertise and knowledge required for this limited term project.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Technical analysis and policy development, as well as program research and support, such as the implementation of new technical standards used to analyze existing structures in seismic events, estimating the costs and benefits of various retrofit schemes.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 5218, Structural Engineer; 5219, Senior Structural Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

These resources are not available within the City. Aspects of the tasks may be performed by various levels of structural engineers and plan reviewers, such as 5218 Structural Engineer and 5219 Senior Structural Engineer and Analysts such as 1823 Senior Administrative Analyst and 1824 Principal Resilience Analyst. Part of the focus of the work will focus on private housing, a building type not usually addressed by City engineers.

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 have the specialized knowledge and skills needed to perform this work. This information is rapidly changing and advancing.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This is a limited term, one time project. These skills are not likely to be needed after this project.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Knowledge transfer will be a component of this project, however no training will take place under this contract.
- C. Are there legal mandates requiring the use of contractual services?
No.

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

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

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

7. Union Notification: On 10/07/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

Name: 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# 47472 - 19/20

DHR Analysis/Recommendation:

action date: 12/16/2019

Commission Approval Required

Approved by Civil Service Commission

12/16/2019 DHR Approved for 12/16/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44408 - 13/14)

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

Type of Service: Planning and Engineering Services for Southeast Plant New Headworks (Grit) facility (CS-389)

Funding Source: SSIP Capital Funds

PSC Original Approved Amount: \$14,000,000

PSC Original Approved Duration: 01/01/15 - 05/01/21 (6 years 17 weeks)

PSC Mod#1 Amount: \$19,500,000

PSC Mod#1 Duration: 05/02/21-12/19/23 (2 years 33 weeks)

PSC Mod#2 Amount: \$21,000,000

PSC Mod#2 Duration: 12/20/23-11/30/25 (1 year 49 weeks)

PSC Cumulative Amount Proposed: \$54,500,000

PSC Cumulative Duration Proposed: 10 years 48 weeks

1. Description of Work

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

Provide planning and engineering services for a new 250 million gallons per day (MGD) Headworks facility at the Southeast Water Pollution Control Plant (SEP) to replace the existing Headworks facilities which have a number of deficiencies including aging infrastructure, significant seismic vulnerabilities, antiquated equipment, inefficiencies in screening and grit removal and ineffective odor control. Upgrading these systems with new Headworks will improve the ability of SEP to efficiently treat wastewater and extend the downstream treatment.

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

The existing Headworks facilities are outdated and do not adequately remove trash and grit that enters into the SEP. This causes significant wear and tear in the downstream equipment and impacts the ability of the SEP to treat wastewater. The RFP and original agreement was intended to be delivered in two phases. With the conclusion of Phase 1, we now have actual data on baseline for grit handling requirements and odor control to determine the effort needed to complete the design, which is reflected in the modification amount. The high amount of wear and tear due to extremely high grit loading increase the risk of not meeting permit conditions and can potentially impact public health. Replacement of the aging Headworks with a new facility is critically needed.

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 44408 - 13/14

D. Will the contract(s) be renewed?

No.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The SFPUC is seeking consultants to provide planning and engineering support for a new 250 million gallons per day (MGD) Headworks facility at the Southeast Water Pollution Control Plant (SEP). The Southeast Plant New Headworks Replacement Project's closeout date is anticipated to be around December 2020. The SFPUC needs the consultant's services and input for the entire duration of the project to ensure a successful headworks replacement.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The existing Headworks facilities are outdated and do not adequately remove trash and grit that enters into the SEP. This causes significant wear and tear in the downstream equipment and impacts the ability of the SEP to treat wastewater. Experience and expertise is needed in wastewater process engineering, instrumentation/control, hydraulic modeling, odor control, seismic/structural/geotechnical engineering, cost estimating, construction scheduling, architectural mitigation/land use planning, and development of construction documents for large complex wastewater Headworks facility construction project. The City personnel do not have the expertise to provide the engineering design for a project of this size and complexity.

B. Reason for the request for modification:

Modification No. 2 is requested to increase the agreement by \$21,000,000, and extend the agreement by two (2) years, to provide continued process facility engineering design services and engineering support during construction and reflects the increased level of effort needed to implement and support the Southeast Plant New Headworks (Grit) Facility Project through final completion, increasing the total not-to-exceed agreement amount to \$54,500,000, and the total duration to eleven (11) years.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Experience and expertise is needed in wastewater process engineering, instrumentation/control, hydraulic modeling, odor control, seismic/structural/geotechnical engineering, cost estimating, construction scheduling, architectural mitigation/land use planning, and development of construction documents for large complex wastewater Headworks facility construction project.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Engineers in current classifications at the City perform design and construction support for wastewater treatment projects. However, the City personnel do not have the expertise to provide the engineering design for a project of this size and complexity. In particular, the experience needed in grit removal, grit handling, rerouting of plant influent during construction and odor control, consisting of a two-stage system with bio-scrubbers followed by carbon adsorption does not exist within the City workforce. In the Headworks project, Public Works engineers are performing the design for major sewer rerouting and modifications that are needed at Bruce Flynn Pump Station to modify its function as a wet weather pump station to an all-weather pump station. This project is collaboration between SFPUC and Public Works.

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 engineering expertise is not a long term need, warranting hiring of additional personnel.

6. Additional Information

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

No.

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

Yes. The Consultant will provide training in hydraulic modeling; use and capabilities of a physical hydraulic model; fine screen, grit removal and odor control technologies. Approximately 40 hours of training will be provided for approximately 20 Civil/Sanitary Engineers.

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

No.

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

No.

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

No.

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

CAROLLO ENGINEERS PC

7. Union Notification: On 06/08/20, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44408 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/20/2020

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfwater.org
To: [Irwin, William](mailto:Irwin.William); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Jackson, Shamica](mailto:Jackson.Shamica); DHR-PSCCoordinator, [DHR \(HRD\)](mailto:DHR(HRD))
Subject: Receipt of Modification Request to PSC # 44408 - 13/14 - MODIFICATIONS
Date: Monday, June 8, 2020 3:55:06 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$21,000,000 for services for the period December 20, 2023 – November 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/8222>

Email sent to the following addresses: L21PSCReview@ifpte21.org
amakayan@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44408 - 13/14)

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

Type of Service: Planning and Engineering Services for Southeast Plant New Headworks (Grit) facility (CS-389)

Funding Source: SSIP Capital Funds

PSC Original Approved Amount: \$14,000,000

PSC Original Approved Duration: 01/01/15 - 05/01/21 (6 years 17 weeks)

PSC Mod#1 Amount: \$19,500,000

PSC Mod#1 Duration: 05/02/21-12/19/23 (2 years 33 weeks)

PSC Cumulative Amount Proposed: \$33,500,000

PSC Cumulative Duration Proposed: 8 years 50 weeks

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

Provide planning and engineering services for a new 250 million gallons per day (MGD) Headworks facility at the Southeast Water Pollution Control Plant (SEP) to replace the existing Headworks facilities which have a number of deficiencies including aging infrastructure, significant seismic vulnerabilities, antiquated equipment, inefficiencies in screening and grit removal and ineffective odor control. Upgrading these systems with new Headworks will improve the ability of SEP to efficiently treat wastewater and extend the downstream treatment.

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

The existing Headworks facilities are outdated and do not adequately remove trash and grit that enters into the SEP. This causes significant wear and tear in the downstream equipment and impacts the ability of the SEP to treat wastewater. The RFP and original agreement was intended to be delivered in two phases. With the conclusion of Phase 1, we now have actual data on baseline for grit handling requirements and odor control to determine the effort needed to complete the design, which is reflected in the modification amount. The high amount of wear and tear due to extremely high grit loading increase the risk of not meeting permit conditions and can potentially impact public health. Replacement of the aging Headworks with a new facility is critically needed.

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

This service is currently being provided via PSC No. 44408-13/14.

D. Will the contract(s) be renewed?

No.

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

The SFPUC is seeking consultants to provide planning and engineering support for a new 250

million gallons per day (MGD) Headworks facility at the Southeast Water Pollution Control Plant (SEP). The Southeast Plant New Headworks Replacement Project's closeout date is anticipated to be around December 2020. The SFPUC needs the consultant's services and input for the entire duration of the project to ensure a successful headworks replacement.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The existing Headworks facilities are outdated and do not adequately remove trash and grit that enters into the SEP. This causes significant wear and tear in the downstream equipment and impacts the ability of the SEP to treat wastewater. Experience and expertise is needed in wastewater process engineering, instrumentation/control, hydraulic modeling, odor control, seismic/structural/geotechnical engineering, cost estimating, construction scheduling, architectural mitigation/land use planning, and development of construction documents for large complex wastewater Headworks facility construction project. The City personnel do not have the expertise to provide the engineering design for a project of this size and complexity.

B. Reason for the request for modification:

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

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience and expertise is needed in wastewater process engineering, instrumentation/control, hydraulic modeling, odor control, seismic/structural/geotechnical engineering, cost estimating, construction scheduling, architectural mitigation/land use planning, and development of construction documents for large complex wastewater Headworks facility construction project.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Engineers in current classifications at the City perform design and construction support for wastewater treatment projects. However, the City personnel do not have the expertise to provide the engineering design for a project of this size and complexity. In particular, the experience needed in grit removal, grit handling, rerouting of plant influent during construction and odor control, consisting of a two-stage system with bio-scrubbers followed by carbon adsorption does not exist within the City workforce. In the Headworks project, Public Works engineers are performing the design for major sewer rerouting and modifications that are needed at Bruce Flynn

Pump Station to modify its function as a wet weather pump station to an all-weather pump station. This project is collaboration between SFPUC and Public Works.

- 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 engineering expertise is not a long term need, warranting hiring of additional personnel.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. The Consultant will provide training in hydraulic modeling; use and capabilities of a physical hydraulic model; fine screen, grit removal and odor control technologies. Approximately 40 hours of training will be provided for approximately 20 Civil/Sanitary Engineers.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
CAROLLO ENGINEERS PC

- 7. Union Notification:** On 10/28/16, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44408 - 13/14

DHR Analysis/Recommendation:

12/05/2016

Commission Approval Required

Approved by Civil Service Commission

12/05/2016 DHR Approved for 12/05/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 45801 - 17/18)

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

Type of Service: Substance Abuse Testing Services

Funding Source: 46% Federal; 38% State; 16% Local

PSC Original Approved Amount: \$620,400

PSC Original Approved Duration: 07/01/17 - 06/30/20 (3 years)

PSC Mod#1 Amount: \$400,000

PSC Mod#1 Duration: 07/01/20-06/30/22 (2 years)

PSC Cumulative Amount Proposed: \$1,020,400

PSC Cumulative Duration Proposed: 5 years

1. Description of Work

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

Contractor will administer and monitor alcohol and drug testing and usage through randomized substance abuse testing services to parents of families involved with child welfare services. Contractor will provide direct observation drug testing for clients on a range of substances, provide test results to assigned DHS staff, maintain records of all appointments (including missed appointments), and provide data collection results to protective service workers. Contractor will develop process for referrals for testing, actual testing, to work directly with clients on test scheduling and instructions, provide a web-based tracking and notification system, and report on confidential final results.

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

HSA relies on substance abuse testing services to establish family reunification for youths in the child welfare system. This service will allow caseworkers to resolve their youth caseloads more quickly by reconnecting with families for higher success rate of a positive welfare outcome. Denial of this will risk a child's welfare outcome and prolong welfare dependency.

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 45801 - 17/18

D. Will the contract(s) be renewed?

Yes, it is possible the contract will be renewed pending funding availability.

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

Per request for proposal (RFP #731), the contract shall have an original term of three (3) years, effective from July 1, 2017 through June 30, 2020. In addition, HSA shall have the option to extend the term for either contract for a period up to two (2) additional years.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The department does not have the capacity or facility to conduct laboratory testing services.

B. Reason for the request for modification:

To add two additional years and \$400,000 so substance abuse testing services can continue both inside and outside of the county. This service allows caseworkers to resolve their youth caseloads more quickly.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience with administering drug and alcohol laboratory testing and working with social service agencies.

B. Which, if any, civil service class(es) normally perform(s) this work? 2402, Laboratory Technician I; 2416, Laboratory Technician II;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will facilitate the full scheduling, instructions, packet/supplies and safe guard equipment to successfully draw specimen and return to lab for proper testing.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Lab Technicians may perform similar work, but they are not trained in social services nor have the capability to collect specimens outside of the county, which is occasionally required. Laboratory test results with the goal of reunification may be used as evidence in the court of law. The civil service classes in the city and county do not have the capacity to perform the laboratory services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical to adopt a new civil service class to provide this service due to a lack of training in the welfare services or have the capability to collect specimens outside of the county.

6. Additional Information

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

No.

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

No training will be provided for this work.

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

7. Union Notification: On 03/31/20, 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: Esperanza Zapien Phone: 557-5657 Email: esperanza.zapien@sfgov.org

Address: 1650 Mission Street, Suite 300, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45801 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/20/2020

Receipt of Union Notification(s)

Lee, Ella (HSA)

From: dhr-psccordinator@sfgov.org on behalf of john.tsutakawa@sfgov.org
Sent: Tuesday, March 31, 2020 3:53 PM
To: Tsutakawa, John (HSA); 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; Lee, Ella (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 45801 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$400,000 for services for the period July 1, 2020 – June 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14749>

Email sent to the following addresses: jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgwater.org Ricardo.lopez@sfgov.org Julie.Meyers@sfgov.org

Additional Attachment(s)

City and County of San Francisco

Request for Proposals (RFP # 731)

**Substance Abuse and Genetic Testing Services for
Human Services Agency**



Date issued:	January 6, 2017
Pre-proposal conference:	January 20, 2017, 10:00 AM
Proposal due:	February 3, 2017, 5:00 PM

**Request for Proposals (RFP #731) for
Substance Abuse and Genetic Testing Services for Human Services Agency
Table of Contents**

	Page
I. Introduction and Tentative Schedule.....	1
II. Scope of Services	2
III. Submission Requirements	6
IV. Evaluation and Selection Criteria.....	8
V. Pre-Proposal Conference, Contract Award, and Written Questions	10
VI. Terms and Conditions for Receipt of Proposals.....	10
VII. Contract Requirements.....	13
VIII. Protest Procedures	14
IX. Standard Forms	15
X. RFP Cover Page	17
XI. Page Number Form	18

I. Introduction and Tentative Schedule

A. Introduction

The City and County of San Francisco Human Services Agency (HSA) seeks proposals from qualified contractors to provide substance abuse and genetic testing services for families involved with Child Welfare Services.

HSA promotes well-being and self-sufficiency among individuals, families and communities in San Francisco. With a budget of around \$850 million and staff of 2,200, HSA serves approximately 200,000 San Franciscans – nearly one in four residents.

The purpose of substance abuse testing services is to monitor alcohol and drug usage through randomized testing for parents of families involved with Child Welfare Services within San Francisco County, with the ultimate goal of family reunification as a result of services.

The purpose of genetic testing services is to preserve and establish family relationships and to promote the financial, physical and emotional well-being of children through the establishment of paternity. HSA requires genetic testing services to assist in resolving issues of biological paternity in cases where an alleged father denies that he is a child's biological father, or in cases in which paternity is otherwise in question. Genetic testing is part of a larger array of services aimed toward reunification of foster children with families and maintaining foster children in their communities.

The estimated funding for each of the aforementioned service components is as follows:

1. Substance Abuse Testing Services	\$226,666
2. Genetic Testing Services	\$6,250

These amounts are subject to vary slightly depending on the final contract negotiations. HSA expects to make one award for each of the aforementioned service areas. However, it is possible to make a single award for both areas should one Respondent possess the necessary skills and experience to provide all services offered under the RFP. Each contract shall have an original term of three (3) years, effective from July 1, 2017 through June 30, 2020. In addition, HSA shall have the option to extend the term for either contract for a period up to two (2) additional years, which the Department may exercise in its sole, absolute discretion.

B. Tentative Schedule

The anticipated schedule for selecting a Grantee is:

<u>Proposal Phase</u>	<u>Date</u>
RFP issued by the City	January 6, 2017
Pre-Proposal Conference	January 20, 2017, 10:00 AM 1650 Mission St., Ste. 300, San Francisco, CA 94103
Deadline for Questions	January 24, 2017, 5:00 PM
Proposals due	February 3, 2017, 5:00 PM

II. Scope of Services

The Scope of Services is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

Service Area #1 – Substance Abuse Testing Services

Description of Services

Contractor shall provide the following services during the term of this Contract to help parents achieve reunification with their children:

- A. Referrals for drug testing services are initiated by the Child Welfare Worker (CWW) by email or fax, utilizing the designated County form. A completed referral is necessary prior to or immediately following urgent requests for services. A completed referral is comprised of the following information: client's full name, child's name, start date, end dates, phone, e-mail, and fax numbers. Referrals for substance abuse testing are based upon the requirements on the case plan of an open Child Welfare case. The duration of the drug testing shall not exceed 90 days. If the CWW wants to extend period for drug testing for more than 90 days, a new referral form must be submitted.
- B. On the referral form, the CWW will designate a day for the client's first testing and direct the client to visit the testing center on that day. Contractor will ensure that clients are designated for testing about 0-2 times a week/3-6 times a month on a randomized basis. After the first day of testing, the client will call in daily to find out the next testing day. Contractor will maintain a track record of appointments (including missed appointments) and test results via a secure web-based software application. These records shall be made available to the CWW, Program Analyst and Program Manager upon request. No testing shall be administered once the designated time period of testing is over. Unapproved testing over the designated time limit will not be paid.
- C. Contractor will complete an intake packet with the client on their first appointment. Contractor will provide instructions to clients on how to obtain information regarding the testing process and their responsibility for calling a recorded voicemail daily to see if they are scheduled to test the next day.
- D. The testing schedule shall be provided to the clients via a voicemail system. The voicemail shall be available daily after 5:00 PM.
- E. Contractor will place the individual into a random alcohol and drug testing through observed urine samples. The individual providing a urine sample will be observed only by trained employees of the same gender. Drug tests performed on the sample will include: THC, Opiates, Cocaine, Amphetamines, Methamphetamines, Phencyclidines, Benzodiazepams, and alcohol. CWW may also request for ETG testing for alcohol and hair follicle testing. Contractor may offer testing of other substances on an as needed basis. If a client needs testing for a substance not listed above, the Protective Services Worker (PSW) will note that under "other substances" on the referral form. Contractor will respond to the PSW and the Program Manager within 48 hours with information about whether testing can be done for that substance and a cost estimate. If the request is possible and not cost prohibitive, the Program Analyst or Program Manager will issue an approval.
- F. Contractor will send the securely packaged and properly labeled urine samples to a certified lab for handling. All samples submitted should have a 48 hour turnaround time, excluding holidays and weekends.
- G. Contractor will e-mail all test results to the requesting CWW as soon as they are received. Test results shall also be made available online.

- H. Contractor will give notification of any missed tests within 24 hours of the missed appointment. The Contractor will e-mail individual workers, informing them of the dates their clients did not come in to submit a test as scheduled (no-shows). This information shall also be documented on the secure website. There shall be no charge for the no-shows.
- I. Contractor will provide compliance letters as requested. These letters can include a summary of results. Contractor will only release test results to the designated caseworker or his/her supervisor within HSA.
- J. Contractor will take photos of clients who present for testing without a valid photo ID.
- K. Contractor will provide a web-based tracking and notification process. HSA CWWs will be provided directions on how to access records via a secure website. CWWs will use drug testing results in court reports and other documents as needed to aid in family reunification.
- L. Copies of the test results are not to be provided to clients.
- M. Contractor will provide a new test for the client when there is an inconclusive result or mishandling of collected samples with no additional charges. The new test will be a repeat of the original test and follow the same requirements.
- N. For clients residing outside of San Francisco, Contractor shall provide instructions for client to report to the nearest sample collection site to receive the same service outlined in A - M.

Service and Outcome Objectives

Data collected in Contract Year One will serve as a baseline for HSA to establish additional outcome targets in Year Two.

In addition to periodic review of statistical reports from Contractor, a focus group study with the Child Welfare Workers will be conducted annually to ensure that services provided by the Contractor are consistent with the agency's broader outcome objectives. The study will evaluate timeliness of test results, customer service satisfaction, usability of the secure website, and trends and demands in drug testing services. The study will be conducted by HSA and study results will be reviewed and used by HSA to identify areas for improvement and modify service practice as necessary.

Reporting Requirements

- A. Contractor will upload a **monthly** report of activities, referencing the tasks as described in Service Objectives section in the Contracts Administration, Reporting, Billing Online (CARBON) database by the 15th of the following month. Contractor shall upload a monthly report into CARBON. Required report data may be revised at HSA's discretion. Report format will be uploaded into CARBON by HSA. No case identifying information shall be uploaded into CARBON. Data to be reported includes:
 - 1. Number of referrals received for each testing type
 - 2. Number of completed tests for each testing type
 - 3. Number of tests results available within 24-48 hours for each testing type
 - 3. Number of clients testing for each testing type
 - 4. Number of clients with missed tests for each testing type

- B. Contractor will provide a **monthly** referral log sheet to the Program Analyst or Program Manager via email by the 15th of the following month. The log sheet will document the following information: referral date, client's Name and DOB, referring CWW, the type of testing requested, and duration of testing.
- C. Contractor will provide an **annual** report summarizing the accomplishments and challenges encountered by the Contractor. Contractor will enter the annual report in the CARBON database by the 15th of the month following the end of the program year.
- D. Contractor will provide Ad Hoc reports as required by the Department.
- E. Contractor will immediately notify the FCS Program Analyst or Program Manager if there are any problems or concerns related to services, communication, clients, or FCS personnel that cannot be resolved by the Contractor or the Social Worker, and require collaborative management efforts to resolve.

Service Area #2 – Genetic Testing Services

Description of Services

Contractor shall provide all aspects of parentage testing, including, but not limited to, specimen collection, scheduling, provision of supplies, shipping of material, genetic analysis, reporting of results, and educational training, and litigation support services, including expert testimony and consultations. Services will include, but will not be limited to:

1. Scheduling

Upon receipt of a referral, Contractor will schedule clients within 24-48 hours. In response to HSA requests, Contractor will coordinate specimen collections at the designated site in San Francisco as well as out-of-county and out-of-state when needed. As part of its routine service, Contractor will also facilitate collections at correctional facilities and/or court house.

2. Specimen Collection

Contractor will collect buccal swab and/or blood samples. Contractor shall provide translation service to monolingual clients with no additional charge.

3. Transportation of Samples to Testing Laboratory

Contractor shall utilize secure overnight couriers to ship specimens in tamper-resistant packaging from the collection sites to its laboratory. Contractor shall inspect all incoming specimens packaging and paperwork to ensure that the integrity of the specimens has not been compromised and that the chain of custody for samples has been intact.

4. Testing

Contractor shall provide DNA testing performed on STR (Short Tandem Repeat) markers using PCR (Polymerase Chain Reaction) methodology. This is the most universal method of DNA testing used by the American Association of Blood Banks (AABB) accredited laboratories. All testing performed at Contractor's laboratories shall meet or exceed the specifications of the American Association of Blood Banks (AABB).

In addition, Contractor shall provide paternity testing in more complicated situations—for instance, when the alleged father is deceased. Contractor shall also conduct complex kinship tests to determine a

biological relationship between relatives. Contractor shall archive of samples and paternity case files for the minimum time period of five (5) years as specified by the AABB or as mutually agreed upon.

5. Reporting

Once analytical data verification is complete, specimens are stored according to their unique case number, and documentation is forwarded to the appropriate department for processing. All documentation undergoes final review and verification, and paternity reports are signed by one of Contractor's doctoral-level staff, notarized, and mailed to DHS and uploaded to the Contractor's secure website. Contractor shall issue accurate and legally admissible paternity reports, including a minimum probability of paternity of 99.5 percent, with a turnaround time for test results of 2-5 days for a standard case. Test results will be available on a secure website for authorized individuals only.

6. Document and Sample Retention and Administration

All case files and specimens are stored on-site in sequential case number order, thus permitting immediate retrieval when necessary. Access is restricted to authorized personnel in all document storage areas. All electronic back-up files of case documentation are stored off-site, affording an additional level of security in the event of fire, flood or other disaster.

Service and Outcome Objectives

- A. Contractor will complete DNA tests for all HSA clients who show up for testing. Contractor will conduct sufficient testing to demonstrate exclusion or, in the alternative, inclusion with probability above the 99% level.
- B. Contractor will respond to all requests for DNA testing and provide a proposed testing date within 48 hours.
- C. 75% of all clients to be scheduled will be offered testing dates within one week.
- D. Contractor will provide testing for all incarcerated persons of interest within ten days from the date of the request (assuming court orders are provided on the day of request).
- E. Data collected in Contract Year One will serve as a baseline for HSA to establish additional outcome targets in Year Two.

Reporting Requirements

- A. Contactor will provide a **monthly** report of activities, referencing the tasks as described in Service and Outcome Objectives section. Contractor will enter the monthly metrics in the CARBON database by the 15th of the following month. Contractor shall upload a monthly report into CARBON. Required report data may be revised at HSA's discretion. Report format will be uploaded into CARBON by HSA. No case identifying information shall be uploaded into CARBON. Data to be reported includes:
 - 1. Number of referrals received
 - 2. Number of completed tests
 - 3. Number of tests results available within 2-5 days
 - 4. Number of clients with missed tests

- B. Contractor will provide a **monthly** referral log sheet to the Program Analyst or Program Manager via email by the 15th of the following month. The log sheet will document the following information: referral date, client's Name and DOB, referring CWW, the appointment date, and test result date.
- C. Contractor will provide a **quarterly** report of activities, referencing the tasks as described in Section VII & VIII- Service and Outcome Objectives. Contractor will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- D. Contractor will provide an **annual** report summarizing the contract activities, referencing the tasks as described in Section VII & VIII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- E. Contractor will provide Ad Hoc reports as required by the Department.

III. Submission Requirements

A. Time and Place for Submission of Proposals

Proposers shall submit one (1) electronic pdf copy of the proposal to HSARFP@sfgov.org and david.flores@sfgov.org. Electronic file title should include the RFP number, agency name, number of files submitted (i.e. 1 of 4). Proposals must be received by **5:00 p.m., on February 3, 2017**. Late submissions will not be considered. Supplemental documents or revisions after the deadline will not be accepted.

Department staff will confirm receipt of all Respondent submissions within one (1) working day after the deadline for receipt noted above.

Please note: Respondents must submit a separate proposal package with all of the information listed in Sections III.C below for each service area the Respondent chooses to apply for. The proposals for each service area will be evaluated separately, even if one respondent elects to submit proposals to provide both services.

B. Format

For word processing documents, it is preferred that text is unjustified (i.e., with a ragged-right margin) and a serif font (e.g., Times Roman, and not Arial) of no smaller than 12 pt. is used, and that pages have margins of at least 1" on all sides (excluding headers and footers).

C. Content

Organizations interested in responding to this RFP must submit the following information, in the order specified below. All proposals for funding must be developed using the format below. This is necessary so that all proposals can receive fair and equal evaluation. Proposals not following the required format will not be considered for funding. Information must be at a level of detail that enables effective evaluation and comparison between proposals by the Proposal Evaluation Panel. The Agency must ensure that the proposal addresses the Selection Criteria.

1. RFP Cover Page – (use form provided in Section X)

Submit the cover page indicating the service area for which the Respondent is applying, signed by a person authorized to obligate the organization to perform the commitments contained in the proposal. Submission of this document will constitute a representation by the organization that the organization is willing and able to perform the commitments contained in the proposal.

2. Table of Contents

Respondents are to use the Page Number Form provided (Section XI) as the proposal table of contents.

This form will also be used to assist the review panel in finding the information in the response that corresponds to the evaluation criteria.

3. Minimum Qualifications –up to 3 pages (excluding examples of prior work)

All consultants/agencies submitting proposals for funding must provide a *Minimum Qualifications Narrative* describing in detail how the proposing agency meets each of the Minimum Qualifications. A statement that the Respondent is currently a certified vendor with the City and County of San Francisco or is willing and able to become a certified vendor within ten (10) days after notice of intent to award a contract must be included. Any proposals failing to demonstrate these qualifications or provide the required examples of prior work will be considered non-responsive and will not be eligible for proposal review or award of grant. (Refer to section IV, Item A)

4. Experience and Capacity– no more than 6 pages (not including résumés and job descriptions)

Provide information about you or your organization and any proposed subcontractors related to the following:

- Describe in detail your organization's experience, professional qualifications, certificates, skill sets, and capacity in performing the services requested in the RFP.
- Describe the key individuals and their roles on your team who will perform the services as outlined in the Scope of Services. Provide résumés for key team members; explain their relevant experience and expertise; describe each member's general roles and responsibilities to achieve the Scope of Services. Include any specific certifications the members of your team possess that uniquely position you to provide the services.

5. Methodology/Technical Approach –no more than 6 pages

Individual consultants or agencies should provide a specific, detailed Work Plan that describes how they intend to provide the requested services set forth in the Scope of Services. Provide a detailed explanation how the services will meet the needs of HSA. In the description, please address the following:

- Describe your organization's general project management approach in addressing planning, development, coordination and delivery of the services described.
- Describe in detail how you will provide the services described.

6. Prior Contract History (both public and private) –up to 2 pages

Agencies should submit a statement listing relevant contracts with a description of the services which have been completed during the last three (3) years. The statement must also list any failure or refusal to complete a contract, including details and dates. Provide disclosure of any litigation including Respondent, subcontracts, or any principal officers thereof in connection with any contract or grant.

7. Rate Proposal

The City intends to award contract(s) to agency(ies) that an impartial review panel determines will provide the best overall unit cost of services.

Respondents should provide a unit rate for each of the following areas:

Substance Abuse Testing Services only:

Rate per urinalysis drug test completed, including testing for at least THC, Opiates, Cocaine, Amphetamines, Methamphetamines, Phencyclidines, Benzodiazepams, and Alcohol.

Rate per completed urinalysis test that includes ETG testing for alcohol.

Rate per completed hair follicle drug test.

Rate per re-test of positive result requested by County staff.

Genetic Testing Services only:

Rate per paternity test, per person.

IV. Evaluation and Selection Criteria

A. Minimum Qualifications

- A minimum of three (3) years of experience providing substance abuse and/or genetic testing services for families involved with Child Welfare Services.
- Must have all necessary licenses, permits, approvals and authorizations necessary in order to perform the Work and conduct the Respondent's business.
- Must be willing and able to comply with the City contracting requirements set forth in Section VII of this RFP.
- Current certified vendor or the ability to become a certified vendor with the City and County of San Francisco within ten days of notice of award.

Please note: Vendors submitting proposals that have previously been contracted by the City and County of San Francisco and/ or Federal agencies to provide goods and/or services must successfully demonstrate compliance with performance/monitoring requirements specified in previous grants/contracts (corrective actions) in order to be considered responsive to this RFP. **Documented failure to correct performance/monitoring deficiencies identified in past City, County or Federal grants/contracts may result in Agency disqualification to participate in this RFP.**

Any proposal that does not demonstrate that the proposer meets these minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

B. Selection Criteria

The proposals will be evaluated by a selection committee comprised of parties with expertise in the service areas identified in this RFP. The City intends to evaluate the proposals generally in accordance with the criteria itemized below.

Total Possible Points: 100

Respondents must receive a minimum of 70% of the available points on the written component noted below to be considered for award.

- 1. Experience and Capacity **30 Points****
 - Satisfactory description of professional qualifications, certificates, skill sets, and capacity in service area identified in the RFP for which Respondent has applied (30 points)
- 2. Methodology/Technical Approach **25 Points****
 - Proposed general project management approach is sound and is likely to meet the needs of HSA (10 points)

- Proposal thoroughly discusses how Respondent would provide services for which the Respondent has applied (15 points)

3. Prior Contract History (both public and private) 5 Points

- Demonstrated successful performance under contract of work similar nature and scope to services for which the Respondent has applied (5 points)

4. Rate Proposal 40 points

Respondent provided a rate proposal for each of the following areas:

Substance Abuse Testing Services only:

Rate per urinalysis drug test completed, including testing for at least THC, Opiates, Cocaine, Amphetamines, Methamphetamines, Phencyclidines, Benzodiazepams, and Alcohol.

Rate per completed urinalysis test that includes ETG testing for alcohol.

Rate per completed hair follicle drug test.

Rate per re-test of positive result requested by County staff.

Genetic Testing Services only:

Rate per paternity test, per person.

- Reasonableness of rates for each of the service areas noted above (40 points)

V. Pre-Proposal Conference, Contract Award and Written Questions

A. Pre-Proposal Conference

Proposers are encouraged to attend a pre-proposal conference on **January 20, 2017 at 10:00 AM** to be held at **Human Services Agency, 1650 Mission St, Room 300, San Francisco, CA 94103**. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFP, please contact the individual designated in Section VI.B.

B. Contract Award

The Human Services Agency will select a proposer with whom Agency staff shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the Human Services Agency, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

C. Written Questions

Proposers are encouraged to submit written questions before the due date stated in Section I.B. to the individual designated in Section III.A. All questions will be addressed and any available new information will be provided in writing via email to proposers. **All written questions must be submitted on or prior to January 24, 2017 @5:00pm.**

VI. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFP

Respondents are responsible for reviewing all portions of this RFP. Respondents are to promptly notify Human Services Agency, in writing, if the respondent discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Human Services Agency promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFP

Inquiries regarding the RFP and all oral notifications of intent to request written modification or clarification of the RFP must be directed to david.flores@sfgov.org. **All written questions must be submitted on or prior to January 24, 2017 @5:00pm.**

C. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten calendar days after the RFP is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Change Notices

The Department may modify the RFP, prior to the proposal due date, by issuing Change Notices, which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Change Notices.

E. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time **before the deadline** for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

G. Errors and Omissions in Proposal

Failure by the Human Services Agency to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

I. Respondent's Obligations under the Campaign Reform Ordinance

Respondents must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves. If a respondent is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the respondent is prohibited from making contributions to: the officer's re-election campaign, a candidate for that officer's office, and a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties: *1. Criminal.* Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both. *2. Civil.* Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000. *3. Administrative.* Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, respondents should contact the San Francisco Ethics Commission at (415) 581-2300.

J. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

K. Public Access to Meetings and Records

If a respondent is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the respondent must comply with Chapter 12L. The respondent must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to respondent's meetings and records, and (2) a summary of all complaints concerning the respondent's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the respondent shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in respondent's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

L. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means;
6. Determine that no project will be pursued.

M. No Waiver

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a respondent to observe any provision of this RFP.

N. Local Business Enterprise Goals and Outreach

Due to county, federal and state funding for these services, LBE bid discounts will not be used in this RFP

VII. Contract Requirements

For more detailed information of the contract or grant requirements, see the Office of Contract Administration website at http://www.sfgov.org/site/oca_index.asp?id=26507

A. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits; the Minimum Compensation Ordinance; the Health Care Accountability Ordinance; the First Source Hiring Program; and applicable conflict of interest laws, as set forth in paragraphs B, C, D, E and F below.

B. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of

benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at www.sfCMD.org.

C. Minimum Compensation Ordinance (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements.

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract. Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

D. Health Care Accountability Ordinance (HCAO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

E. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

F. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

VIII. Protest Procedures

A. Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Contract Award

Within ten calendar days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the tenth calendar day after the City's issuance of the notice of intent to award.

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

C. Delivery of Protests

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

Executive Director
Human Services Agency
P.O. Box 7988
San Francisco, CA 94120

IX. Standard Forms

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart below). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP package. Instead, it describes the forms, where to find them on the Internet, and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, **the contractor should not do so again unless the contractor's answers have changed**. To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Contract Monitoring Division at (415) 581-2310.

Office of Contract Administration

Homepage: www.sfgov.org/oca/

Purchasing forms: Click on “Required Vendor Forms” under the “Information for Vendors and Contractors” banner.

Contract Monitoring Division

CMD’s homepage: www.sfgov.org/cmd/

Equal Benefits forms: Click on “Forms” under the “12B Equal Benefits” banner.

LBE certification form: Click on “Forms” under the “14B Local Business Enterprise Ordinance” banner.

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification www.sfgov.org/oca/purchasing/forms.htm www.irs.gov/pub/irs-fill/fw9.pdf	W-9	The City needs the contractor’s taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Controller’s Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
2.	Business Tax Declaration www.sfgov.org/oca/purchasing/forms.htm	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as “conducting business in San Francisco” must register with the Tax Collector.	Controller’s Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits www.sfgov.org/oca/purchasing/forms.htm – In Vendor Profile Application	CMD-12B-101	Contractors tell the City if their personnel policies meet the City’s requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.	Contract Monitoring Division 30 Van Ness, #200 San Francisco, CA 94102-6033 (415) 581-2310

Item	Form name and Internet location	Form	Description	Return the form to; For more info
4.	CMD LBE Certification Application www.sfgov.org/oca/purchasing/forms.htm – In Vendor Profile Application		Local businesses complete this form to be certified by CMD as LBEs. Certified LBEs receive a bid discount pursuant to Chapter 14B when bidding on City contracts. To receive the bid discount, you must be certified by CMD by the proposal due date.	Contract Monitoring Division 30 Van Ness, #200 San Francisco, CA 94102-6033 (415) 581-2310

X. San Francisco Human Services Agency RFP Cover Page

NAME OF ORGANIZATION(S): _____

ADDRESS: _____

DIRECTOR: _____

PHONE/FAX#: _____

EMAIL: _____

FEDERAL EMPLOYER #: _____

CITY VENDOR # _____

SERVICE AREA APPLIED FOR: _____

AMOUNT REQUESTED: \$ _____

I understand that the San Francisco Human Services Agency (SFHSA) reserves the right to modify the specifics of this application at the time of funding and/or during the contract negotiation; that a contract may be negotiated for a portion of the amount requested; and that there is no contract until a written contract has been signed by both parties and approved by all applicable City Agencies. Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity

Signature of authorized representative(s):

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Submit an electronic copy to HSARFP@sfgov.org and david.flores [@sfgov.org](mailto:david.flores@sfgov.org).

XI. San Francisco Human Services Agency Page Number Form

This form is to assist the review panel in finding the information in the Proposal that corresponds to the evaluation criteria. For each item listed below, please list the page number(s) where the reviewer may find the answer(s) to the criteria.

Evaluation and Selection Criteria	
Minimum Qualifications	Page Number(s)
A <i>Minimum Qualifications Narrative</i> describing in detail how the proposing agency meets each of the Minimum Qualifications has been submitted. A statement that the Respondent is currently a certified vendor with the City and County of San Francisco or is willing and able to become a certified vendor within ten (10) days after notice of intent to award a contract must also be included.	
Experience and Capacity (30 points) Description of professional qualifications, certificates, skill sets, and capacity in service area identified in the RFP for which Respondent has applied (30 points)	
Methodology/Technical Approach (25 points)	
1. Proposed general project management approach is sound and is likely to meet the needs of HSA (10 points)	
2. Proposal thoroughly discusses how Respondent would provide the services for which the Respondent has applied (15 points)	
Prior Contract History (public and private) (5 points)	
Demonstrated successful performance under contract of work similar nature and scope of the services for which Respondent has applied under this RFP (5 points)	
Rate Proposal (40 points)	
Respondent provided a rate proposal for each of the following areas: <u>Substance Abuse Testing Services only:</u> Rate per urinalysis drug test completed, including testing for at least THC, Opiates, Cocaine, Amphetamines, Methamphetamines, Phencyclidines, Benzodiazepams, and Alcohol. Rate per completed urinalysis test that includes ETG testing for alcohol. Rate per completed hair follicle drug test. Rate per re-test of positive result requested by County staff. <u>Genetic Testing Services only:</u> Rate per paternity test, per person. <ul style="list-style-type: none"> • Reasonableness of rates for each of the service areas noted above (40 points) 	

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSSDept. Code: DSSType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Substance Abuse Testing ServicesFunding Source: 46% Federal; 38% State; 16% LocalPSC Amount: \$620,400PSC Est. Start Date: 07/01/2017PSC Est. End Date: 06/30/2020**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will administer and monitor alcohol and drug testing and usage through randomized substance abuse testing services to parents of families involved with child welfare services. Contractor will provide direct observation drug testing for clients on a range of substances, provide test results to assigned DHS staff, maintain records of all appointments (including missed appointments), and provide data collection results to protective service workers. Contractor will develop process for referrals for testing, actual testing, to work directly with clients on test scheduling and instructions, provide a web-based tracking and notification system, and report on confidential final results.

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

HSA relies on substance abuse testing services to establish family reunification for youths in the child welfare system. This service will allow caseworkers to resolve their youth caseloads more quickly by reconnecting with families for higher success rate of a positive welfare outcome. Denial of this will risk a child's welfare outcome and prolong welfare dependency.

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

This is a new service and was not previously provided in the past.

D. Will the contract(s) be renewed?

Yes, it is possible the contract will be renewed pending funding availability.

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

not applicable

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

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

B. Explain the qualifying circumstances:

The department does not have the capacity or facility to conduct laboratory testing services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience with administering drug and alcohol laboratory testing and working with social service agencies.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2402, Laboratory Technician I; 2416, Laboratory Technician II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes. The contractor will facilitate the full scheduling, instructions, packet/supplies and safe guard equipment to successfully draw specimen and return to lab for proper testing.

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

The civil service classes nor the City and County do not have the capacity to perform the laboratory services.

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

- A. Explain why civil service classes are not applicable.
Lab Technicians may perform similar work, but they are not trained in social services nor have the capability to collect specimens outside of the county, which is occasionally required. Laboratory test results with the goal of reunification may be used as evidence in the court of law. The civil service classes in the city and county do not have the capacity to perform the laboratory services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class to provide this service due to a lack of training in the welfare services or have the capability to collect specimens outside of the county.

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

7. Union Notification: On 11/16/2017, 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: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission Street, Suite 300 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45801 - 17/18

DHR Analysis/Recommendation:

action date: 03/05/2018

Commission Approval Required

Approved by Civil Service Commission

03/05/2018 DHR Approved for 03/05/2018