



London Breed
Mayor

Micki Callahan
Human Resources Director

Date: September 18, 2020

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: James Glik, CPC
Joan Lubamersky, GSA
Marcus Lange, LIB
Bill Irwin / Daniel Kwon, PUC
Jacquie Hale, DPH
Jenny Collins, ECN

Subject: **Personal Services Contracts Approval Request**

This report contains ten (10) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 20/21 to date:

| Total of this Report | YTD Expedited Approvals FY2020-2021 | Total for FY2020-2021 |
|----------------------|----------------------------------------|-----------------------|
| \$93,412,128 | \$37,547,916 | \$598,723,618 |

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POSTING FOR**October 05, 2020****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2020-10-05

APPLY

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|-------------------------------|--------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------|-------------------------|
| 42729 - 20/21 | CITY PLANNING | \$7,500,000.00 | The San Francisco Planning Department is seeking to create five pools of qualified consultants through a request-for-qualifications (RFQ) process to use on an as-needed basis. Such projects include, but are not limited to: 1) Urban Design and Architecture 2) Public Outreach and Engagement 3) Land Use and Economic Analysis and 4) Transportation. | September 1, 2020 | August 31, 2024 | REGULAR |
| 45177 - 19/20 | GENERAL SERVICES AGENCY - CITY ADMIN | \$7,500,000.00 | Contractor will provide a comprehensive structural Integrated Pest Management (IPM) program to be implemented City wide at various City facilities in order to achieve long-term, cost-effective, and environmentally sound pest control. The IPM services will employ a mix of biological, mechanical/physical, educational, and least toxic chemical strategies and tactics to control pests on City property. Contractor will utilize mechanical, physical, and chemical controls; monitor pest populations; keep records/logs of infestations; comply with the San Francisco IPM ordinance; and control mosquito and rat populations on City streets and in sewers. | July 1, 2021 | June 30, 2026 | REGULAR |
| 42420 - 20/21 | PUBLIC LIBRARY | \$5,000,000.00 | Contractor is to provide and maintain the Integrated Library System (ILS) used by the Library to facilitate the distribution of all library materials. ILS is an enterprise resource planning system specific to the San Francisco Public Library. It is central to the library's daily operations including circulation, acquisitions, cataloguing, and online public catalog. It is used to track library collections, patron records and borrowing. | January 1, 2021 | December 31, 2026 | REGULAR |
| 41161 - 20/21 | PUBLIC UTILITIES COMMISSION | \$300,000.00 | <p>The San Francisco Public Utilities Commission (SFPUC) has installed a network of on-line sensor systems to continuously monitor the water system and provide early warning indications of abnormalities in our drinking water, including possible contamination events. Additionally, the Event Detection System (EDS) Dashboard was developed to integrate data streams from the on-line instruments, with laboratory and customer complaint data to allow for real-time analysis of data to characterize any abnormalities. These components are collectively called the Enhanced Water Quality Monitoring System (EWQM).</p> <p>This contract will provide SFPUC with ongoing support and maintenance services for the EWQM to sustain operation so that SFPUC can provide early warning for water quality events and thus protect the health and safety of it's customers.</p> <p>The Contractor will provide preventative maintenance and repair services for the on-line instruments at the EWQM stations including two on-site visits per year, per location and telephone support. The contractor will also provide SFPUC with ongoing support and maintenance services for the EDS Dashboard. This includes as needed software upgrades and support for the extract transfer load (ETL) function.</p> | February 1, 2021 | February 1, 2023 | REGULAR |

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|---------------|-----------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------|------------------|
| 47730 - 20/21 | PUBLIC HEALTH | \$500,000.00 | For access to a Software as a Service Application (SaaS) (web-based) application used by the Department of Health. The application provides for evidence-based clinical decision support criteria, to make appropriate care management decisions, to ensure the medical necessity of inpatient stays (acute or not), use of resources, and appealing billing denials. In addition the contractor will also provide assistance in the upgrade process from the on premise hosted version of their software to the SaaS version of their propriety application. | October 1, 2020 | July 31, 2025 | REGULAR |
| 48219 - 20/21 | PUBLIC HEALTH | \$50,000,000.00 | The contractor will provide physicians to provide specialized services in a variety of specialties and topics, primarily related to the COVID-19 emergency response. Positions will include but are not limited to Emergency medical services, specialty medical services (i.e respiratory; infectious diseases) tele medicine services, consultations, clinical documents and policy review, infection control, utilization of resources, to include emergency transportation, bed allocations and availability, and pharmaceutical usage, and therapies. | September 1, 2020 | June 30, 2025 | REGULAR |
| 41172 - 20/21 | PUBLIC UTILITIES COMMISSION | \$20,000,000.00 | This as-needed PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of as-needed specialized and technical services and as-needed engineering and design services in the areas of water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP). The as-needed services sought through this PSC will be used to meet HHWP operational needs when existing staff resources are exceeded. | October 1, 2020 | September 30, 2025 | REGULAR |

TOTAL AMOUNT \$90,800,000

CSV

Posting For October 05, 2020

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2020-10-05

APPLY

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|----------------------------------|-------------------------------|-------------------------------------------------------|----------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------|------------------|
| 36452 - 19/20 - MODIFICATIONS | October 5, 2020 | ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN | \$100,000 | \$200,000 | The Office of Economic and Workforce Development (OEWD) received a training cost reimbursement grant from the California Employment Training Panel (ETP). In order for OEWD to be reimbursed for these costs, training information and data must be reported on a monthly basis to the ETP. A contract was secured to submit this data on behalf of OEWD through ETP's online system in prior years and successfully secured reimbursement for the Department. This service is essential to ensure that OEWD can continue to receive reimbursement for the training services. | 01/01/2021 | 06/30/2022 | REGULAR |
| 45417 - 14/15 - MODIFICATIONS | October 5, 2020 | PUBLIC HEALTH -- DPH | \$1,610,834 | \$2,035,742 | Contractor will be responsible for claims management to be used by Community Behavioral Health Services (CBHS) Patient Billing, the Adult Immunization and Travel Clinic and other Public Health clinics. Vendor will provide patient insurance eligibility verification, claims scrubbing and editing to reduce the number of denied claims, claim management and tracking, and analytical tools and reports to manage claims. Vendor provides access to third party insurance eligibility in a single application. In addition, DPH needs access to clearinghouse services to submit electronic claims to Medicare and third party payers and to receive payment information in a HIPAA approved electronic format. The vendor is the largest submitter to Medicare and their proprietary application allows claims to be submitting using one submitter ID number. DPH current submits claims individually. | 01/01/2021 | 12/31/2025 | REGULAR |
| 44677 - 14/15 - MODIFICATIONS | October 5, 2020 | PUBLIC HEALTH -- DPH | \$901,294 | \$1,761,294 | Contractor(s) will (1) develop a mental health/behavioral high school workforce development program, with San Francisco Unified School District's (SFUSD) John O'Connell High School faculty and staff, that will be tailored for John O'Connell (O'Connell) High School Students; (2) implement the mental health/behavioral health high school workforce development program, with O'Connell High School faculty and staff, that will include career exposure, academic support, wellness/wrap around services and youth leadership development opportunities | 01/01/2021 | 12/31/2025 | REGULAR |

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|------------|-------------------------------|------------|----------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------|------------------|
| | | | | | for students; and (3) establish, operate and manage O'Connell High School students' mental health/behavioral health internships with local mental health/behavioral health industry partners. This high school workforce development program will also include (1) internships and other experiential and research opportunities with local mental health/behavioral health industry partners; and (2) an evaluation of the program that will encompass indicators, outputs, outcomes, process objectives and outcome objectives/ | | | |

TOTAL AMOUNT \$2,612,128

Regular/Continuing/Annual Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CITY PLANNING -- CPCDept. Code: CPCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As-Needed Pool of Urban Design, Public Outreach, Land Use and Econ Analysis, & TransportationFunding Source: Various grants and general fundsPSC Amount: \$7,500,000PSC Est. Start Date: 09/01/2020PSC Est. End Date 08/31/2024**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Planning Department is seeking to create five pools of qualified consultants through a request-for-qualifications (RFQ) process to use on an as-needed basis. Such projects include, but are not limited to: 1) Urban Design and Architecture 2) Public Outreach and Engagement 3) Land Use and Economic Analysis and 4) Transportation.

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

The services are required to allow the City to access specialized skills to support existing Planning staff on specific, one-time projects. These projects may include services to address housing needs and the housing affordability crisis, to create requirements for Urban Design and Architecture, to perform specialized Public Outreach and Engagement, to perform Land Use and Economic Analysis, and to perform Transportation analysis. Denial would result in limiting the opportunities for growth, and inefficient urban planning.

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 sub-components of earlier PSC requests.

D. Will the contract(s) be renewed?

A firm may be awarded more than one contract and/or renewal within the RFQ term.

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

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

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

B. Explain the qualifying circumstances:

Short term or one time projects requiring specialized skills and expertise not currently maintained by Planning staff.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: 1. Urban design and architecture, including 3-D urban form modelling and analysis, rendering, site planning for large sites and/or neighborhoods, development of design

guidelines, streetscape and open space design, public space management and activation, and design for sustainability/resilience to climate and other hazards (e.g. design adaptation plans) 2. Public outreach and engagement, including development and execution of public outreach and engagement strategies, specific outreach to underserved, vulnerable, or hard-to-reach populations, youth engagement, and meeting facilitation 3. Land use and economic analysis, including market analyses, development feasibility studies, housing strategies analysis, economic analysis and forecasting, socio-economic analysis, land use modelling, and land use/planning data and analytics 4. Transportation, including technical assistance regarding integration of land use modelling and multimodal transportation planning and policy; emerging transportation technologies; urban streets and freeway networks; and scenario planning.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 5275, Planner Technician; 5277, Planner 1; 5278, Planner 2; 5283, Planner 5; 5291, Planner 3; 5293, Planner 4; 5502, Project Manager 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor's staff would perform the requested services at their company offices, with the possibility of some on-site review of the development or plan area.

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

Due to the housing affordability crisis, numerous projects have come to light which require diverse, short-term consulting on an as-needed, periodic basis. Current staff capacity does not provide for full time staff with these specialized skills.

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

- A. Explain why civil service classes are not applicable.
Civil Services classes are not applicable for a one-time projects.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Due to various combinations of impact knowledge & expertise required for each project or plan, it would not be practical to create various classifications, that may be called on to provide services for only a fraction of any project for a limited duration.

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, other than the traditional training and education, various combinations of knowledge & expertise is required for each project or plan. Subject matter expertise vary greatly, depending on project scopes.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

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

7. Union Notification: On 07/28/2020, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: James Glik Phone: 415-558-6476 Email: james.glik@sfgov.org

Address: 1650 Mission St. Suite 400 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42729 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/05/2020

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of james.glik@sfgov.org
To: [Glik, James \(CPC\); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Glik, James \(CPC\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Glik, James (CPC); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Glik, James (CPC); DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42729 - 20/21
Date: Tuesday, July 28, 2020 1:16:05 PM

RECEIPT for Union Notification for PSC 42729 - 20/21 more than \$100k

The Dept Title -- Dept has submitted a request for a Personal Services Contract (PSC) 42729 - 20/21 for \$7,500,000 for Initial Request services for the period 09/01/2020 – 08/31/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/15242> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Integrated Pest Management

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$7,500,000

1. Description of Work

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

Contractor will provide a comprehensive structural Integrated Pest Management (IPM) program to be implemented City wide at various City facilities in order to achieve long-term, cost-effective, and environmentally sound pest control. The IPM services will employ a mix of biological, mechanical/physical, educational, and least toxic chemical strategies and tactics to control pests on City property. Contractor will utilize mechanical, physical, and chemical controls; monitor pest populations; keep records/logs of infestations; comply with the San Francisco IPM ordinance; and control mosquito and rat populations on City streets and in sewers.

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

The City needs as-needed integrated pest management services in order to control pests in an efficient, cost effective, and environmentally sound manner. A denial of these services would lead to increased pest numbers that will certainly cause damage and nuisance to City property, and create risks to public health and safety such as West Nile virus, various rat-borne diseases, and contamination of food by cockroaches.

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 under PSC 49918 – 16/17

D. Will the contract(s) be renewed?

If needed.

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

This is a Citywide contract used by many departments based on their needs. Work is as needed. Contractor has specialized equipment necessary to perform tasks required.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in the implementation of IPM programs that emphasize the use of least toxic methods/tactics. Possession of numerous licenses and certifications from State agencies such as the California Department of Pesticide Regulation, California Department of Fish and Game, and the California Structural Pest Control Board. Licenses include Structural Pest Control Company license issued by California Structural Pest Control Board, California Structural Pest Control Board Operator's License, Applicator licenses Branch 2 from California Structural Pest Control Board or Qualified Applicator Licenses from California Department of Pesticide Regulation, California Field Representative licenses and Category K license from California Department of Pesticide Regulation.
- B. Which, if any, civil service class(es) normally perform(s) this work? 3424, Integrated Pest Mgmt Specialist; 3425, Senior Integrated Pest Mgmt Sp;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, Contractor will provide a variety of specialized sprayers, vacuums, dust injection equipment, and inspections and identification equipment.

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

These services do not exist within City departments.

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

- A. Explain why civil service classes are not applicable.
Civil Service positions do not provide the specialized range of pest control services that are needed for 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, the work will be done on an as-needed basis by a variety of the Contractor's employees such as specialists in rats, mosquitoes or other different pests. It would not be practical to adopt civil service classes with these different specialties and licensing required.

6. Additional Information

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

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

7. **Union Notification:** On 07/14/2020, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261

☒ 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# 45177 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/05/2020

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\)](#); LiUNA.local261@gmail.com; [Lubamersky, Joan \(ADM\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45177 - 19/20
Date: Tuesday, July 14, 2020 9:15:11 PM

RECEIPT for Union Notification for PSC 45177 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 45177 - 19/20 for \$7,500,000 for Initial Request services for the period 07/01/2021 – 06/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15209> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)



OFFICE OF THE CITY ADMINISTRATOR



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

July 14, 2020

MEMORANDUM

TO: Honorable Civil Service Commission

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

SUBJ: Training Memorandum Pest Control Services Contract
PSC 45177 19-20

Training will vary among various City employees, depending on their position and responsibilities.

When pest control services were first offered, training was provided to approximately 100 City employees including

- Maintenance Managers Class 7263
- Carpenters Classes 7266 and 7272
- Airport Facilities Services Managers Class 9248

For this contract, the vendor will provide 4-hour annual training to new property managers. The vendor will also attend monthly technical advisory meetings which are two hours long (24 hours total per year). The vendor will also provide one-hour ad hoc training as part of the work done by the Department of the Environment with the Mayor's Office of Housing and Community Development low income housing programs.

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: City wide integrated pest managementFunding Source: General FundPSC Duration: 5 yearsPSC Amount: \$7,500,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide a comprehensive structural Integrated Pest Management (IPM) program to be implemented City wide at various City facilities in order to achieve long-term, cost effective, and environmentally sound pest control. The IPM services will employ a mix of biological, cultural, mechanical/physical, education, and least toxic chemical strategies and tactics to control pests on City property. Contractor will utilize mechanical, physical, and chemical controls; monitor pest populations; keep records/logs of infestation; comply with San Francisco IPM ordinance; and control mosquito and rat populations on City streets and sewers.

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

The City needs these as-needed integrated pest management services in order to control pests in an efficient, cost effective, and environmentally sound manner. A denial would lead to increased pest numbers that will certainly cause damage and nuisance to City property, and create risks to public health and safety with hazards such as West Nile virus, various rat-borne diseases, and contamination of food by cockroaches.

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

Yes, under PSC 4105-11/12.

D. Will the contract(s) be renewed?

Only if needed.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

1. Services are required on an as-needed basis
2. There are no City positions for Integrated Pest Management (IPM). The City doesn't have the specialized equipment to be used for these services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in the implementation of IPM programs. Depending on the services needed, the contractor may be called on to supply State licensed individuals with current licensing, or certificates as an Agricultural Pest Control Advisor, a Pest Control Aircraft Pilot, a Qualified Applicator, Field Representative, Operator, or Maintenance Gardener. Additionally the contractor may also be required to hold a current State Structural Pest Control license in pest control by any combination of three branches: 1.) fumigation, 2. other than fumigation, 3. insecticides, structural repairs and corrections excluding fumigation.
- B. Which, if any, civil service class(es) normally perform(s) this work? 3424, Integrated Pest Mgmt Specialist; 3425, Senior Integrated Pest Mgmt Sp;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide a variety of specialized sprayers, vacuums, dust injection equipment, and inspections and identification equipment. If necessary, contractor may also perform authorized structural repairs and corrections where it is standard industry practice.

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

The City reviewed its existing classifications and under existing labor agreements, there is no Union agreement in place to perform these types of services.

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

- A. Explain why civil service classes are not applicable.
Civil Service positions do not provide the range of pest control services that are needed for 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, the work will be done on an as-needed basis. Creating the capability of performing all types of pest control would add continuing training, licensing and staffing overhead greatly in excess of anticipated demand.

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 consultation, training, and technical support, by phone or in person, to City facilities managers and the Department of the Environment's IPM manager on an as-needed basis in order to fulfill IPM ordinance requirements. This will also include training on what types of IPM specialists might be needed to address incidents.
- C. Are there legal mandates requiring the use of contractual services?
No.

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

7. Union Notification: On 01/23/2017, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261

☒ 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: Room 362, 1 Dr Carlton B Goodlett Place San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49918 - 16/17

DHR Analysis/Recommendation:

action date: 05/15/2017

Commission Approval Required

Approved by Civil Service Commission

05/15/2017 DHR Approved for 05/15/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY -- LIB

Dept. Code: LIB

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

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

Type of Service: SFPL Sierra Library Platform Software License and Maintenance

Funding Source: General Funding

PSC Amount: \$5,000,000

PSC Est. Start Date: 01/01/2021

PSC Est. End Date 12/31/2026

1. Description of Work

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

Contractor is to provide and maintain the Integrated Library System (ILS) used by the Library to facilitate the distribution of all library materials. ILS is an enterprise resource planning system specific to the San Francisco Public Library. It is central to the library's daily operations including circulation, acquisitions, cataloguing, and online public catalog. It is used to track library collections, patron records and borrowing.

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

This Software License and Maintenance Agreement with Innovative is essential for Library's operations in circulating almost all library materials and maintaining our entire collection. The Integrated Library System connects all of the records relating to our patrons, collections, circulation, and bibliographic information. Without proper maintenance and updates the Library will be unable to continue checking out and circulating materials to patrons.

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 annual software license and maintenance subscription has been provided to SFPL by Innovative since 2002. This service was not previously approved by the CSC.

D. Will the contract(s) be renewed?

It is highly likely that this contract will be renewed.

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

SFPL is highly unlikely to switch our Library Service Platform in the foreseeable future. Current contract is very likely to be renewed for at least 5 years.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

In year 2002, library conducted an extensive evaluation and selection process. Innovative was chosen by Library staff primarily because it contained the features and functionality needed for our core operations. Innovative is the only vendor provides Sierra software application for library core operation systems.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Must have library services platform system expertise.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1070, IS Project Director; 9976, Technology Expert I ;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: N.A

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

In year 2002, library conducted an extensive evaluation and selection process. Innovative was chosen by Library staff primarily because it contained the features and functionality needed for our core operations. Innovative is the only vendor provides Sierra software application for library core operation systems.

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

- A. Explain why civil service classes are not applicable.
Innovative is the only vendor provides the proprietary Sierra software application for library core operation systems.
- 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, ILS system provided by Innovative, Sierra, is proprietary to Innovative and must have library system expertise.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Integrated Library System (ILS), Sierra software training for IT and library staff. Estimated 200 hours for the next 3 years.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 08/07/2020, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: marcus lange Phone: 415-557-4214 Email: marcus.lange@sfpl.org

Address: 100 Larkin St. San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42420 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/05/2020

Receipt of Union Notification(s)

From: [Lange, Marcus \(LIB\)](#)
To: [Lange, Marcus \(LIB\)](#); [amakayan@ifpte21.org](#); [ecassidy@ifpte21.com](#); [WendyWong26@yahoo.com](#); [wendywong26@yahoo.com](#); [tmathews@ifpte21.org](#); [kschumacher@ifpte21.org](#); [kpage@ifpte21.org](#); [eerbach@ifpte21.org](#); [pkim@ifpte21.org](#); [L21PSCReview@ifpte21.org](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Cc: [Wong, Alicia \(LIB\)](#); [Navarrete, NoelRon \(LIB\)](#); [Yoshida, Shirley \(LIB\)](#)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42420 - 20/21
Date: Friday, August 7, 2020 12:01:23 PM

Hello all,

Please note that the classification associated with this PSC is the Library's Integrated Library System Manager - 9976 ILS Admin. I used the 1070 classification for notification purposes as the 9976 is not yet in the database.

Thank you,
Marcus Lange, SFPL Contracts Manager
510 910 8097

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

From: [dhr-psccordinator@sfgov.org](#) <[dhr-psccordinator@sfgov.org](#)> On Behalf Of [marcus.lange@sfpl.org](#)
Sent: Friday, August 7, 2020 11:40 AM
To: [Lange, Marcus \(LIB\)](#) <[marcus.lange@sfpl.org](#)>; [amakayan@ifpte21.org](#); [ecassidy@ifpte21.com](#); [WendyWong26@yahoo.com](#); [wendywong26@yahoo.com](#); [tmathews@ifpte21.org](#); [kschumacher@ifpte21.org](#); [kpage@ifpte21.org](#); [eerbach@ifpte21.org](#); [pkim@ifpte21.org](#); [L21PSCReview@ifpte21.org](#); [Lange, Marcus \(LIB\)](#) <[marcus.lange@sfpl.org](#)>; [DHR-PSCCoordinator, DHR \(HRD\)](#) <[dhr-psccordinator@sfgov.org](#)>
Subject: Receipt of Notice for new PCS over \$100K PSC # 42420 - 20/21

RECEIPT for Union Notification for PSC 42420 - 20/21 more than \$100k

The PUBLIC LIBRARY -- LIB has submitted a request for a Personal Services Contract (PSC) 42420 - 20/21 for \$5,000,000 for Initial Request services for the period 01/01/2021 – 12/31/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15367> 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)

July 29, 2020

Marcus R. Lange, Contracts Manager
San Francisco Public Library, Finance Division
100 Larkin Street
San Francisco, CA 94102-4733

Dear Marcus:

San Francisco Public Library has previously purchased the Sierra Library Services Platform. This software is exclusively provided by Innovative Interfaces Incorporated ("Innovative") and must be maintained exclusively by Innovative.

There are several features that are part of the Sierra Services Platform that are uniquely suited to the mission of San Francisco Public Library:

- Sierra is the only system that currently integrates e-book and licensed content transactions into the library management system. More and more of the content students use are purely digital, such as e-books. Sierra integrates digital content into the library system so that students and staff can see a complete picture of the library content they are using.
- Sierra is the only vendor-supported system to provide services for integrating library data into social networking services. Social networking services such as FaceBook and Twitter, are where students spend their time and interact. The library is most often absent from this new "Digital Information Commons." Sierra has transformed the library system to allow easy integration of library information with social networking services putting library services and content where the students are.

In addition, no other vendor can perform the services required to maintain and support the Sierra Integrated Library System except for its developer, Innovative Interfaces Incorporated.

Sincerely,

A handwritten signature in black ink, appearing to read "Akin Adekeye".

Akin Adekeye
Executive Vice President & General Counsel

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Enhanced Water Quality Monitoring Program Support(CS-1218)

Funding Source: Water Enterprise Operating Budget

PSC Duration: 2 years

PSC Amount: \$300,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) has installed a network of on-line sensor systems to

continuously monitor the water system and provide early warning indications of abnormalities in our

drinking water, including possible contamination events. Additionally, the Event Detection System (EDS)

Dashboard was developed to integrate data streams from the on-line instruments, with laboratory and customer complaint data to allow for real-time analysis of data to characterize any abnormalities. These components are collectively called the Enhanced Water Quality Monitoring System (EWQM).

This contract will provide SFPUC with ongoing support and maintenance services for the EWQM to sustain

operation so that SFPUC can provide early warning for water quality events and thus protect the health and

safety of it's customers.

The Contractor will provide preventative maintenance and repair services for the on-line instruments at the EWQM stations including two on-site visits per year, per location and telephone support. The contractor will also provide SFPUC with ongoing support and maintenance services for the EDS Dashboard. This

includes as needed software upgrades and support for the extract transfer load (ETL) function.

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

The EWQM system is critical to providing early warning of a potential water quality event, and providing real time analysis of temporal and spatial data. Not maintaining the systems will lead to generation of erroneous data and system failure which can lead to a missed contamination event with potential public health consequences.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
Yes, this service was provided by contracts CS-1087 (PSC 46757-17/18) and CS-1009 (PSC 41564-14/15).

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

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The Enhanced Water Quality Monitoring Program (EWQM) is a continuation of a project that began under an EPA grant that sought to tie in data collected from sensors located throughout the distribution system, with STARLiMS data and 311 information to produce an on-line dashboard capable of serving as real-time security monitoring application. The project requires civil engineering, plumbing, electrical, software engineering and project management skills, may be temporary, and requires access to sensitive sites along the distribution system. Required services associated with this project are difficult to plan as the technologies in this field are developing quickly, support is needed intermittently, and the project itself is subject to Water Enterprise priorities.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in the following computer programs/languages: ESRI GIS, map services, Geocortex viewer platform, Adobe Flash, geocoding, C, C#, Python, SQL Server, integration services (e.g. Extract, Transfer, Load (ETL); web services, hosting). On-line Water Quality Monitoring Stations - Specialized expertise with the existing station systems, including: s::can systems, moni::tool, Programmable Logic Controllers (PLC), Hach systems, con::cubes, GE, Realtech units. Also, specialized

B. Which, if any, civil service class(es) normally perform(s) this work? 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, consumables and replacement parts for the s::can and i::scan sensors.

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

Not Applicable.

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

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

No civil service class has all of the necessary familiarity with the SFPUC's water infrastructure and its Enhanced Water Quality Monitoring system, nor the specialized skills and operational knowledge of applicable units within the systems (e.g. s::can, Geocortex) to perform all of the required tasks. Additionally software on s::can systems is proprietary.

- 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, systems are custom built and require manufacturer support given the specialized and proprietary equipment.

6. Additional Information

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

No.

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

No. Training will not be provided.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 08/05/2020, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41161 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 10/05/2020

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org
To: [Irwin, William](mailto:Irwin.William@sfpte21.org); amakayan@sfpte21.org; ecassidy@sfpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@sfpte21.org; kschumacher@sfpte21.org; kpage@sfpte21.org; eerbach@sfpte21.org; pkim@sfpte21.org; L21PSCReview@sfpte21.org; [Irwin, William](mailto:Irwin.William@sfpte21.org); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator@sfpte21.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41161 - 20/21
Date: Wednesday, August 5, 2020 11:41:01 AM

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

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

RECEIPT for Union Notification for PSC 41161 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41161 - 20/21 for \$300,000 for Initial Request services for the period 02/01/2021 – 02/01/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15370> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 46757 - 17/18)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Professional Services- Civil/Software Engineering (CS-1087)Funding Source: Water Quality- EngineeringPSC Original Approved Amount: \$500,000PSC Original Approved Duration: 11/01/17 - 10/31/19 (1 year 52 weeks)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 11/01/17-05/31/20 (30 weeks 3 days)PSC Cumulative Amount Proposed: \$500,000PSC Cumulative Duration Proposed: 2 years 30 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Public Utilities Commission (SFPUC) has installed a network of on-line sensor systems to continuously monitoring the water system and providing early warning indications of abnormalities in our drinking water, including possible contamination events. Additionally, the Event Detection System (EDS) Dashboard was developed to integrate data streams from the on-line instruments, with laboratory and customer complaint data to allow for real-time analysis of data to characterize any abnormalities. These components are collectively called the Enhanced Water Quality Monitoring System (EWQM), formerly known as the contaminant monitoring system (CWS).

This contract will provide SFPUC with ongoing support and maintenance services for the EWQM to sustain operation so that SFPUC can provide early warning for water quality events and thus protect the health and safety of it's customers. The Contractor will provide preventative maintenance and repair services for the on-line instruments at the EWQM stations including two on-site visits per year, per location and telephone support. The contractor will also provide SFPUC with ongoing support and maintenance services for the EDS Dashboard. This includes a required upgrade to the SFPUC Information Technology (IT) standard, which utilizes the Latitude Geographics Group Geocortex viewer platform.

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

The EWQM system is a specialized system critical to SFPUC's ability to provide early warning of water quality events. Failure in the units could lead to a missed contamination event with potential public health consequences.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
PSC 46757-17/18 (CS-1087)

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

The Enhanced Water Quality Monitoring Program (EWQMP) is a continuation of a project that began under an EPA grant that sought to tie in data collected from sensors located throughout the distribution system, with STARLiMS data and 311 information to produce an on-line electronic dashboard capable of serving as real-time security monitoring application. The project requires civil engineering, plumbing, electrical, software engineering and project management skills, may be temporary, and requires access to sensitive sites along the distribution system. Required services associated with this project are difficult to plan as the technologies in this field are developing quickly, support is needed intermittently, and the project itself is subject to Water Enterprise priorities.

B. Reason for the request for modification:

To align the PSC amount and duration with the estimated Contract amount and duration.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in the following computer programs/languages: ESRI GIS, map services, Geocortex viewer platform, Adobe Flash, geocoding, C , C#, Python, SQL Server, integration services (e.g. Extract, Transfer, Load (ETL); web services, hosting). On-line Water Quality Monitoring Stations - Specialized expertise with the existing station systems, including: s::can systems, ana::pro, Programmable Logic Controllers (PLC), Hach systems, con::cubes, GE, Realtech units. Also, specialized SFPUC system knowledge of hydraulic flows, locations, layouts, piping/plumbing/communications.

B. Which, if any, civil service class(es) normally perform(s) this work? 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, replacement parts for s::can, i::scan, and Realtech equipment

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

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**A. Explain why civil service classes are not applicable.**

No civil service class has all of the necessary familiarity with the SFPUC's water infrastructure and its Enhanced Water Quality Monitoring system, nor the specialized skills and operational knowledge of applicable units within the systems (e.g. s::can, Realtech, Flex, Geocortex) to perform all of the required tasks.

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 systems are custom built and the technology requires manufacturer support given the complex and proprietary equipment.**6. Additional Information****A. Will the contractor directly supervise City and County employee? If so, please include an explanation.**

No.

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

The work is of fairly short duration and the systems were custom-built by private companies outside of SFPUC who have expert knowledge of the system. A specialized skill set is required.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 05/02/18, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46757 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/10/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Water Quality Support Services (CS-1009)

Funding Source: Water Quality Admin Fund

PSC Amount: \$200,000

PSC Est. Start Date: 02/10/2015

PSC Est. End Date 02/09/2017

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) has installed a network of on-line sensor systems continuously monitoring the water system and providing early warning indications of abnormalities. This network was enhanced when SFPUC was selected as a pilot utility for the US Environmental Protection Agency's (EPA) Water Security Initiative Contamination Warning System (CWS) Demonstration Pilot Program. With this grant, the SFPUC installed 10 monitoring sites within the city distribution system and created a dashboard interface system to integrate the network. The grant ended in December 2012. This contract will provide SFPUC with ongoing support and maintenance services for the CWS system to transition it from pilot program to sustainable operation. The work will focus on maintaining the reliability of existing investments and reducing ongoing operations and maintenance costs, and systems located in lower priority areas will be relocated to higher priority, sensitive locations.

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

The contamination monitoring systems are specialized units critical to SFPUC's Emergency Contamination Monitoring program. Failure in the units could lead to a missed contamination event with potentially disastrous consequences to the people of San Francisco.

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

This service was previously provided under CS-902 for EPA Grant activities to develop, install, and maintain the CWS monitoring network and dashboard (PSC-4061-07/08).

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The systems are custom-built by private companies outside of SFPUC who have expert knowledge of the system.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Dashboard - Expertise in the following computer programs/languages: ESRI GIS, map services, Flex, Adobe Flash, geocoding, C++, C#, Python, SQL Server, integration services (e.g. ETL, web services, hosting). On-line Water Quality Monitoring Stations - Specialized expertise with the existing station systems, including: s::can systems, ana::pro, PLC units, Hach systems, con::cubes, GE, Realtech units. Also, specialized SFPUC system knowledge of hydraulic flows, locations, layouts, piping/plumbing/communications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Replacement parts for existing s::can and Realtech equipment.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
No civil service class has the necessary familiarity with the SFPUC's water infrastructure and its On-line Water Quality Monitoring system, nor the specialized skills and operational knowledge of applicable units within the systems (e.g. s::can, Realtech, Flex) to perform the required tasks.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work is of fairly short duration and the systems were custom-built by private companies outside of SFPUC who have expert knowledge of the system. See supplemental attachment A.

6. Additional Information

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

No. None. See attachment.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 12/08/2014, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41564 - 14/15

DHR Analysis/Recommendation:

action date: 02/02/2015

Commission Approval Required

Approved by Civil Service Commission

02/02/2015 DHR Approved for 02/02/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: 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: Software solution for patient medical review process and appropriate care management decisions

Funding Source: Grant Funding, General Funds

PSC Duration: 4 years 43 weeks

PSC Amount: \$500,000

1. Description of Work

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

For access to a Software as a Service Application (SaaS) (web-based) application used by the Department of Health. The application provides for evidence-based clinical decision support criteria, to make appropriate care management decisions, to ensure the medical necessity of inpatient stays (acute or not), use of resources, and appealing billing denials. In addition the contractor will also provide assistance in the upgrade process from the on premise hosted version of their software to the SaaS version of their propriety application.

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

If services are denied, medical professionals will lack timely decision support criteria to make appropriate care management decisions which include accurate diagnosis, treatment, billings, and use of hospital resources. Denial will also effect the hospital's ability to provide quality and effective medical services.

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

Currently the application is hosted on-premises. For this upgrade, the platform has transitioned from a local on-premise application to a Software-as-a-Service (SaaS) model, which includes hosting, a professional services.

D. Will the contract(s) be renewed?

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

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

As a facility participating in the State of California Department of Health Care Services's (DHCS's) Superior Systems Waivers Public Health Project, Zuckerberg San Francisco General Hospital (ZSFG) is required to use the most current version of evidence-based standardized medical review criteria for acute patient care. For ZSFG to comply with DHCS Medi-Cal regulation, The Department must complete the level of care reviews for each Medi-Cal patient in the approved InterQual system as part of the Treatment Authorization Requests (TAR) Free system for the State of California. This will be a short-term project. Once the software solutions are implemented, the need for services for ongoing maintenance or SAAS services is expected to be on an as-needed, intermittent basis.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must have a commercially available solution that is flexible, scalable, cost-effective and meets all applicable healthcare regulatory requirements, including those of the Health Insurance Portability and Accountability Act (HIPAA). Contractor must provide all related hosting, content upgrades, and technical support services; Contractor staff must have experience in maintaining the application, so that all applications, software are maintained and the application operates in a highly secured hosted environment.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1824, Pr Administrative Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes the Contractor will provide and maintain a fully-hosted and secure web environment; Contractor will also provide or utilize proprietary software or methods to assist in transitioning the current application to a cloud-based solution.

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

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

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

- A. Explain why civil service classes are not applicable.
- Civil service classes are not applicable due to the proprietary nature of the information systems and the specific knowledge required to bring this new technology to full production status in the DPH environment. It is also necessary to augment existing DPH information systems positions with contractual support services to complete the healthcare business project deliverables, due to DPH's specific customization needs. Civil service staff will work with the Contractor in order to obtain the necessary knowledge for the day-to-day maintenance of the application.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it is not practical to adopt a new civil service class because the new class would need to develop the relevant application, gather all of the resources and or data to populate the application.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Contractor will not train employees. This existing proprietary software has been used by the Department since 2012.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 08/10/2020, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47730 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/05/2020

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Monday, August 10, 2020 3:53 PM
To: Hale, Jacquie (DPH); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Li, Joanna (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47730 - 20/21

RECEIPT for Union Notification for PSC 47730 - 20/21 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 47730 - 20/21 for \$500,000 for Initial Request services for the period 10/01/2020 – 07/31/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15356> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- 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: Specialized Physician services

Funding Source: General Funds, Federal, State Funds

PSC Duration: 4 years 43 weeks

PSC Amount: \$50,000,000

1. Description of Work

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

The contractor will provide physicians to provide specialized services in a variety of specialties and topics, primarily related to the COVID-19 emergency response. Positions will include but are not limited to Emergency medical services, specialty medical services (i.e respiratory; infectious diseases) tele medicine services, consultations, clinical documents and policy review, infection control, utilization of resources, to include emergency transportation, bed allocations and availability, and pharmaceutical usage, and therapies.

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

The services are necessary in order to respond effectively to the COVID-19 emergency. Without access to physicians in highly specialized fields the Departments response to the emergency will be greatly impacted, and would be less effective.

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 are currently being performed under an emergency contract.

D. Will the contract(s) be renewed?

Only if there is a continued need.

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

not applicable

2. Reason(s) for the Request

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

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

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

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

B. Explain the qualifying circumstances:

The physicians are needed to supplement current resources in order to effectively respond to the COVID-19 emergency. Contracted resources will be needed for the duration of the emergency and for any after action support that may be needed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have access to or licensed Medical / Psychiatric Doctors, or have access to licensed Medical / Psychiatric Doctors in a variety of specialties.

B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2233, Supervising Physician Spec; 2240, Psychiatric Physician Specialist; 2240, Psychiatric Physician Specialist; 2242, Senior Psychiatric Physician Specialist; 2243, Supervising Psychiatric Physician Specialist;

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

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

Available and qualified resources have been called into service. Contracted resources will be used to supplement staff.

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

A. Explain why civil service classes are not applicable.

Due to the diverse scope, the fast paced change, and urgency of the COVID-19 emergency it is essential to have access to Medical and Psychiatric physicians. Current available and qualified civil services resources have been called into service. Contracted resources will be used to supplement staff.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The Services will only be needed for the duration of the emergency and after action support that may be needed.

6. Additional Information

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

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

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

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

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

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

7. **Union Notification:** On 08/06/2020, the Department notified the following employee organizations of this PSC/RFP request:
Physicians and Dentists - 11AA; Physicians and Dentists - 8CC

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

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

Address: 1380 Howard St. San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48219 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/05/2020

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Thursday, August 06, 2020 2:47 PM
To: Hale, Jacquie (DPH); tjenkins@uapd.com; jduritz@uapd.com; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48219 - 20/21

RECEIPT for Union Notification for PSC 48219 - 20/21 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 48219 - 20/21 for \$50,000,000 for Initial Request services for the period 09/01/2020 – 06/30/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15357> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: As-Needed Engineering Services for HHWP R&R Services: Operational and Maintenance (PRO.0167)

Funding Source: Hetch Hetchy Operating and Capital Budget PSC Duration: 5 years

PSC Amount: \$20,000,000

1. Description of Work

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

This as-needed PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of as-needed specialized and technical services and as-needed engineering and design services in the areas of water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP). The as-needed services sought through this PSC will be used to meet HHWP operational needs when existing staff resources are exceeded.

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

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

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

Similar services have been provided in the past via PSC#1000015090 (PRO.0114), PSC #41873-14/15 (CS-391) and PSC #4162-08/09 (CS-229). More recently PSC# 48280 19/20, but the scope has changed significantly so we are requesting a new PSC.

D. Will the contract(s) be renewed?

No.

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

The agreement term will be five (5) years.

2. Reason(s) for the Request

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

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

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

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

B. Explain the qualifying circumstances:

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

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management including hydrological modeling, electrical engineering, mechanical engineering, surveying, waste water plant operations, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset management, performance assessment and health and safety services; and engineering and design services for rehabilitation and replacement, operating, regulatory, and emergency repair projects to support HHWP operations and management.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5362, Engineering Assistant; 5602, Utility Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Possibly. There may be new and improved technology available within the next five years to, for example, monitor vegetation around power transmission/distribution lines or monitoring of dams which will improve our ability to meet regulatory requirements.

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

These services are required because there is necessary and immediate short-term engineering and design work for small, highly specialized projects and well as specialized and technical work for water supply and quality, wastewater treatment, and power distribution. This contract may be used to provide the specialized and technical services or engineering services listed when positions are vacant. The remote location of HHWP and the work can lengthen the hiring process. Existing HHWP staff will be working collaboratively with the consultant(s) to broaden our inhouse skill sets for these specialized tasks. Additionally, consultant(s) will be able to mentor and train the incoming staff when the vacant positions are filled.

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

- A. Explain why civil service classes are not applicable.
These projects are small, short-term, and technically highly specialized work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. We are having difficulty filling vacant positions. This contract will be used to fill hiring stop gaps. These same contractors will be used to mentor incoming staff once the vacant positions are filled. Our largest relevant gaps are with mechanical engineers and electrical engineers.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
Yes. No, they will work collaboratively with HHWP staff.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. We are having difficulty filling vacant positions. This contract will be used to fill hiring stop gaps due to retirements. These same contractors will be used to mentor incoming staff once the vacant positions are filled. Our largest gaps are with information technology staff, mechanical engineers and electrical engineers.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes. TBD; RFP has not been advertised and the contractor is unknown at this time.

7. Union Notification: On 08/10/2020, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Daniel Kwon Phone: 415-934-5722 Email: dkwon@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41172 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/05/2020

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of dkwon@sfgwater.org
To: Kwon, Daniel; amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Kwon, Daniel; [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41172 - 20/21
Date: Monday, August 10, 2020 6:02:10 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.

RECEIPT for Union Notification for PSC 41172 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41172 - 20/21 for \$20,000,000 for Initial Request services for the period 10/01/2020 – 09/30/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/15382> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

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

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

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

D. Will the contract(s) be renewed?

No.

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

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

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

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

B. Explain the qualifying circumstances:

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

3. Description of Required Skills/Expertise

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

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

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

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

- A. Explain why civil service classes are not applicable.
This work is short-term, technical and highly specialized work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. For specialized, short-term, technical and highly specialized work, there is currently no staff to perform the work. Regarding current vacancies, it is taking up to two years to fill vacancies and there is insufficient staff to provide the needed "stop-gap" services.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. We are having difficulty filling vacant positions. This contract will be used to fill hiring stop gaps due to retirements. These same contractors will be used to mentor incoming staff once the vacant positions are filled. Our largest gaps are with information technology staff, mechanical engineers and electrical engineers.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 11/08/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Electrical Workers, Local 6; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48280 - 19/20

DHR Analysis/Recommendation:

action date: 02/03/2020

Commission Approval Required

Approved by Civil Service Commission

02/03/2020 DHR Approved for 02/03/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Professional Support Services for Hetch Hetchy Water and Power Operations (CS-391/PRO.0023)Funding Source: Capital Improvement Program FundPSC Amount: \$16,000,000 PSC Est. Start Date: 12/01/2014 PSC Est. End Date: 11/01/2019**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

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

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

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

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

This service hasn't been provided in the past.

D. Will the contract(s) be renewed?

No.

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

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

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

B. Explain the qualifying circumstances:

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

3. Description of Required Skills/Expertise

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

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

N/A. The City does not have these services available.

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

- A. Explain why civil service classes are not applicable.
For design projects and short-term operational support, staff performing these activities must be available in Moccasin. Resources are needed to supplement staff on an as-needed basis and staff is not always available from within the San Francisco Public Utilities Commission to be temporarily reassigned to Moccasin (125 mi. from San Francisco). For special inspections, the frequency of these activities varies from annually to five years.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, these services are on an as-needed basis. There is no guarantee that there will be a consistent need for this type of work.

6. Additional Information

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

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

7. Union Notification: On 07/11/2014, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41873 - 14/15

DHR Analysis/Recommendation:

action date: 09/15/2014

Commission Approval Required

Approved by Civil Service Commission

09/15/2014 DHR Approved for 09/15/2014



San Francisco Water Power Sewer

Operator of the Hetch Hetchy Regional Water System

Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
T 415.551.4603
F 415.554.3225

DATE: November 16, 2012

TO: Leorah Dang, DHR-PSC Coordinator
Department of Human Resources (Dept. 33)

FROM: Shamica Jackson, PSC Coordinator
David E. Scott, Contract Analyst
San Francisco Public Utilities Commission (Dept. # 40)

RE: Request for Administrative Approval of PSC Modification (less than 50%)

Shamica Jackson

PSC No: 4162-08/09 Approval Date: 01/09/2012

Description of Service(s): **Specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; and enterprise operations and management services. The SFPUC is requesting a modification of the existing PSC for CS-971 due to its anticipation of additional work required. The additional work anticipated stems from continuing Federal and State environmental and regulatory agency reporting requirements, ongoing studies and implementation planning to meet the requirements of the Water System Improvement Program, and additional short term, technical, highly specialized tasks. (CS-229)**

| | | | |
|---------------------------|---------------------|-----------------------------|--------------------------------|
| Original Approved Amount: | \$9,000,000 | Original Approved Duration: | 09/01/2009 - 09/01/2014 |
| Modification 1 Amount: | \$9,000,000 | Modification 1 Duration: | 01/09/2012 - 01/01/2017 |
| Modification 2 Amount: | \$0 | Modification 2 Duration: | 01/02/2017 - 11/30/2017 |
| Total Amount as Modified: | \$18,000,000 | Total Duration as Modified: | 09/01/2009 - 11/30/2017 |

Reason for the modification: **Contract execution was delayed by vendor negotiations, this request will align authority with final contract duration.**

Attachments: **Copy of PSC Summary sent to DHR.**

Edwin M. Lee
Mayor

Art Torres
President

Vince Courtney
Vice President

Ann Moller Caen
Commissioner

Francesca Victor
Commissioner

Anson Moran
Commissioner

Harlan L. Kelly, Jr.
General Manager

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: ☒ **Approved**

Approval Date: 11/21/2012

By: *for*
Micki Callahan, Human Resources Director



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/07/2011 (30-day Union Notice)
12/07/2011 (to DHR)
12/13/2011 (to DHR) Revised

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

TYPE OF APPROVAL: ☐ EXPEDITED ☒ REGULAR (OMIT POSTING)
☐ CONTINUING ☐ ANNUAL

TYPE OF REQUEST:
☐ INITIAL REQUEST ☒ MODIFICATION (PSC# 4162-08/09)

TYPE OF SERVICE: Specialized and Technical As-Needed Services, Water Enterprise (CS-229)

FUNDING SOURCE: SFPUC Water Enterprise, Capital and Operating Budgets

| | | | |
|----------------------|--------------|-----------------|--------------------------|
| Original Amount: | \$9,000,000 | PSC Duration: | 09/01/2009 to 09/01/2014 |
| Modification Amount: | \$9,000,000 | PSC Duration: | 01/09/2012 to 01/01/2017 |
| Total Amount: | \$18,000,000 | Total Duration: | 09/01/2009 to 01/01/2017 |

1. DESCRIPTION OF WORK
- A. Concise description of proposed work:
See Supplemental Attachment A:
- B. Explain why this service is necessary and the consequences of denial:
Federal and State Environmental and Regulatory Agencies require reporting and compliance in numerous areas including Water Quality, Hazardous Materials, Waste, Health and Safety Services, The as-needed services provided by these contracts include, but are not limited to: Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and ground water sampling and testing, regulatory agency liaison services, and code of safe practices development. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.
- C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
These services were previously provided under PSC 4162-08/09 (CS-971).
- D. Will the contract(s) be renewed: No.

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

| | | |
|------------|-----------------------------------------|----------------------------------|
| L21 | Shamica Jackson | 11/07/2011 (30-day Union Notice) |
| Union Name | Signature of person mailing/faxing form | 12/07/2011 (to DHR) |
| | | 12/13/2011 (to DHR) Revised |
| | | Date |

PSC# 4162-08/09 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

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

Regulatory Specialist (5620), Utility Specialist (5602), Water Operations Analyst (5148), can perform some of these types of duties on a limited basis. For example, studies involving naturally occurring asbestos on SFPUC land require extensive expertise and depth of knowledge in that particular element. Our civil service classes do not cover this expertise, but our employees work closely with contractors to apply their knowledge to SFPUC operations.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are performing some of the applicable work as project managers. However, the contract is needed because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. Referring to the example in 3B above, it would not be practical for the City to permanently hire the technically-specialized experts regarding naturally occurring asbestos to do one-time studies. However, those studies are necessary in order to meet regulatory requirements and protect worker

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

No, it would not be practical to adopt a new civil service class to perform this work because it is as-needed for short-term, technical and highly specialized work.

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

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

| Yes | No |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |

B. Will the contractor train City and County employees?

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

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

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

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

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

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

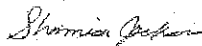
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 36452 - 19/20)

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

Type of Service: Consulting - Employment Training Panel (ETP) Reporting

Funding Source: State Employment Training Panel funds

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 11/15/19 - 06/30/21 (1 year 32 weeks)

PSC Mod#1 Amount: \$100,000

PSC Mod#1 Duration: 01/01/21-06/30/22 (1 year)

PSC Cumulative Amount Proposed: \$200,000

PSC Cumulative Duration Proposed: 2 years 32 weeks

1. Description of Work

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

The Office of Economic and Workforce Development (OEWD) received a training cost reimbursement

grant from the California Employment Training Panel (ETP). In order for OEWD to be reimbursed for these costs, training information and data must be reported on a monthly basis to the ETP. A contract

was secured to submit this data on behalf of OEWD through ETP's online system in prior years and successfully secured reimbursement for the Department. This service is essential to ensure that OEWD

can continue to receive reimbursement for the training services.

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

The Employment Training Panel (ETP) strongly recommended that the Department seek assistance from a contractor with previous experience reporting on ETP activities due to the complex and laborious nature of the paperwork and the intricacies of the reporting system. Though the prior contractor performed the work exceptionally, OEWD is in the process of rebidding these services to ensure that the City is paying a fair and current price for the services. If the request to contract out is not approved, OEWD may not be able to secure the full reimbursement amount set aside as each request must be submitted with extensively documented post-training work hours from participants. Additionally, OEWD would like to use the consultant to review other currently offered training programs to assist with determining if it's appropriate to apply for ETP grants to diversify the funding streams on locally resourced programs.

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

Yes

D. Will the contract(s) be renewed?

Unknown at this time.

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

Not applicable

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

Due to the specific knowledge and expertise necessary for the work, and the short term activity, there are no resources or departments within the City that perform this work. Further, these services are only necessary if and when the Department receives a new grant from the State.

B. Reason for the request for modification:

This modification requests authorization to add \$100,000 and 20 weeks of additional time to extend the authorization term end through 6/30/2022, because additional time and funding are needed in response to contracting delays.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Extensive knowledge and expertise for the collection, analysis and submission of the training and post-training work hours data that will be submitted to the California Employment Training Panel.

B. Which, if any, civil service class(es) normally perform(s) this work? 0922, Manager I;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The project is short-term and requires specific skills.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Not at this time, due to the short-term and specialized nature of the services.

6. Additional Information

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

- 7. Union Notification:** On 08/24/20, the Department notified the following employee organizations of this PSC/RFP request:
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: Marissa Bloom Phone: 415-701-4887 Email: marissa.bloom@sfgov.org

Address: 1 South Van Ness Avenue, 5th FL, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 36452 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/05/2020

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 36452 - 19/20 - MODIFICATIONS

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

on behalf of

marissa.bloom@sfgov.org <marissa.bloom@sfgov.org>

Mon 8/24/2020 3:27 PM

To: Bloom, Marissa (ECN) <marissa.bloom@sfgov.org>; Criss@SFMEA.com <Criss@SFMEA.com>; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; Christina@SFMEA.com <Christina@SFMEA.com>; staff@SFMEA.com <staff@SFMEA.com>; Collins, Jenny (ECN) <jenny.collins@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$100,000 for services for the period January 1, 2021 – 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/15426>

Email sent to the following addresses: staff@sfmea.com Christina@sfmea.com Camaguey@sfmea.com Criss@SFMEA.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT -- ECNDept. Code: ECNType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☒ Expedited ☐ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Consulting - Employment Training Panel (ETP) ReportingFunding Source: State Employment Training Panel fundsPSC Duration: 1 year 32 weeksPSC Amount: \$100,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of Economic and Workforce Development (OEWD) received a training cost reimbursement grant from the California Employment Training Panel (ETP). In order for OEWD to be reimbursed for these costs, training information and data must be reported on a monthly basis to the ETP. A contract was secured to submit this data on behalf of OEWD through ETP's online system in prior years and successfully secured reimbursement for the Department. This service is essential to ensure that OEWD can continue to receive reimbursement for the training services.

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

The Employment Training Panel (ETP) strongly recommended that the Department seek assistance from a contractor with previous experience reporting on ETP activities due to the complex and laborious nature of the paperwork and the intricacies of the reporting system. Though the prior contractor performed the work exceptionally, OEWD is in the process of rebidding these services to ensure that the City is paying a fair and current price for the services. If the request to contract out is not approved, OEWD may not be able to secure the full reimbursement amount set aside as each request must be submitted with extensively documented post-training work hours from participants. Additionally, OEWD would like to use the consultant to review other currently offered training programs to assist with determining if it's appropriate to apply for ETP grants to diversify the funding streams on locally resourced programs.

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

This service was previously and successfully provided by Steve Duscha Advisories for the Office of Economic and Workforce Development. The original PSC Numbers are 3001-12/13 and 33964-1516.

D. Will the contract(s) be renewed?

Unknown at this time.

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

Due to the specific knowledge and expertise necessary for the work, and the short term activity, there are no resources or departments within the City that perform this work. Further, these services are only necessary if and when the Department receives a new grant from the State.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Extensive knowledge and expertise for the collection, analysis and submission of the training and post-training work hours data that will be submitted to the California Employment Training Panel.

B. Which, if any, civil service class(es) normally perform(s) this work? 0922, Manager I;

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

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

Due to the specific knowledge and expertise necessary for the work, and the short term activity, there are no resources or departments within the City that perform this work.

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

A. Explain why civil service classes are not applicable.

The project is short-term and requires specific skills.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Not at this time, due to the short-term and specialized nature of the services.

6. Additional Information

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

No.

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

No. Contractor will provide the Department with documentation of all reimbursements requested and will train staff so they ensure requests are correct and auditable.

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 10/29/2019, the Department notified the following employee organizations of this PSC/RFP request:
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: Marissa Bloom Phone: 415-701-4887 Email: marissa.bloom@sfgov.org

Address: 1 South Van Ness Avenue, 5th FL San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 36452 - 19/20

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/24/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 45417 - 14/15)

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

Type of Service: Claims management services

Funding Source: Patient revenue

PSC Original Approved Amount: \$424,908

PSC Original Approved Duration: 07/06/15 - 12/31/20 (5 years 25 weeks)

PSC Mod#1 Amount: \$1,610,834

PSC Mod#1 Duration: 01/01/21-12/31/25 (5 years 1 day)

PSC Cumulative Amount Proposed: \$2,035,742

PSC Cumulative Duration Proposed: 10 years 25 weeks

1. Description of Work

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

Contractor will be responsible for claims management to be used by Community Behavioral Health Services (CBHS) Patient Billing, the Adult Immunization and Travel Clinic and other Public Health clinics. Vendor will provide patient insurance eligibility verification, claims scrubbing and editing to reduce the number of denied claims, claim management and tracking, and analytical tools and reports to manage claims. Vendor provides access to third party insurance eligibility in a single application. In addition, DPH needs access to clearinghouse services to submit electronic claims to Medicare and third party payers and to receive payment information in a HIPAA approved electronic format. The vendor is the largest submitter to Medicare and their proprietary application allows claims to be submitting using one submitter ID number. DPH current submits claims individually.

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

The Department only has access to patient eligibility information for Medi-Cal clients. Commercial insurance payers typically operate their own system to access insurance eligibility information, requiring the Department to have access to hundreds of payer systems. This service provides access to third party insurance eligibility in a single application. In addition, DPH needs access to clearinghouse services in order to submit electronic claims to Medicare and third party payers and to receive payment status in a Health Insurance Portability and Accountability (HIPAA) approved electronic format.

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 45417 - 14/15

D. Will the contract(s) be renewed?

Only if there is a continued need.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Vendor provides access to third party insurance eligibility in a single application, as well as access to clearinghouse services to submit electronic claims to Medicare and third party payers and to receive payment information in a HIPAA approved electronic format.

B. Reason for the request for modification:

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Access to third party payer information, claims clearinghouse services, electronic claims submission and payment processing in a HIPAA approved electronic format.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1636, Health Care Billing Clerk 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will have access to comprehensive third party payor information and clearinghouse services to submit electronic claims and payment information.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil services classes are not applicable because they do not have access to the service provided by the contractor such as access to third party payor information and clearinghouse services to submit electronic claims and payment information.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. It is not feasible to create a new civil service class because this work needs tools not available to DPH to perform the functions.

6. Additional Information

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

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

7. Union Notification: On 06/26/20, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; SEIU 1021 Miscellaneous;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45417 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/05/2020

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: Thomas Vitale <Thomas.Vitale@seiu1021.org>
Sent: Friday, September 04, 2020 3:07 PM
To: Hale, Jacquie (DPH)
Subject: Re: Receipt of Modification Request to PSC # 45417 - 14/15 - MODIFICATIONS

Hi Jacquie, Thank you for the additional information. I do not find that this PSC violates the terms or conditions of our MOU.

Thomas Vitale
Field Representative
Seiu 1021
510-703-4081

> On Aug 31, 2020, at 5:13 PM, Hale, Jacquie (DPH) <jacquie.hale@sfdph.org> wrote:

>

> Mr. Vitale,

>

> My apologies for the delay in responding. Please see the attached, which I hope provides more information on these continuing services, which are needed in order to submit the enormous amount of claims information necessary for Medicare and Medi-Cal reimbursement using the processes acceptable to the State and federal agencies which provide the reimbursement. 1636s are currently supporting the preparation of information to be submitted through this health care clearinghouse contract, and we do not anticipate any changes to current 1636 staffing levels.

>

> If you need more information, please let us know. We plan on requesting this PSC modification to be calendared for the October 5, 2020, Civil Service Commission meeting.

>

> Thank you,

>

> Jacquie Hale, Manager, Office of Contracts Management and Compliance,

> DPH Business Office

> 1380 Howard Street #421B / San Francisco, CA 94103 /

> Jacquie.Hale@SFDPH.org / (415) 255-3508

>

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

>

> -----Original Message-----

> From: Thomas Vitale <Thomas.Vitale@seiu1021.org>

> Sent: Monday, June 29, 2020 12:51 PM

> To: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>

> Cc: Thomas Vitale <Thomas.Vitale@seiu1021.org>

> Subject: RE: Receipt of Modification Request to PSC # 45417 - 14/15 -

> MODIFICATIONS

>

>

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

>

>

>

> Hi Jacquie, Can you specifically tell me why a 1636 cannot perform these duties?

>

> Thomas Vitale

> SEIU 1021 Field Representative

> Contact# 510-703-4081

> Sign up to become a Union Member! Together We Rise Up!

> <https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fbit.ly%2FSEIUMembershipForm&data=02%7C01%7C%7Ce1145a19072f43835f8508d84e0be35f%7Ce35c5b2684f74b9ba7c591278c732568%7C0%7C0%7C637345160264606640&data=uF1EuTRQJv%2F7NN9yO1GDJWfqPLOBPU3L8MHUBDWGqG0%3D&reserve>

> d=0

>

>

>

> -----Original Message-----

> From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On

> Behalf Of jacquie.hale@sfdph.org

> Sent: Friday, June 26, 2020 5:19 PM

> To: jacquie.hale@sfdph.org; Sarah Wilson <Sarah.Wilson@seiu1021.org>;

> Thomas Vitale <Thomas.Vitale@seiu1021.org>; Sandeep.lal@seiu1021.me;

> leah.berlanga@seiu1021.org; Julie Meyers <julie.meyers@sfgov.org>;

> Ricardo.lopez@sfgov.org; kbasconcillo@sfgwater.org;

> pcamarillo_seiu@sbcglobal.net; Wendy Frigillana

> <wendy.frigillana@seiu1021.org>; PSCreview <PSCreview@seiu1021.org>;

> ted.zarzecki@seiu1021.net; davidmkersten@gmail.com;

> ablood@cirseiu.org; XiuMin Li <XiuMin.Li@seiu1021.org>;

> Sin.Yee.Poon@sfgov.org; David Canham <david.canham@seiu1021.org>;

> jtanner940@aol.com; dhr-psccordinator@sfgov.org

> Subject: Receipt of Modification Request to PSC # 45417 - 14/15 -

> MODIFICATIONS

>

> PSC RECEIPT of Modification notification sent to Unions and DHR

>

> The PUBLIC HEALTH -- DPH has submitted a modification request for a

> Personal Services Contract (PSC) for \$1,610,834 for services for the

> period January 1,

> 2021 – December 31, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

>

> If SEIU is one of the unions that represents the classes you

> identified in the initial PSC and the cumulative amount of the request

> is over \$100,000, there is a 60 day review period for SEIU

>

> After logging into the system please select link below:

>

> <https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F15207&data=02%7C01%7C%7Ce1145a19072f43835f8508d84e0be35f%7Ce35c5b2684f74b9ba7c591278c732568%7C0%7C0%7C637345160264606640&data=JgX0Gaoq6OOhk08YYFiXYORsTCIRn%2FiLB9yWBWUw%2>

> BGY%3D&reserved=0 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@sfwater.org Ricardo.lopez@sfgov.org
> Julie.Meyers@sfgov.org leah.berlanga@seiu1021.org
> Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org
> sarah.wilson@seiu1021.org
>
> <45417 - 1415 - DPH response to SEIU.pdf>

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Claims management servicesFunding Source: Patient revenuePSC Amount: \$424,908PSC Est. Start Date: 07/06/2015PSC Est. End Date: 12/31/2020**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will be responsible for claims management to be used by Community Behavioral Health Services (CBHS) Patient Billing, the Adult Immunization and Travel Clinic and other Public Health clinics. Vendor will provide patient insurance eligibility verification, claims scrubbing and editing to reduce the number of denied claims, claim management and tracking, and analytical tools and reports to manage claims. Vendor provides access to third party insurance eligibility in a single application. In addition, DPH needs access to clearinghouse services to submit electronic claims to Medicare and third party payers and to receive payment information in a HIPAA approved electronic format. The vendor is the largest submitter to Medicare and their proprietary application allows claims to be submitting using one submitter ID number. DPH current submits claims individually.

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

The Department only has access to patient eligibility information for Medi-Cal clients. Commercial insurance payers typically operate their own system to access insurance eligibility information, requiring the Department to have access to hundreds of payer systems. This service provides access to third party insurance eligibility in a single application. In addition, DPH needs access to clearinghouse services in order to submit electronic claims to Medicare and third party payers and to receive payment status in a Health Insurance Portability and Accountability (HIPAA) approved electronic format.

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

This is a new service for the Department.

D. Will the contract(s) be renewed?

Only if there is a continued need.

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

These services are core medical or health care services for which we expect a continuing need.

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:

Vendor provides access to third party insurance eligibility in a single application, as well as access to clearinghouse services to submit electronic claims to Medicare and third party payers and to receive payment information in a HIPAA approved electronic format.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Access to third party payer information, claims clearinghouse services, electronic claims submission and payment processing in a HIPAA approved electronic format.

B. Which, if any, civil service class(es) normally perform(s) this work? 1636, Health Care Billing Clerk 2;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will have access to comprehensive third party payor information and clearinghouse services to submit electronic claims and payment information.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil services classes are not applicable because they do not have access to the service provided by the contractor such as access to third party payor information and clearinghouse services to submit electronic claims and payment information.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. It is not feasible to create a new civil service class because this work needs tools not available to DPH to perform the functions.

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 required to provide information to contractor for the provision of services will be provided to civil service staff as needed.

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

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

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

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

7. Union Notification: On 04/25/2015, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; SEIU Local 1021

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45417 - 14/15

DHR Analysis/Recommendation:

action date: 10/05/2015

Commission Approval Required

Approved by Civil Service Commission

10/05/2015 DHR Approved for 10/05/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44677 - 14/15)

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

Type of Service: High School Behavioral Health Workforce Development Program

Funding Source: Mental Health Svcs Act (Prop 63)

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 01/01/15 - 12/31/15 (52 weeks)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 01/01/16-12/31/20 (5 years 2 days)

PSC Mod#2 Amount: \$260,000

PSC Mod#2 Duration: 03/01/19-12/30/20 (0 sec)

PSC Mod#3 Amount: \$901,294

PSC Mod#3 Duration: 01/01/21-12/31/25 (5 years 2 days)

PSC Cumulative Amount Proposed: \$1,761,294

PSC Cumulative Duration Proposed: 11 years 2 days

1. Description of Work

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

Contractor(s) will (1) develop a mental health/behavioral high school workforce development program, with San Francisco Unified School District's (SFUSD) John O'Connell High School faculty and staff, that will be tailored for John O'Connell (O'Connell) High School Students; (2) implement the mental health/behavioral health high school workforce development program, with O'Connell High School faculty and staff, that will include career exposure, academic support, wellness/wrap around services and youth leadership development opportunities for students; and (3) establish, operate and manage O'Connell High School students' mental health/behavioral health internships with local mental health/behavioral health industry partners.

This high school workforce development program will also include (1) internships and other experiential and research opportunities with local mental health/behavioral health industry partners; and (2) an evaluation of the program that will encompass indicators, outputs, outcomes, process objectives and outcome objectives/

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

This service is critical to San Francisco's overall public mental health/behavioral health workforce development pipeline. Currently the City does not fund a high school mental health/behavioral health workforce development program that introduces students to these fields and cultivates them on a track of field knowledge and skill building to prepare them for post-secondary education and professional careers. The posited partnership between the Department of Public Health (DPH), the San Francisco Unified School District (SFUSD) and an expert organization of mental health/behavioral health workforce development is unprecedented and is vitally needed to ensure that San Francisco's

healthcare industry's labor market is properly and competitively prepared to accommodate the level of patient/client care required in the next 5-10 years. The proposed work described above will develop, implement and evaluate a school year long mental health/behavioral health workforce development program, where O'Connell High School students will experience (a) career exposure; (b) academic support; (c) wellness/wrap around services; (d) youth leadership development opportunities; and (e) meaningful internships and other experiential and research opportunities with local mental health/behavioral health industry partners.

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

Yes.

D. Will the contract(s) be renewed?

Yes, if funding is available.

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

The Department plans to continue this program, which provides information and internships for John O'Connell High School students to explore future career opportunities in the mental health/behavioral health field.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This contract with SFUSD's John O'Connell High School funded by State Mental Health Services Act ("Proposition 63") represents a unique partnership of two local agencies that will enable the City/DPH and SFUSD to enhance students' educational and career opportunities and the future workforce available to the City's mental health services system, and would not be able to be duplicated specifically by other vendors or Civil Service employees.

B. Reason for the request for modification:

To extend the duration and increase the amount correspondingly.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor(s) must have (1) demonstrated capacity to deliver and support a high school workforce development program, specifically in the fields of health and behavioral health science; (2) demonstrated expertise in and the ability to facilitate student learning related to the most current mental health/behavioral health employment trends and industry practices; (3) proven ability to design, implement and evaluate a mental health/behavioral health high school workforce development program with high school faculty and staff; (4) demonstrated experience in developing a mental health/behavioral health high school workforce development program that includes (a) career exposure; (b) academic support; (c) wellness/wrap around services; and (d) youth leadership development opportunities; (5) proven ability to have an onsite Program Coordinator to oversee the planning, implementation

and evaluation of a mental health/behavioral health high school workforce development program; and (6) demonstrated ability to establish, operate and manage a mental health/behavioral health high school workforce development internships with local mental health/behavioral health industry partners.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2593, Health Program Coordinator 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor(s) will maintain SFUSD O'Connell High School facilities that are licensed and otherwise compliant with external funding requirements for provision of contracted services.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable for this proposed work because there currently is not a classification that provides the services needed specific to mental health/behavioral health workforce development for high school students.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical to adopt a new civil service class to perform this work at this time because the program is new and untested.

6. Additional Information

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

San Francisco Public Health Foundation

7. Union Notification: On 08/07/20, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 101 Grove Street, Room 307, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44677 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/05/2020

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, August 07, 2020 2:22 PM
To: Hale, Jacquie (DPH); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; brenda_mendieta@sfdph.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 44677 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$901,294 for services for the period January 1, 2021

– December 31, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/4904>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44677 - 14/15)

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

Type of Service: High School Behavioral Health Workforce Development ProgramFunding Source: Mental Health Svcs Act (Prop 63)

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 01/01/15 - 12/31/15 (52 weeks)

PSC Mod#1 Amount: \$500,000 PSC Mod#1 Duration: 01/01/16-12/31/20 (5 years 2 days)

PSC Mod#2 Amount: \$260,000 PSC Mod#2 Duration: 03/01/19-12/30/20 (0 sec)

PSC Cumulative Amount Proposed: \$860,000 PSC Cumulative Duration Proposed: 6 years

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

Contractor(s) will (1) develop a mental health/behavioral high school workforce development program, with San Francisco Unified School District's (SFUSD) John O'Connell High School faculty and staff, that will be tailored for John O'Connell (O'Connell) High School Students; (2) implement the mental health/behavioral health high school workforce development program, with O'Connell High School faculty and staff, that will include career exposure, academic support, wellness/wrap around services and youth leadership development opportunities for students; and (3) establish, operate and manage O'Connell High School students' mental health/behavioral health internships with local mental health/behavioral health industry partners. (see attachment for the full response)

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

This service is critical to San Francisco's overall public mental health/behavioral health workforce development pipeline. Currently the City does not fund a high school mental health/behavioral health workforce development program that introduces students to these fields and cultivates them on a track of field knowledge and skill building to prepare them for post-secondary education and professional careers. (see attachment for the full response)

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

Yes

D. Will the contract(s) be renewed?

Yes, if funding is available.

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

The Department is not requesting to change the current duration of 6 years and 1 day.

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

This contract with SFUSD's John O'Connell High School funded by State Mental Health Services Act ("Proposition 63") represents a unique partnership of two local agencies that will enable the City/DPH and SFUSD to enhance students' educational and career opportunities and the future workforce available to the City's mental health services system, and would not be able to be duplicated specifically by other vendors or Civil Service employees.

- B. Reason for the request for modification:

to increase amount to reflect cost of doing business and other funding increases

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor(s) must have (1) demonstrated capacity to deliver and support a high school workforce development program, specifically in the fields of health and behavioral health science; (2) demonstrated expertise in and the ability to facilitate student learning related to the most current mental health/behavioral health employment trends and industry practices; (see attachment for the full response)
- B. Which, if any, civil service class(es) normally perform(s) this work? 2593, Health Program Coordinator 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor(s) will maintain SFUSD O'Connell High School facilities that are licensed and otherwise compliant with external funding requirements for provision of contracted services.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable for this proposed work because there currently is not a classification that provides the services needed specific to mental health/behavioral health workforce development for high school students.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical

to adopt a new civil service class to perform this work at this time because the program is new and untested.

6. Additional Information

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

7. Union Notification: On 02/20/19, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 101 Grove Street, Room 307, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44677 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/11/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44677 - 14/15)

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

Type of Service: High School Behavioral Health Workforce Development Program

Funding Source: Mental Health Svcs Act (Prop 63)

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 01/01/15 - 12/31/15 (52 weeks)

PSC Mod#1 Amount: \$500,000 PSC Mod#1 Duration: 01/01/16-12/31/20 (5 years 2 days)

PSC Cumulative Amount Proposed: \$600,000 PSC Cumulative Duration Proposed: 6 years 1 day

1. Description of Work

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

Contractor(s) will (1) develop a mental health/behavioral high school workforce development program, with San Francisco Unified School District's (SFUSD) John O'Connell High School faculty and staff, that will be tailored for John O'Connell (O'Connell) High School Students; (2) implement the mental health/behavioral health high school workforce development program, with O'Connell High School faculty and staff, that will include career exposure, academic support, wellness/wrap around services and youth leadership development opportunities for students; and (3) establish, operate and manage O'Connell High School students' mental health/behavioral health internships with local mental health/behavioral health industry partners. (see attachment for the full response)

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

This service is critical to San Francisco's overall public mental health/behavioral health workforce development pipeline. Currently the City does not fund a high school mental health/behavioral health workforce development program that introduces students to these fields and cultivates them on a track of field knowledge and skill building to prepare them for post-secondary education and professional careers. (see attachment for the full response)

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

Services have been provided in the past through earlier PSC request. See 44677 - 14/15

D. Will the contract(s) be renewed?

Yes, if funding is available.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This contract with SFUSD's John O'Connell High School funded by State Mental Health Services Act ("Proposition 63") represents a unique partnership of two local agencies that will enable the City/DPH and SFUSD to enhance students' educational and career opportunities and the future workforce available to the City's mental health services system, and would not be able to be duplicated specifically by other vendors or Civil Service employees.

B. Reason for the request for modification:

Extending the duration of the PSC and increasing the dollar amount

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor(s) must have (1) demonstrated capacity to deliver and support a high school workforce development program, specifically in the fields of health and behavioral health science; (2) demonstrated expertise in and the ability to facilitate student learning related to the most current mental health/behavioral health employment trends and industry practices; (see attachment for the full response)

B. Which, if any, civil service class(es) normally perform(s) this work? 2593, Health Program Coordinator 3;

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable for this proposed work because there currently is not a classification that provides the services needed specific to mental health/behavioral health workforce development for high school students.

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

6. Additional Information

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

7. Union Notification: On 04/28/15, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 101 Grove Street, Room 307, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44677 - 14/15

DHR Analysis/Recommendation:

06/01/2015

Commission Approval Required

Approved by Civil Service Commission

06/01/2015 DHR Approved for 06/01/2015