



London Breed
Mayor

Carol Isen
Human Resources Director (Acting)

Date: October 16, 2020

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director (Acting)

From: Cynthia Avakian, AIR
Alexander Burns, DPW
Joan Lubamersky, GSA
Bill Irwin / Daniel Kwon, PUC
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

This report contains nine (9) 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
\$60,488,728	\$47,353,448	\$723,817,175

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POSTING FOR**November 02, 2020****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2020-11-02

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
42701 - 19/20	AIRPORT COMMISSION	\$350,000.00	The San Francisco International Airport ("Airport") requires specialized support and maintenance services for the proprietary Queue Management Technology System (QMTS) installed at Airport security checkpoints. The QMTS creates passenger analytics by measuring passenger frequencies, queue length, wait times, and process times which assist the Airport to make adjustments to improve the efficiency of passenger flow through the terminals. The QMTS is maintained by Airport Electronic Maintenance Technicians for Level 1 support which comprises sensor replacement. Level 2 and above maintenance consists of proprietary software updates, support, monitoring, and help desk services which must be performed by the Contractor's technicians.	December 1, 2020	November 30, 2025	REGULAR
49292 - 20/21	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$9,500,000.00	<p>Earthquake Safety and Emergency Response (ESER) 2020 is a \$628M bond program consisting of several first responder related components:</p> <ol style="list-style-type: none"> 1. Emergency Fire Fighting Water System (managed separately by San Francisco Public Utilities Commission (SFPUC)) 2. District Police Stations & Support Facilities 3. Neighborhood Fire Stations & Support Facilities 4. 9-1-1- Call Center 5. Disaster Response Facilities <p>Each of these components under Public Works overall management (No. 2, 3, 4, and 5 with Recreation & Park) contain one or more projects, in total approximately 10-15 distinct and separate projects. Each of these projects will rely on the service provided by the Construction Management Supplemental Services (CMSS) Consultant. SF Public Works is seeking qualified consultants to provide CMSS for the aforementioned array of projects. The service from the consultants will be used to augment City staff on an as-needed basis when the City does not have the capability to address the required specialized expertise during pre-construction, construction and post-construction phases of the projects. CMSS consulting includes but is not limited to: Assisting on Contractor Solicitation, Construction Administration/Document Control; Project Scheduling/Schedule Control; Budgeting/Cost Estimating; and Constructability Review.</p>	February 1, 2021	July 21, 2027	REGULAR
45449 - 20/21	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$1,800,000.00	<p>Public Works (DPW) is submitting a brand new PSC Request for As-Needed Temporary Staffing Services for Architectural Drafting work. The original PSC authority was approved last August 5, 2019 and due to new Contract regulations mandated by the Mayor for awarding process of DPW and re-prioritization of projects at the onset of the COVID 19 Pandemic, the Department could not execute an award within a year of the original PSC approval date.</p> <p>The As-Needed Temporary Staffing Services contract for architectural drafting work was competitively procured through a Request for Qualifications ("RFQ"), Sourcing Event ID 0000003500 issued on January 27, 2020, in which DPW selected a Consultant, Dabri, Inc., as the highest qualified scorer pursuant to the RFQ. The scope of work remains the same as original PSC authority: Temporary staffing services for architectural</p>	September 21, 2020	September 21, 2025	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			drafting work on an as-needed basis, to supplement the in-house Architects for various public building or landscaping projects. The Consultant will provide temporary staffing to perform architectural drafting and related work under the direction of Public Works' in-house Building or Landscape Architects.			
40355 - 20/21	GENERAL SERVICES AGENCY - CITY ADMIN	\$500,000.00	<p>The Contract Monitoring Division (CMD) seeks to retain services to perform an Availability and Utilization Study of minority-owned and women-owned businesses.</p> <p>San Francisco adopted a M/WBE program on April 2, 1984 to address the City's own participation in discrimination against minority-and women-owned businesses. In response to the lawsuit of Coral Construction against the City which prohibited imposition of race- and gender- conscious contract requirements, the City implemented a race-neutral Local Business Enterprise (LBE) program in 2006 and assigns LBE requirements on many of its City-funded contracts.</p> <p>The Study will be used to aid the City in evaluating and improving its current program. The results and recommendations may be used as a reference document in the creation of new directives, standards, and practices.</p>	November 4, 2020	June 30, 2023	REGULAR

TOTAL AMOUNT \$12,150,000

CSV

Posting For November 02, 2020

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2020-11-02

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
49331 - 17/18 - MODIFICATIONS	November 2, 2020	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$2,475,000	\$9,974,999	Contractor(s) will provide 1) a single, toll-free 800 telephone number for participating City departments to access telephonic language interpretation services in Core Languages and must be available 24 hours a day, 365 days of the year; 2) document translation or other non-telephonic language services; and/or 3) Community Interpreter Training and language proficiency assessment. All language services will be performed by individuals who are certified by the State of California Certified and/or American Standards for Testing and Materials or for legal and medical interpretation. Core Languages will be defined as Chinese (Cantonese and Mandarin), Spanish, Filipino (Tagalog), Russian, and Vietnamese. Additionally, other languages may be included as needs emerge. Contractor services will only be used when a City employee is not available to conduct the interpretation/translation work or when legal needs require an interpreter/translator who is certified and therefore less open to potential legal challenges.	06/01/2018	05/30/2024	REGULAR
48143 - 13/14 - MODIFICATIONS	November 2, 2020	PUBLIC UTILITIES COMMISSION -- PUC	\$0	\$5,800,000	San Francisco Public Utilities Commission intends to award up to two (2) agreements at \$2 million each to perform specialized process engineering services on an as-needed basis. The specialized work includes in the area of wastewater process modeling, energy modeling, carbon footprint modeling, hydraulic modeling, process optimization/start-up, dye studies, computational fluid dynamic modeling, process design criteria development, quality control of pilot study and process design, resource recovery and energy management.	07/02/2020	01/31/2024	REGULAR
4119 09/10 - MODIFICATIONS	November 2, 2020	PUBLIC HEALTH -- DPH	\$16,244,000	\$34,964,000	The contractor will operate a highly specialized uncompensated care recovery program, enhancing Medi-Cal and other third party payer revenues. Under this program, the contractor assists the Department to help San Francisco General Hospital (SFGH) patients to become eligible for Medi-Cal, therefore substantially increasing Department revenues. The population addressed is patients who the Department is not able to assist with eligibility through its regular procedures due to substance abuse, mental illness, homelessness, or other difficult-to-resolve situations. The contractor	01/01/2022	12/31/2026	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					becomes the patient's authorized representative to aid and facilitate Medi-Cal eligibility and approval and appears on behalf of the patient at fair hearings and appeals, as necessary.			
46529 - 13/14 - MODIFICATIONS	November 2, 2020	PUBLIC HEALTH -- DPH	\$1,005,728	\$2,473,609	Provide fiscal intermediary services for the California Tuberculosis (TB) Controller's Association (CTCA), including resource management and support of the CTCA Executive Administrator, who will coordinate TB-related training opportunities for DPH staff to acquire Continuing Medical Education (CME) units and Continuing Education Units (CEUs), coordination of policy development for TB screening, treatment, enforcement, and compliance with mandated State and local functions, and support for regionalized development of outreach to the media, private providers, community based organizations, the public and decision makers about TB.	07/01/2021	06/30/2026	REGULAR
46266 - 14/15 - MODIFICATIONS	November 2, 2020	PUBLIC HEALTH -- DPH	\$28,614,000	\$55,874,000	The programs will provide specialized classroom training and employment support for over 150 consumers on an annual basis who wish to provide peer counseling services. Peers are defined as individuals with personal lived experience who are consumers of mental health services, former consumers, or family members of consumers. Peers utilize their lived experienced in peer counseling settings to benefit the wellness and recovery of the clients being served. These peers will provide peer counseling support to over 400 unduplicated clients in the mental health system. In collaboration with Behavioral Health Services (BHS) and consumers, the contractor will be responsible for the reorganization of the current peer-to-peer services and the implementation of a cohesive and collaborative peer-to-peer system. The contractor will be responsible for developing a peer-to-peer delivery system that promotes best practices, shared resources, and advancement opportunities for peers and quality-driven peer-to-peer services for behavioral health consumers. The contractor will also provide up-to-date and nationally recognized practices providing specialized curriculum in the field of peer counseling. The contractor will work in collaboration with BHS programs, the Department of Rehabilitation, other stakeholders and the broader Bay Area community.	07/01/2021	06/30/2026	REGULAR

TOTAL AMOUNT \$48,338,728

Regular/Continuing/Annual Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Queue Management Technology System (QMTS) Support and Maintenance

Funding Source: Airport Operating Funds

PSC Amount: \$350,000

PSC Est. Start Date: 12/01/2020

PSC Est. End Date 11/30/2025

1. Description of Work

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

The San Francisco International Airport ("Airport") requires specialized support and maintenance services for the proprietary Queue Management Technology System (QMTS) installed at Airport security checkpoints. The QMTS creates passenger analytics by measuring passenger frequencies, queue length, wait times, and process times which assist the Airport to make adjustments to improve the efficiency of passenger flow through the terminals. The QMTS is maintained by Airport Electronic Maintenance Technicians for Level 1 support which comprises sensor replacement. Level 2 and above maintenance consists of proprietary software updates, support, monitoring, and help desk services which must be performed by the Contractor's technicians.

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

Specialized expertise are needed to support and maintain the proprietary QMTS infrastructure hardware and software. The QMTS facilitates passenger processing and aiding the traveling public effectively through the terminals during all hours of Airport operation. Denial service may cause flight delays and customer dissatisfaction.

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

The QMTS was brought in through a construction contract. The initial support and maintenance services were provided as part of the construction contract.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for these services.

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

This PSC is for five years to provide continuous long term service and maintenance of the existing software/equipment related to the QMTS.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The City lacks access to the proprietary software. The required work is intermittent in nature, the software updates and equipment maintenance are on a scheduled and as-needed basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The Contractor is required to provide specialized expertise, skills, and knowledge in proprietary QMTS hardware and software. This includes software updates, hardware maintenance, and remote monitoring and diagnostic of QMTS.

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 7287, Sprv Electronic Main Tech; 7318, Electronic

Maintenance Tech; 7329, Electr Maint Tech Asst Sprv; 7430, Asst Electronic Main Tech; 0923, Manager II;

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

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

Airport Electronic Maintenance Technicians will provide Level 1 maintenance to the QMTS, Level 2 and above is proprietary technology and must be performed by the Contractor's technicians.

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

A. Explain why civil service classes are not applicable.

The QMTS is a proprietary system. Level 1 maintenance will be provided by Airport Electronic Maintenance Technicians; however, Level 2 support requires access to the proprietary software, and cannot be performed by civil service classes.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as civil service classes cannot perform the Level 2 support since they do not have access to the proprietary software.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Training is not included in this support and maintenance agreement. Training was provided under the original construction contract.

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

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

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

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

7. Union Notification: On 09/04/2020, the Department notified the following employee organizations of this PSC/RFP request:

Electrical Workers, Local 6; Municipal Executive Association; 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42701 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/02/2020

Receipt of Union Notification(s)

Ricardo Valle (AIR)

From: Cynthia Avakian (AIR)
Sent: Tuesday, September 8, 2020 8:28 AM
To: Ricardo Valle (AIR)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 42701 - 19/20

Thanks,

Cynthia
Tel 650-821-2014

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of cynthia.avakian@flysfo.com
Sent: Friday, September 4, 2020 2:30 PM
To: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Criss@SFMEA.com; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; Christina@SFMEA.com; staff@SFMEA.com; oashworth@ibew6.org; khughes@ibew6.org; Yen Pang (AIR) <Yen.Pang@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 42701 - 19/20

RECEIPT for Union Notification for PSC 42701 - 19/20 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 42701 - 19/20 for \$350,000 for Initial Request services for the period 12/01/2020 – 11/30/2025. 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:

<https://gcc01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F14650&data=02%7C01%7Cricardo.e.valle%40flysfo.com%7C025f58a8bacd4ae8db8908d8540bc66a%7C22d5c2cfce3e443d9a7fdfcc0231f73f%7C0%7C0%7C637351756833432404&reserved=0> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: Construction Management Supplemental Services (CMSS)

Funding Source: Earthquake Safety&Emergency Resp Bond 2020

PSC Amount: \$9,500,000

PSC Est. Start Date: 02/01/2021

PSC Est. End Date 07/21/2027

1. Description of Work

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

Earthquake Safety and Emergency Response (ESER) 2020 is a \$628M bond program consisting of several first responder related components:

1. Emergency Fire Fighting Water System (managed separately by San Francisco Public Utilities Commission (SFPUC))
2. District Police Stations & Support Facilities
3. Neighborhood Fire Stations & Support Facilities
4. 9-1-1- Call Center
5. Disaster Response Facilities

Each of these components under Public Works overall management (No. 2, 3, 4, and 5 with Recreation & Park) contain one or more projects, in total approximately 10-15 distinct and separate projects. Each of these projects will rely on the service provided by the Construction Management Supplemental Services (CMSS) Consultant. SF Public Works is seeking qualified consultants to provide CMSS for the aforementioned array of projects. The service from the consultants will be used to augment City staff on an as-needed basis when the City does not have the capability to address the required specialized expertise during pre-construction, construction and post-construction phases of the projects. CMSS consulting includes but is not limited to: Assisting on Contractor Solicitation, Construction Administration/Document Control; Project Scheduling/Schedule Control; Budgeting/Cost Estimating; and Constructability Review.

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

SF Public Works provides basic service construction management, mostly construction observation and the administrative support that ensures builder conformance to contract requirements. The additional service required to fulfill all aspects of a construction project i.e. the proposed work of the Construction Management Supplemental Services (CMSS), are not aspects of service that SF Public Works can provide. SF Public Works has no intention to develop competency in the additional services areas of CMSS as they require the acquisition of skilled senior-level individuals to develop and lead the capability to provide these services. Such individuals are generally unavailable to the City to hire. Denial of this service would severely impair the City's ability to adequately track and assess the performance of a project's builder and put the City at a distinct disadvantage in holding builders accountable, and as a result compromise the successful delivery of the project. In addition, denial of this service would negatively impact the City's readiness to have these essential facilities available and operational to respond to a major earthquake or other disaster.

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

The City's General Obligation bond funded programs have typically relied on Construction Management Supplemental Services (CMSS) to provide the additional service necessary to the effective delivery of capital projects. This service has been provided under PSC#41211-14/15 approved on 9/15/14 for the Traffic Company and Forensic Service Division Facility; PSC#42862-13/14 approved on 2/3/14 for the Office of the Chief Medical Examiner; PSC#4093-10-11 approved on 3/21/11 for the Public Safety Building and selected neighborhood fire stations.

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 Earthquake Safety and Emergency Response (ESER) 2020 bond program has several major components and many projects among the components. While the current expectation is to deliver the projects within 5 years, exigent circumstances may intrude to lengthen the scheduled duration of some projects, resulting in a possible request for modification beyond the 5 years. These circumstances could include a City department's decision to stagger projects among existing facilities within a component to lessen disruption to a department's services to residents. It could also include extended duration of a project's development phase, permitting, and/or the construction phase, due to unanticipated, unavoidable delays in any of these phases. The selected Construction Management Supplemental Services (CMSS) consultant will be needed throughout the duration of active project(s) to ensure their success.

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 Earthquake Safety and Emergency Response (ESER) 2020 bond program intends to deliver all projects within a six-year period and requires specialty expertise in cost estimating, scheduling, constructability review/analysis, claim/risk management, and construction administration/document control during the pre-construction and construction phases of an array of first responder related projects. The scope of service from the Construction Management Supplemental Services (CMSS) consultant(s) is meant to provide services not typically provided by City Staff. These services are applied on an as needed basis and will vary according to the complexity, duration, and other circumstances of projects. Due to the aggressive schedule of ESER 2020 projects' delivery, a significant amount of personnel resources with specialized expertise makes it more practical to utilize an outside consultant team to deliver corresponding services, instead of adopting new civil service classifications, soliciting, and hiring new employees to perform these tasks.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialized expertise in Contractor Solicitation (with experience and knowledge in assisting in the procurement of Construction Manager/General Contractor (CM/GS) type of projects that utilize alternative project delivery methods, with proficiency in reviewing pre-qualification and trade package submittals of the CM/GC); Budgeting and Cost Estimating (be familiar with the SF bidding environment for the public sector, e.g. market trends/conditions that affect escalation, and labor/equipment/material resource availability; Project Scheduling (be experienced in utilizing the variety of scheduling platforms for all scheduling reviews and analysis of multiple activities); Constructability Review and Analysis (be knowledgeable in evaluating CM/GCs and General Contractors delivered Value Engineering measures); Construction Administration and Document Control, Quality Assurance and Construction Inspection, and Risk Management applicable to district police stations, neighborhood fire station projects, and other first responder and/or disaster response facilities.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector; 6331, Building Inspector; 6333, Senior Building Inspector; 6334, Chief Building Inspector;

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

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

SF Public Works Director of Bureau of Construction Management has reviewed the Construction Management Supplemental Services (CMSS) scope of service and confirmed that several positions do not exist in Civil Service, i.e. Scheduling Engineers, Cost Estimators, Constructability Review Specialists, Claim/Risk Management Specialists, etc, Civil

Service classifications will be utilized where practicable and when the resources are available. The CMSS consultants' services will be used to augment City staff on an as-needed 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 classifications are in part applicable, however the schedule, complexity and the size of the Earthquake Safety and Emergency Response (ESER) 2020 bond program requires a significant application of personnel with experience and expertise in cost estimating, scheduling, constructability review/analysis, claim/risk management, construction administration/document control that is typically unavailable from City staff. As indicated, this Construction Management Supplemental Services (CMSS) consulting contract will address the need for specialized expertise and peak workloads during the pre-construction and construction phases of the bond program projects. City staff are to be integrated as appropriate. City staff, specifically the bond project managers, will be responsible for directing the work of the CMSS consultants.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The schedule for the delivery of the bond program's projects does not allow for the creation of new Civil Service classifications to perform the described areas of service, the solicitation and the hiring of interested individuals. The Construction Management Supplemental Services (CMSS) initiation of service must occur in the first quarter of 2021.

6. Additional Information

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

No.

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

No. The Construction Management Supplemental Services (CMSS) consultants will not train City and County employees because the services are only needed for the duration of the Earthquake Safety and Emergency Response (ESER) 2020 projects and earning mastery sufficient to perform these services with City employees would require more time and training than the duration of ESER 2020 projects would provide.

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 08/20/2020, the Department notified the following employee organizations of this PSC/RFP request:

Building Inspectors - 6331, 6333; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 49 South Van Ness Ave, Suite 1600 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49292 - 20/21

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 11/02/2020

Civil Service Commission Action:

Receipt of Union Notification(s)

Sy, Don (DPW)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
Sent: Thursday, August 20, 2020 4:28 PM
To: Burns, Alexander (DPW); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Sy, Don (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49292 - 20/21

RECEIPT for Union Notification for PSC 49292 - 20/21 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 49292 - 20/21 for \$10,000,000 for Initial Request services for the period 02/01/2021 – 07/21/2027. 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/15359> 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

Sy, Don (DPW)

From: Donnelly, Edward (DBI)
Sent: Monday, October 5, 2020 1:45 PM
To: Sy, Don (DPW); sfbia14@gmail.com; mleach@ibt856.org
Cc: Walls, Mark (DBI)
Subject: RE: Union Notification for PSC for Construction Management Supplemental Services (CMSS)

Good Afternoon Don,
I had spoken to Mark Leach, our Teamsters 856 representative, earlier this afternoon and neither one of us has an issue with the PSC. There is no reason for further review or an extension and you are welcome to pursue the PSC implementation. Thank You.

Stay Calm, Stay Healthy and Stay Away.

Edward T. Donnelly

Disaster Preparedness

Department of Building Inspection

49 South Van Ness Ave

Suite # 400 - Room. #435

San Francisco, CA 94103

O. (628) 652-3435

C. (415) 916-1354

edward.donnelly@sfgov.org

From: Sy, Don (DPW) <don.sy@sfdpw.org>
Sent: Monday, October 5, 2020 11:38 AM
To: Donnelly, Edward (DBI) <edward.donnelly@sfgov.org>; sfbia14@gmail.com; mleach@ibt856.org
Subject: RE: Union Notification for PSC for Construction Management Supplemental Services (CMSS)

Good afternoon,

I was wondering if you would be able to grant a 30 day waiver for this PSC? The PSC was submitted in the system August 20, 2020 but I didn't realize your emails were not in the system under your union so you were not notified at that time. Please let me know if you would be able to waive or if the full 30 days is needed for review. Thank you for your help.



Don Sy

Contract Administration

San Francisco Public Works | City and County of San Francisco

P: (628) 271-3137 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103

sfpublicworks.org · twitter.com/sfpublicworks

From: Sy, Don (DPW)
Sent: Monday, September 28, 2020 3:29 PM

To: Donnelly, Edward (DBI) <edward.donnelly@sfgov.org>; sfbia14@gmail.com; mleach@ibt856.org

Subject: Union Notification for PSC for Construction Management Supplemental Services (CMSS)

Good afternoon,

Please find attached, the PSC request form and receipt for PSC 49292-20/21 for Construction Management Supplemental Services (CMSS).

Thank you,



Don Sy
Contract Administration

San Francisco Public Works | City and County of San Francisco
P: (628) 271-3137 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103
sfpublicworks.org · twitter.com/sfpublicworks

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW Dept. Code: DPWType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Specialized Construction Management Support Services - TCFSD FacilityFunding Source: General Obligation Bond Sales PSC Duration: 4 years
PSC Amount: \$4,000,000 PSC Est. Start Date: 01/01/2015 PSC Est. End Date: 12/31/2018**1. Description of Work****A. Scope of Work:**

Department of Public Works (DPW) is seeking a team of qualified consultants to provide construction management support services to the City staff to address the specialized expertise and temporary peak workloads during the pre-construction and construction phases services of the new Traffic Company & Forensic Services Division (TC&FSD) facility. Services include, but are not limited to, budgeting and cost estimating, construction scheduling, constructability reviews, construction administration, and LEED/sustainable building construction management.

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

Specialized CM Support Services including, but not limited to expertise in forensic laboratory construction, will significantly minimize risks of exceeding project schedules and budgets due to unforeseen conditions and constructability issues. The denial of use of specialized services and supplemental staff to address peak workloads poses the risk of not meeting program objectives, and may cause the project that is part of the Earthquake Safety and Emergency Response Program to be delivered above the established budgets and behind the schedule.

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

Similar services were provided under PSC#4093-10/11 approved on 3/21/2011 for the Public Safety Building, PSC#4087-07/08 approved on 1/22/2008 for San Francisco General Hospital, PSC#4269-00/01 approved on 9/18/2000 for Laguna Honda Hospital Replacement Program, and PSC#42862-13/14 approved on February 11, 2014 for the Office of Chief Medical Examiner. However... see attached PSC Additional Response

D. Will the contract(s) be renewed? No**2. Union Notification:** On 07/21/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 41211 - 14/15

DHR Analysis/Recommendation:

09/15/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 09/15/2014

Page 09/15/2014

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Specialized expertise in Cost Estimating, Scheduling, Constructability Analysis, and Sustainable Building Construction Management applicable to construction of San Francisco Police Department (SFPD) Traffic Company and Forensic Services Division comprising of crime investigation and identification units, crime laboratories, associated lab support, and administration spaces. Please note that 50% of this facility is for laboratory functions. Experience in meeting ... see attached Additional Reponse.

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

5201,6318,5203,

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:

Permanent civil service employees do not possess the experience and specialized expertise in construction management support services of delivering a new forensic services facility.

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

No. These highly technical and specialized services for the delivery of a new forensic services facility are needed once every 30 to 50 years.

5. Additional Information (if "yes", attach explanation)**YES NO**

- | | | |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?
Risk management techniques... see attached Additional Reponse. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 07/21/2014 BY:

Name: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA

PSC Additional Response:

- 1C. 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):

Similar services were provided under PSC#4093-10/11 approved on 3/21/2011 for the Public Safety Building, PSC#4087-07/08 approved on 1/22/2008 for San Francisco General Hospital, PSC#4269-00/01 approved on 9/18/2000 for Laguna Honda Hospital Replacement Program, and PSC#42862-13/14 approved on February 11, 2014 for the Office of Chief Medical Examiner. However, this is the first time CMSS services for a new forensic services facility has been requested by Public Works. This service requires specialized expertise that is needed intermittently.

- 3A. Specify required skills and/or expertise:

Specialized expertise in Cost Estimating, Scheduling, Constructability Analysis, and Sustainable Building Construction Management applicable to construction of San Francisco Police Department (SFPD) Traffic Company and Forensic Services Division comprising of crime investigation and identification units, crime laboratories, associated lab support, and administration spaces. Please note that 50% of this facility is for laboratory functions. Experience in meeting accreditation (American Society of Crime Laboratory Directors - ASCLD/LAB) requirements for crime laboratory facilities high security features to control chain-of-custody for evidence to be presented in court, and expertise in achieving Leadership in Energy & Environmental Design (LEED) Gold rating for laboratory facilities.

- 5B. Describe Training including number of hours. Indicate occupational type of City & County employees to receive training:

Risk management techniques for capital projects - 8 hours. 5 Architects and Engineers

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW Dept. Code: DPWType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Specialized Construction Management Support Services - OCME FacilityFunding Source: General Obligation Bond Sales PSC Duration: 2 years 39 weeksPSC Amount: \$1,600,000 PSC Est. Start Date: 04/01/2014 PSC Est. End Date: 12/31/2016**1. Description of Work****A. Scope of Work:**

Department of Public Works (DPW) is seeking a team of qualified consultants to provide construction management support services to the City staff to address the specialized expertise and temporary peak workloads during the pre-construction and construction phases services of the new Office of Chief Medical Examiner (OCME) facility. Services include, but are not limited to, budgeting and cost estimating, construction scheduling, constructability reviews, construction administration, and Leadership in Energy & Environmental Design (LEED)/sustainable building construction management.

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

Specialized Construction Management Support Services (CMSS) including, but not limited to, expertise in autopsy complexes and forensic laboratory construction, will significantly minimize risks of exceeding project schedules and budgets due to unforeseen conditions and constructability issues. The denial of use of specialized services and supplemental staff to address peak workloads poses the risk of not meeting program objectives, and may cause the project that is part of the Earthquake Safety and Emergency Response Program to be delivered above the established budgets and behind the schedule.

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

This type of service was provided under PSC#4093-10/11 approved on 3/21/2011 for the Public Safety Building, PSC#4087-07/08 approved on 1/22/2008 for San Francisco General Hospital, and PSC#4172-07/08 approved 6/16/2008 for Laguna Honda Hospital Replacement Program. This service requires specialized expertise that is needed intermittently.

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

2. Union Notification: On 12/09/2013, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 42862 - 13/14

DHR Analysis/Recommendation:

02/03/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 02/03/2014

Page 02/03/2014

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
See attached document titled PSC Attachment.

B. Which, if any, civil service class(es) normally perform(s) this work?
5201,5207,6318,5504,5203,

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:

Permanent civil service employees do not possess the experience and specialized expertise in construction management support services of delivering a new medical examiner facility.

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

No. These highly technical and specialized services for the delivery of a new medical examiner facility are needed once every 30 to 50 years.

5. Additional Information (if "yes", attach explanation)**YES NO**

- | | | |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?
Risk management techniques for capital projects: 8 hours, Architects | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 01/08/2014 BY:

Name: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA

PSC Attachment:

Specify required skills and/or expertise:

Specialized expertise in Cost Estimating, Scheduling, Constructability Analysis, and Sustainable Building Construction Management applicable to construction of medical examiner facility with autopsy, toxicology/histology laboratory, associated lab support, and administration spaces. 80% of this facility is for laboratory functions. Experience in meeting accreditation requirements for Medical Examiner facilities, cross contamination, high security features to control chain-of-custody for evidence to be presented in court, and including biohazard isolation and expertise in achieving LEED Gold rating for laboratory facilities.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

March 28, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4086-10/11
THROUGH 4094-10/11; 4024-09/10; 4021-07/08; AND 4171-07/08.**

At its meeting of March 21, 2011 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #4089-10/11 to the meeting of April 4, 2011 due to lack of vote for action. (Quorum consisted of three Commissioners and concurrence of all three needed for action; Commissioner Seitz Gruell recused, making only two votes available.)
- (2) Withdraw PSC #4090-10/11 at the request of the Municipal Transportation Agency.
- (3) Postpone PSC #4092-10/11 to the meeting of April 18, 2011 at the request of the Public Utilities Commission.
- (4) Adopt the report; Approve request for PSC #4093-10/11 on the condition that one Bureau of Construction Management (BCM) employee be provided by BCM for two months at no cost to the ESER Program during the 2012-13 budget year. Notify the Office of the Controller and the Office of Contract Administration.
- (5) Adopt the report; Approve request for PSC #4094-10/11 on the condition that the Treasurer/Tax Collector consult with IFPTE Local 21 in efforts to transfer knowledge and research techniques in so far as possible; Report back to the Commission in six (6) months. Notify the Office of the Controller and the Office of Contract Administration.
- (6) Adopt the report; Approve request for PSC #4021-07/08 on the condition that existing vacant OLSE positions be filled and that there are no cuts to OLSE staff, and that this matter be revisited and reviewed in six (6) months. Notify the Office of the Controller and the Office of Contract Administration.
- (7) Adopt the report as verbally amended from Yes to No in 5E; Approve request for PSC #4171-07/08 on the condition that a minimum of eighteen BCM personnel will be trained in the JOC unit price information for future use. Notify the Office of the Controller and the Office of Contract Administration.
- (8) Adopt the report; Approve request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

RECEIVED
OFFICE OF THE
CONTROLLER

11 MAR 30 AM 11:46

RECEIVED

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

*

CSC Notice of Action
March 28, 2011
Page 2

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

CIVIL SERVICE COMMISSION



ANITA SANCHEZ
Executive Officer

Attachment

c: Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Human Resources Director
Carino Carlos, Department of Public Works
Gordon Choy, Department of Public Works
Marie de Vera, Department of Human Resources
Oliver Hack, Mayor's Office of Housing
Kan Htun, Art Commission
Shamica Jackson, Public Utilities Commission
Florence Kyaun, Public Utilities Commission
Joan Lubamersky, General Services Agency
Maria Ryan, Department of Human Resources
Tajel Shak, Treasurer/Tax Collector
Shawn Wallace, San Francisco Police Department
Commission File
Chron

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DPW
CONTRACT ADMINISTRATION

POSTING FOR

3/21/2011

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
*4093-10/11	90	Public Works	Regular	\$6,700,000	Two contracts will be awarded to furnish construction management support services to City staff to address specialized expertise and temporary peak workloads for pre-construction and construction phase services for cost estimating, construction scheduling, constructability review, construction administration, construction inspections services, LEED/sustainable building construction management, and existing building forensic investigations for projects of the Earthquake Safety and Emergency Response (ESER) Bond Program, including the Public Safety Building, selected neighborhood fire stations, and selected projects of the Auxiliary Water Supply System.	4/25/2011 - 1/1/2017
4094-10/11	08	Treasurer/Tax Collector	Regular	\$100,000	A consultant will be engaged to assist the Treasurer-Tax Collector in implementing a Request for Proposals process for banking services that will result in a contract for bank services for the City and County of San Francisco.	3/21/2011 - 12/31/2012

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DPA
CONTRACT ADMINISTRATIONS

PERSONAL SERVICES CONTRACT SUMMARYDATE: February 14, 2011DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90TYPE OF APPROVAL: ☐ EXPEDITED ☒ REGULAR (OMIT POSTING _____)
☐ CONTINUING ☐ ANNUALTYPE OF REQUEST:
☒ INITIAL REQUEST ☐ MODIFICATION (PSC# _____)TYPE OF SERVICE: Specialized Construction Management Support ServicesFUNDING SOURCE: General Obligation Bond SalesPSC AMOUNT: \$6,700,000 PSC DURATION: April 25, 2011- January 1, 2017**1. DESCRIPTION OF WORK****A. Concise description of proposed work:**

Two contracts will be awarded to furnish construction management support services to City staff to address specialized expertise and temporary peak workloads for pre-construction and construction phase services for cost estimating, construction scheduling, constructability review, construction administration, construction inspections services, LEED/sustainable building construction management, and existing building forensic investigations for projects of the Earthquake Safety and Emergency Response (ESER) Bond Program, including the Public Safety Building, selected neighborhood fire stations, and selected projects of the Auxiliary Water Supply System.

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

Specialized CM Support Services and existing-building forensic investigation will significantly minimize risks of exceeding project schedules and budgets due to unforeseen hidden conditions and constructability issues. The denial of use of specialized services and supplemental staff to address peak workloads poses the risk that program goals will not be met, and cause projects that are part of the Earthquake Safety and Emergency Response Program to not be delivered in accordance with established budgets and schedules.

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

These specialized services have not been provided previously for the Public Safety Building or a similar Program of Essential Services Facilities.

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):

Local 21 Carina Carlos 2/15/11
Union Name Signature of person mailing/faxing form Date

RFP sent to Local 21, on 11/10/10 Carina Carlos for Jim Baker
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized expertise in Cost Estimating, Scheduling, Constructability Analysis, Sustainable Building Construction Management, and Existing-Building Forensic Investigations across a variety of project types that include new buildings, major and minor building alterations, and seismic improvement of the dedicated to fire-fighting high-pressure city-wide water system infrastructure. To avoid unanticipated program delays that could impair public safety, exceptional accuracy and precision in the above listed specialized skills particularly in renovation of multiple existing facilities in a dense, zero lot line, urban environment are required. Services provided by a Licensed Engineer or a Registered Architect in the State of California is highly-desirable and pertinent to the Program's success.

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

Resident Engineers and Construction Managers at DPW Bureau of Construction Management (BCM) normally provide services to perform core competencies of general construction management such as Construction Administration and Document Planning/Control. The construction management workload for certain ESER projects will exceed the capacity of staff at DPW BCM. Construction Administration and Document Planning tasks on individual neighborhood Fire Station projects may be performed by the Engineer Series (5201 – 5241);

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

Yes. Existing-Building Forensic Investigation will require special equipment and apparatus for explorative and investigative purposes.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Permanent civil service employees do not possess the experience and specialized expertise in interdisciplinary coordination and delivery of the indicated services, which are beyond the core competencies of construction management. Timely delivery of Earthquake Safety and Emergency Response projects is critical for essential firefighting facilities and the Public Safety Building, but may be challenged by peak work load at Bureau of Construction Management.

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

No. The specialized expertise for these building types is needed on an intermittent basis.

ADDITIONAL INFORMATION (if "yes," attach explanation)

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

Yes

No

☐☒

B. Will the contractor train City and County employees?

☒☐

- Describe the training and indicate approximate number of hours.

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

Constructability reviews and lesson learned seminars for about 8 architects, engineers, and construction management staff. Five seminars (1 per year) = 40 employees.

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

☐☒

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

☐☒

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

☐☒

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

☐☐

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

Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address
Page 25

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Temporary Staffing Services for Architectural Drafting Work

Funding Source: Departmental Work Order

PSC Amount: \$1,800,000

PSC Est. Start Date: 09/21/2020

PSC Est. End Date 09/21/2025

1. Description of Work

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

Public Works (DPW) is submitting a brand new PSC Request for As-Needed Temporary Staffing Services for Architectural Drafting work. The original PSC authority was approved last August 5, 2019 and due to new Contract regulations mandated by the Mayor for awarding process of DPW and re-prioritization of projects at the onset of the COVID 19 Pandemic, the Department could not execute an award within a year of the original PSC approval date.

The As-Needed Temporary Staffing Services contract for architectural drafting work was competitively procured through a Request for Qualifications ("RFQ"), Sourcing Event ID 0000003500 issued on January 27, 2020, in which DPW selected a Consultant, Dabri, Inc., as the highest qualified scorer pursuant to the RFQ. The scope of work remains the same as original PSC authority: Temporary staffing services for architectural drafting work on an as-needed basis, to supplement the in-house Architects for various public building or landscaping projects. The Consultant will provide temporary staffing to perform architectural drafting and related work under the direction of Public Works' in-house Building or Landscape Architects.

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

The as-needed contracts will only be utilized when Public Works cannot provide the services in a timely manner due to unavailability of staff or when drafting services are needed. If services cannot be provided in a timely manner, the City's ongoing operations will be impacted and thereby cause delay to the provision of services necessary for the public interest.

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

This service was provided through a subconsultant under the as-needed Architectural professional contracts. Most recent personnel services contract approval number is PSC 41026-15/16.

D. Will the contract(s) be renewed?

No

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

The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts. All contracts will have 5 year term.

2. Reason(s) for the Request

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

☒ 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:

Occasionally, the City may request a quick turn-around project that was not anticipated and not scheduled in the current work load or staffing projections. At these times, this service may be utilized to supplement the in-house team on a temporary as-needed basis. This service will only be utilized on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Agency must have a minimum of 10 years of experience in recruiting and placing temporary staff for as-needed architectural drafting work. Architectural drafters must have knowledge and expertise in traditional drafting, computer aided drafting, AutoCAD Architecture software, Revit software, and/or Building Information Modeling (BIM). Drafters must have minimum 3 to 4 years of experience in architectural drafting, which includes but is not limited to Site Plans, Floor Plans, Exterior Elevations, Building Sections, Construction Details, Door & Window Schedules, and possibly Renderings. For Landscape Architectural drafting, this would include, but is not limited to Grading and Drainage Plans, Irrigation Plans, and Planting Plans, based on sketches given by lead Landscape Architectural Designers. Workers must also have a baccalaureate degree in Architecture or Landscape Architecture or a Masters Degree in Architecture or Landscape Architecture.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5272, Landscape Architect Assoc 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

The Department has recruited and hired more people for above civil service classes. As-needed temporary contract services will only be utilized when and if the work cannot be prudently performed by internal staff, particularly during times of heavy work loads or critical deadlines that cannot be fully staffed in house.

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

- A. Explain why civil service classes are not applicable.
These are temporary as-needed contract services only. They will only be utilized when the following conditions exist:
- The Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest, or
 - Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil Service classes already exist. The services are only going to be utilized on an asneeded, temporary basis.

6. Additional Information

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

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

7. **Union Notification:** On 09/02/2020, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 49 South Van Ness Ave. Suite 1600 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45449 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/02/2020

Receipt of Union Notification(s)

From: thr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Macaranas, Belle \(DPW\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Burns, Alexander (DPW); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Macaranas, Belle (DPW); DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45449 - 20/21
Date: Wednesday, September 2, 2020 3:00:34 PM

RECEIPT for Union Notification for PSC 45449 - 20/21 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 45449 - 20/21 for \$1,800,000 for Initial Request services for the period 09/21/2020 – 09/21/2025. 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/15432> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Temporary Staffing Services for Architectural Drafting Work

Funding Source: Departmental Work Order

PSC Amount: \$1,800,000

PSC Est. Start Date: 07/01/2019

PSC Est. End Date 12/31/2025

1. Description of Work

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

Temporary staffing services for architectural drafting work on an as-needed basis, to supplement the in-house Architects for various public building or landscaping projects. The Consultant will provide temporary as-needed drafting staff to perform architectural drafting and related work under the direction of Public Works' in-house Building or Landscape Architects.

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

The as-needed contracts will only be utilized when Public Works cannot provide the services in a timely manner due to unavailability of staff or when drafting services are needed. If services cannot be provided in a timely manner, the City's ongoing operations will be impacted and thereby cause delay to the provision of services necessary for the public interest.

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

This service was provided through a subconsultant under the as-needed Architectural professional contracts. Most recent personnel services contract approval number is PSC 41026-15/16.

D. Will the contract(s) be renewed?

No.

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

The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts. All contracts will have 5 year term.

2. Reason(s) for the Request

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

☒ 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:

Occasionally, the City may request a quick turn-around project that was not anticipated and not scheduled in the current work load or staffing projections. At these times, this service may be utilized to supplement the in-house team on a temporary as-needed basis. This service will only be utilized on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Agency must have a minimum of 10 years of experience in recruiting and placing temporary staff for as-needed architectural drafting work. Architectural drafters must have knowledge and expertise in traditional drafting, computer aided drafting, AutoCAD Architecture software, Revit software, and/or Building Information Modeling (BIM). Drafters must have minimum 3 to 4 years of experience in architectural drafting, which includes but is not limited to Site Plans, Floor Plans, Exterior Elevations, Building Sections, Construction Details, Door & Window Schedules, and possibly Renderings. For Landscape Architectural drafting, this would include, but is not limited to Grading and Drainage Plans, Irrigation Plans, and Planting Plans, based on sketches given by lead Landscape Architectural Designers. Workers must also have a baccalaureate degree in Architecture or Landscape Architecture or a Masters Degree in Architecture or Landscape Architecture.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5272, Landscape Architect Assoc 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Department has recruited and hired more people for above civil service classes. As-needed temporary contract services will only be utilized when and if the work cannot be prudently performed by internal staff, particularly during times of heavy work loads or critical deadlines that cannot be fully staffed in house.

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

- A. Explain why civil service classes are not applicable.
These are temporary as-needed contract services only. They will only be utilized when the following conditions exist: • The Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest, or • Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil Service classes already exist. The services are only going to be utilized on an as-needed, temporary basis.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Since these services are only going to be utilized on an as-needed basis and most of the existing staff is already skilled in these services, there is no need to provide training to existing staff.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

7. Union Notification: On 06/04/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market Street 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47230 - 18/19

DHR Analysis/Recommendation:

action date: 08/05/2019

Commission Approval Required

Approved by Civil Service Commission

08/05/2019 DHR Approved for 08/05/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Architectural Design Services

Funding Source: Departmental Work Orders

PSC Amount: \$10,000,000

PSC Est. Start Date: 03/01/2016

PSC Est. End Date 03/01/2022

1. Description of Work

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

Architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities. We intend to award 2 as-needed contracts with Federal Transit Administration (FTA) federal procurement requirements for San Francisco Municipal Transportation Agency (SFMTA) projects and 3-4 contracts for Public Works with local procurement requirements.

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

The as-needed contracts will only be utilized when Public Works cannot provide the services in a timely manner due to unavailability of staff or when specialty services are required. If services cannot be provided in a timely manner the City's ongoing operations will be impacted and thereby cause delays to the provision of services necessary for the public interest.

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 in the past through PSC 4095-09/10.

D. Will the contract(s) be renewed?

No.

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

Public Works' as-needed contract durations cannot exceed 5 years. The duration of this PSC exceeds 5 years to account for additional time for advertising, evaluations, and negotiations prior to award of a contract.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required. Certain federal or state grants require utilization of specialized contract services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Professional architectural services typically required for building projects in the public sector; services of licensed sub-consultants with expertise including but not limited to the following disciplines: historic preservation, civil, structural, electrical, mechanical/plumbing, resource efficiency with availability

of Leadership in Energy & Environmental Design (LEED) Accredited Professionals, LEED Compliance, elevator, fire protection, code compliance, waterproofing, roofing, landscape architecture, and facilities' furnishings/ interior design.

B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5215, Fire Protection Engineer; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5272, Landscape Architect Assoc 2; 5274, Landscape Architect;

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?

Department has recruited and hired more people for above civil service classes. As-needed contract services will only be utilized when and if the work cannot be prudently performed by internal staff.

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

A. Explain why civil service classes are not applicable.

These are as-needed contract services only. They will only be utilized when the following conditions exist: • The Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest. • Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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 only going to be utilized on an as-needed basis.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No training is needed since this service will only be utilized when the Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest, or specialized services are required that are not available internally.

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.
As there will be a few Federal contracts procured for this service, we will not be able to implement Local Procurements, according to FTA Circular 4220.1F Chapter II,2.a. (1)(a): "States. When procuring property and services under a grant or cooperative agreement, a State may use the same procurement policies and procedures that it uses for acquisitions not financed with Federal assistance. At a minimum, the State must comply with the federally mandated requirements on contract term limitations for revenue vehicle purchases, competition, prohibitions against geographic preferences, procurement of architectural engineering (A&E) services, and awards to responsible contractors. The State must also ensure that each purchase order and contract financed with FTA assistance includes all provisions required by Federal statutes and their implementing regulations." FTA Circular Website:
http://www.fta.dot.gov/legislation_law/12349_8641.html

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 01/11/2016, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21, Prof & Tech Eng, Local 21,

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

Name: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41026 - 15/16

DHR Analysis/Recommendation:

action date: 03/07/2016

Commission Approval Required

Approved by Civil Service Commission

03/07/2016 DHR Approved for 03/07/2016

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: Study of Minority Owned Business and Women Owned Business

Funding Source: General Fund

PSC Duration: 2 years 33 weeks

PSC Amount: \$500,000

1. Description of Work

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

The Contract Monitoring Division (CMD) seeks to retain services to perform an Availability and Utilization Study of minority-owned and women-owned businesses.

San Francisco adopted a M/WBE program on April 2, 1984 to address the City's own participation in discrimination against minority-and women-owned businesses. In response to the lawsuit of Coral Construction against the City which prohibited imposition of race- and gender- conscious contract requirements, the City implemented a race-neutral Local Business Enterprise (LBE) program in 2006 and assigns LBE requirements on many of its City-funded contracts.

The Study will be used to aid the City in evaluating and improving its current program. The results and recommendations may be used as a reference document in the creation of new directives, standards, and practices.

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

The results and outcome of the study will assist the City and County of San Francisco assess the need for changes in policies and practices. The results will allow agencies to formulate a plan if it is determined that procedural changes or expansion, or new programs are required. Denial of the request for the Study will hinder efforts designed to improve the effectiveness of the current LBE program.

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

These services have not been provided in the past.

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The knowledge, skills and abilities required to produce this study are highly specialized.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Performance of the work requires extensive expertise and experience conducting complex financial and statistical analysis in the areas of contracting and affirmative action in compliance with Federal law, state, and local laws
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 2992, Contract Compliance Officer 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

These specialized resources are not available from other City departments.

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

- A. Explain why civil service classes are not applicable.
No civil service classes have the requisite knowledge, skills and abilities.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This is a short term, one-time project.

6. Additional Information

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

7. Union Notification: On 09/01/2020, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

Name: 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# 40355 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 11/02/2020

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\)](mailto:Lubamersky.Joan.ADM); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Lubamersky, Joan \(ADM\)](mailto:Lubamersky.Joan.ADM); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR(HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 40355 - 20/21
Date: Tuesday, September 1, 2020 5:17:09 PM

RECEIPT for Union Notification for PSC 40355 - 20/21 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 40355 - 20/21 for \$500,000 for Initial Request services for the period 11/04/2020 – 06/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15479> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 49331 - 17/18)

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

Type of Service: Telephonic and interpreter/translation services available 24/7/365

Funding Source: General fund

PSC Original Approved Amount: \$5,000,000

PSC Original Approved Duration: 06/01/18 - 06/30/22 (4 years 4 weeks)

PSC Mod#1 Amount: \$2,499,999

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$2,475,000

PSC Mod#2 Duration: 06/01/18-05/30/24 (1 year 47 weeks)

PSC Cumulative Amount Proposed: \$9,974,999

PSC Cumulative Duration Proposed: 6 years

1. Description of Work

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

Contractor(s) will provide 1) a single, toll-free 800 telephone number for participating City departments to access telephonic language interpretation services in Core Languages and must be available 24 hours a day, 365 days of the year; 2) document translation or other non-telephonic language services; and/or

3) Community Interpreter Training and language proficiency assessment. All language services will be performed by individuals who are certified by the State of California Certified and/or American Standards for Testing and Materials or for legal and medical interpretation. Core Languages will be defined as Chinese (Cantonese and Mandarin), Spanish, Filipino (Tagalog), Russian, and Vietnamese. Additionally, other languages may be included as needs emerge. Contractor services will only be used when a City employee is not available to conduct the interpretation/translation work or when legal needs require an interpreter/translator who is certified and therefore less open to potential legal challenges.

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

These services are required by Federal and State Law, Title V1 of the Civil Rights Act of 1964, and specifically by the San Francisco Language Access Ordinance (LAO), which was adopted by the Board of Supervisors and signed into law by the Mayor on June 15 2001, and amended by the Board and approved by the Mayor in August 2009 and in February of 2015. Chapter 91 of the City's Administrative Code requires all city departments to provide the same level of service to Limited English Speaking Persons (LESP) as they provide to English Speakers in each language that meets certain language thresholds. Requirements cover access, translation of materials, interpreter and translated notices for public meetings and hearings, interpretation, protocols for crisis and emergency situations, complaints bilingual services and staffing, and other requirements. Denial would result in non-compliance with Federal, State, and local laws, additionally making

implementation of Chapter 91 very difficult for most City departments, and departments doing so without these services may incur significant costs or be subject to liability.

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

By contract

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

Yes.

- 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:

Language line and interpretation services is an ongoing need for the City as mandated by the San Francisco Language Access Ordinance (LAO, Administrative Code Chapter 91). Since 2009, the LAO has been amended three times, increasing the responsibility of City departments to provision mandated language services for residents and the Office of Civic Engagement & Immigrant Affairs (OCEIA) to oversee compliance, data reporting and complaints. Over 40 different languages are spoken in San Francisco. Demand for language assistance in Chinese, Spanish, Filipino and other languages has increased tenfold since 2009. While City departments have tried to keep up with the demand using current bilingual employees, during crisis, emergency and public safety situations, this has been difficult especially currently, during COVID-19. The use of contractors is required to fill gaps when existing bilingual employees are not available for telephonic and interpretation services. Due to the COVID-19 pandemic, the current amount in this PSC is insufficient to cover the needs of all City departments and will be exhausted within the next few months. Extending this agreement will allow OCEIA to conduct a needs assessment and plan for the provisioning of expanded language services to meet future demand.

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).
- ☒ Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.
- ☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

Specialized expertise in multiple languages required Services are as needed Legal/regulatory requirements for certification in some cases Vendor may provide dual-handset analog phones, video-conferencing equipment, listening devices and other language translation equipment

- B. Reason for the request for modification:

To add funds and duration

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: (1) Certification by the State of California Certified and/or American Standards for Testing and Materials; (2) Trained in customer service skills; (3) Certified for legal and medical interpretation; and, (4) Trained in specific knowledge areas specified by the City of San Francisco, including cultural and linguistic competency.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1324, Customer Service Agent; 1326, Customer Service Agent Supv; 1408, Principal Clerk; 1410, Chief Clerk; 1823, Senior Administrative Analyst; 1840, Junior Management Assistant; 1842, Management Assistant; 2586, Health Worker 2; 2903, Eligibility Worker; 8177, Attorney (Civil/Criminal); 0922, Manager I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, this may include dual-handset analog phones, video-conferencing equipment, listening devices and other language interpretation or translation 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.
Work is sporadic, as needed or emergency. Additionally, bilingual certification by the Department of Human Resources (DHR) is only a test for basic oral and written fluency in select language categories. DHR certification is not accepted by the State and subject to legal challenge if interpretation is subpoenaed or challenged in legal proceedings. There is currently no single civil service class that can perform all of the required work with the combination of skills, expertise and knowledge. This work requires expert skill and sensitivities. A small number of qualified contractors can perform the work and achieve economies of scale.
- 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 skills required for this work are too specialized and specific needs or languages may change.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No training will be provided
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

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

No.

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

Five vendors currently do this work under contract with the dept

7. **Union Notification:** On 07/27/20, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous; Municipal Executive Association; Municipal Attorney's Association; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49331 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/02/2020

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [\(mailto:Lubamersky, Joan \(ADM\); Meyers, Julie \(HSA\); Ricardo.lopez@sfgov.org; Basconcillo, Katherine \(PUC\); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee \(HSA\); david.canham@seiu1021.org; jtanner940@aol.com; Criss@SFMEA.com; camaguey@sfmea.com \(contact\); Christina@SFMEA.com; staff@SFMEA.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR \(HRD\)\)](mailto:Lubamersky, Joan (ADM); Meyers, Julie (HSA); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Criss@SFMEA.com; camaguey@sfmea.com (contact); Christina@SFMEA.com; staff@SFMEA.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Modification Request to PSC # 49331 - 17/18 - MODIFICATIONS
Date: Monday, July 27, 2020 4:49:16 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$2,475,000 for services for the period June 1, 2018 – May 30, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/12822>

Email sent to the following addresses: L21PSCReview@ifpte21.org
pkim@ifpte21.org
eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com
ecassidy@ifpte21.com staff@sfmea.com Christina@sfmea.com Camaguey@sfmea.com
Criss@SFMEA.com jtanner940@aol.com david.canham@seiu1021.org
Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org
davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org
Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net
Kbasconcillo@sfgwater.org Ricardo.lopez@sfgov.org Julie.Meyers@sfgov.org



OFFICE OF THE CITY ADMINISTRATOR



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

July 27, 2020

MEMORANDUM

TO: Sean Connolly, President, Municipal Attorneys Association (MAA)

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

SUBJ: Proposed contract amendment (PSC) 49331 17.18
Language Line and Interpretation Services

The Office of Civic Engagement and Immigrant Affairs proposes to add funds and duration to their PSC 49331 17.18 under which they provide services detailed in the attached PSC Form 1.

Some of the work done is legal in nature, though they do not provide legal advice. We were advised to notify MAA about this proposed contract amendment. As you will note on the attached Modification Notification sent to Unions, SEIU 1021 and Local 21 have been notified through the online PSC database. Because MAA is not included in that database, we are reaching out to you separately.

MAA has 30 days to inform us of any concerns or questions you may have about this PSC.

My email address is Joan.Lubamersky@sfgov.org. Please let me know if you have any questions.

Thank you.

Attachments: PSC Form 1
Modification Notification sent to Unions

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMINDept. Code: ADMType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 49331 - 17/18)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Telephonic and interpreter/translation services available 24/7/365Funding Source: General fundPSC Original Approved Amount: \$5,000,000PSC Original Approved Duration: 06/01/18 - 06/30/22 (4 years 4 weeks)PSC Mod#1 Amount: \$2,499,999PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$7,499,999PSC Cumulative Duration Proposed: 4 years 4 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor(s) will provide 1) a single, toll-free 800 telephone number for participating City departments to access telephonic language interpretation services in Core Languages and must be available 24 hours a day, 365 days of the year; 2) document translation or other non-telephonic language services; and/or

3) Community Interpreter Training and language proficiency assessment. All language services will be performed by individuals who are certified by the State of California Certified and/or American Standards for Testing and Materials or for legal and medical interpretation. Core Languages will be defined as Chinese (Cantonese and Mandarin), Spanish, Filipino (Tagalog), Russian, and Vietnamese. Additionally, other languages may be included as needs emerge. Contractor services will only be used when a City employee is not available to conduct the interpretation/translation work or when legal needs require an interpreter/translator who is certified and therefore less open to potential legal challenges.

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

These services are required by Federal and State Law, Title V1 of the Civil Rights Act of 1964, and specifically by the San Francisco Language Access Ordinance (LAO), which was adopted by the Board of Supervisors and signed into law by the Mayor on June 15 2001, and amended by the Board and approved by the Mayor in August 2009 and in February of 2015. Chapter 91 of the City's Administrative Code requires all city departments to provide the same level of service to Limited English Speaking Persons (LESP) as they provide to English Speakers in each language that meets certain language thresholds. Requirements cover access, translation of materials, interpreter and translated notices for public meetings and hearings, interpretation, protocols for crisis and emergency situations, complaints bilingual services and staffing, and other requirements. Denial would result in non-compliance with Federal, State, and local laws, additionally making implementation of Chapter 91 very difficult for most City departments, and departments doing so without these services may incur significant costs or be subject to liability.

- C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
By contract
- D. Will the contract(s) be renewed?
Yes.
- 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).
- ☒ Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.
- ☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

Specialized expertise in multiple languages required Services are as needed Legal/regulatory requirements for certification in some cases Vendor may provide dual-handset analog phones, video-conferencing equipment, listening devices and other language translation equipment

B. Reason for the request for modification:

Adding funds due to additional work needed

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: (1) Certification by the State of California Certified and/or American Standards for Testing and Materials; (2) Trained in customer service skills; (3) Certified for legal and medical interpretation; and, (4) Trained in specific knowledge areas specified by the City of San Francisco, including cultural and linguistic competency.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1324, Customer Service Agent; 1326, Customer Service Agent Supv; 1408, Principal Clerk; 1410, Chief Clerk; 1823, Senior Administrative Analyst; 1840, Junior Management Assistant; 1842, Management Assistant; 2586, Health Worker 2; 2903, Eligibility Worker; 8177, Attorney (Civil/Criminal); 0922, Manager I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, this may include dual-handset analog phones, video-conferencing equipment, listening devices and other language interpretation or translation 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.

Work is sporadic, as needed or emergency. Additionally, bilingual certification by the Department of Human Resources (DHR) is only a test for basic oral and written fluency in select language categories. DHR certification is not accepted by the State and subject to legal challenge if interpretation is subpoenaed or challenged in legal proceedings. There is currently no single civil service class that can perform all of the required work with the combination of skills, expertise and knowledge. This work requires expert skill and sensitivities. A small number of qualified contractors can perform the work and achieve economies of scale.

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 skills required for this work are too specialized and specific needs or languages may change.

6. Additional Information

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

No.

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

No training will be provided.

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

No.

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

No.

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

No.

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

Five vendors currently do this work under contract with the dept

7. Union Notification: On 04/02/19, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous; Municipal Executive Association; Municipal Attorney's Association; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49331 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/04/2019

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: Telephonic and interpreter/translation services available 24/7/365Funding Source: General fundPSC Duration: 4 years 4 weeksPSC Amount: \$5,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor(s) will provide 1) a single, toll-free 800 telephone number for participating City departments to access telephonic language interpretation services in Core Languages and must be available 24 hours a day, 365 days of the year; 2) document translation or other non-telephonic language services; and/or

3) Community Interpreter Training and language proficiency assessment. All language services will be performed by individuals who are certified by the State of California Certified and/or American Standards for Testing and Materials or for legal and medical interpretation. Core Languages will be defined as Chinese (Cantonese and Mandarin), Spanish, Filipino (Tagalog), Russian, and Vietnamese. Additionally, other languages may be included as needs emerge. Contractor services will only be used when a City employee is not available to conduct the interpretation/translation work or when legal needs require an interpreter/translator who is certified and therefore less open to potential legal challenges.

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

These services are required by Federal and State Law, Title V1 of the Civil Rights Act of 1964, and specifically by the San Francisco Language Access Ordinance (LAO), which was adopted by the Board of Supervisors and signed into law by the Mayor on June 15 2001, and amended by the Board and approved by the Mayor in August 2009 and in February of 2015. Chapter 91 of the City's Administrative Code requires all city departments to provide the same level of service to Limited English Speaking Persons (LESP) as they provide to English Speakers in each language that meets certain language thresholds. Requirements cover access, translation of materials, interpreter and translated notices for public meetings and hearings, interpretation, protocols for crisis and emergency situations, complaints bilingual services and staffing, and other requirements. Denial would result in non-compliance with Federal, State, and local laws, additionally making implementation of Chapter 91 very difficult for most City departments, and departments doing so without these services may incur significant costs or be subject to liability.

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.

They have been provided by Personal Services Contract.

D. Will the contract(s) be renewed?

Yes.

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

2. Reason(s) for the Request

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

- ☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- ☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- ☒ Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.
- ☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

- B. Explain the qualifying circumstances:

Specialized expertise in multiple languages required Services are as needed Legal/regulatory requirements for certification in some cases Vendor may provide dual-handset analog phones, video-conferencing equipment, listening devices and other language translation equipment

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: (1) Certification by the State of California Certified and/or American Standards for Testing and Materials; (2) Trained in customer service skills; (3) Certified for legal and medical interpretation; and, (4) Trained in specific knowledge areas specified by the City of San Francisco, including cultural and linguistic competency.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1324, Customer Service Agent; 1326, Customer Service Agent Supv; 1408, Principal Clerk; 1410, Chief Clerk; 1823, Senior Administrative Analyst; 1840, Junior Management Assistant; 1842, Management Assistant; 2586, Health Worker 2; 2903, Eligibility Worker; 8177, Attorney (Civil/Criminal); 0922, Manager I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, this may include dual-handset analog phones, video-conferencing equipment, listening devices and other language interpretation or translation equipment.

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

Bilingual employees are used by departments for day-to-day, regular operations. Contracted language services will be used only when a City employee is unavailable. We are not aware of any civil service classes that require certification. State of California-certified interpreters may be required for cases with legal or court concerns, or where there is an emergency or medical service involved.

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

Work is sporadic, as needed or emergency. Additionally, bilingual certification by the Department of Human Resources (DHR) is only a test for basic oral and written fluency in select language categories. DHR certification is not accepted by the State and subject to legal challenge if interpretation is subpoenaed or challenged in legal proceedings. There is currently no single civil service class that can perform all of the required work with the combination of skills, expertise and knowledge. This work requires expert skill and sensitivities. A small number of qualified contractors can perform the work and achieve economies of scale.

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 skills required for this work are too specialized and specific needs or languages may change.**6. Additional Information****A. Will the contractor directly supervise City and County employee? If so, please include an explanation. No.****B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. No. No training will be provided.****C. Are there legal mandates requiring the use of contractual services? No.****D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement. No.****E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action. No.****F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain. No.****7. Union Notification: On 01/05/2018, the Department notified the following employee organizations of this PSC/RFP request:**

Architect & Engineers, Local 21; Municipal Attorney's Association; Municipal Executive Association; SEIU 1021 Miscellaneous

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49331 - 17/18

DHR Analysis/Recommendation:

action date: 04/02/2018

Commission Approval Required

Approved by Civil Service Commission

04/02/2018 DHR Approved for 04/02/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 48143 - 13/14)

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

Type of Service: As-Needed Wastewater Process Engr Services (PRO.0004)

Funding Source: Wastewater Project Funds

PSC Original Approved Amount: \$4,000,000

PSC Original Approved Duration: 11/01/14 - 11/01/18 (4 years 1 day)

PSC Mod#1 Amount: \$1,800,000

PSC Mod#1 Duration: 11/02/18-07/01/20 (1 year 34 weeks)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 07/02/20-01/31/24 (3 years 30 weeks)

PSC Cumulative Amount Proposed: \$5,800,000

PSC Cumulative Duration Proposed: 9 years 13 weeks

1. Description of Work

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

San Francisco Public Utilities Commission intends to award up to two (2) agreements at \$2 million each to perform specialized process engineering services on an as-needed basis. The specialized work includes in the area of wastewater process modeling, energy modeling, carbon footprint modeling, hydraulic modeling, process optimization/start-up, dye studies, computational fluid dynamic modeling, process design criteria development, quality control of pilot study and process design, resource recovery and energy management.

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

The existing process components for various processes at Wastewater Treatment Plants have reached its useful life. These processes are planned to be upgraded or replaced by Sewer System Improvement Program. Failure to select right process components can compromise City's ability to treat wastewater and increase the risk of health and regulatory non-compliance. In addition the failure to select correct technology can constrain achieving compliance with the upcoming regulations.

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 48143 - 13/14

D. Will the contract(s) be renewed?

No.

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

The duration is more than five year to continue services for existing projects and use remaining contracting capacity.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Specialized and technical skills related to wastewater process engineering areas such as BioWin process modeling, Computational Fluid Dynamics modeling, treatment plant InfoWorks hydraulic modeling, oxygen system optimization, treatment process analysis, and resource recovery and energy management, are needed on a short-term basis for capital projects.

B. Reason for the request for modification:

Due to project delays and the COVID-19 pandemic, we are requesting a three-year and seven-month extension.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialized and technical skills related to wastewater process engineering areas such as BioWin process modeling, Computational Fluid Dynamics modeling, treatment plant InfoWorks hydraulic modeling, oxygen system optimization, treatment process analysis, and resource recovery and energy 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;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Engineers in current Sanitary Classification perform some of the more routine process engineering work. These as-needed services will be utilized for specialized process engineering that is normally not performed by engineers in the current civil service classifications.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: The SFPUC is currently utilizing Sanitary Engineers for routine process work. The new treatment plant upgrades require as-needed specialized skills. These skills are not long term needs warranting hiring of additional personnel.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
See attached.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Hazen & Sawyer (PRO.0004A) & RMC-SRT (PRO.0004B)

7. Union Notification: On 09/28/20, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48143 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/02/2020

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org
To: Irwin, William; amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Jackson, Shamica; [DHR-PSCCoordinator.DHR \(HRD\)](mailto:DHR-PSCCoordinator.DHR (HRD)@ifpte21.org)
Subject: Receipt of Modification Request to PSC # 48143 - 13/14 - MODIFICATIONS
Date: Monday, September 28, 2020 4:20:57 PM

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

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 2, 2020 – January 31, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/12115>

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 UTILITIES COMMISSIONDept. Code: PUCType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 48143 - 13/14)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As-Needed Wastewater Process Engr Services (PRO.0004)Funding Source: Wastewater Project FundsPSC Original Approved Amount: \$4,000,000PSC Original Approved Duration: 11/01/14 - 11/01/18 (4 years 1 day)PSC Mod#1 Amount: \$1,800,000PSC Mod#1 Duration: 11/02/18-07/01/20 (1 year 34 weeks)PSC Cumulative Amount Proposed: \$5,800,000PSC Cumulative Duration Proposed: 5 years 34 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

San Francisco Public Utilities Commission intends to award up to two (2) agreements at \$2 million each to perform specialized process engineering services on an as-needed basis. The specialized work includes in the area of wastewater process modeling, energy modeling, carbon footprint modeling, hydraulic modeling, process optimization/start-up, dye studies, computational fluid dynamic modeling, process design criteria development, quality control of pilot study and process design, resource recovery and energy management.

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

The existing process components for various processes at Wastewater Treatment Plants have reached its useful life. These processes are planned to be upgraded or replaced by Sewer System Improvement Program. Failure to select right process components can compromise City's ability to treat wastewater and increase the risk of health and regulatory non-compliance. In addition the failure to select correct technology can constrain achieving compliance with the upcoming regulations.

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

This service is currently being provided via PSC No. 48143-13/14.

D. Will the contract(s) be renewed?

No.

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

The duration is more than five year to continue services for existing projects and use remaining contracting capacity.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

no response from department

B. Reason for the request for modification:

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

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialized and technical skills related to wastewater process engineering areas such as BioWin process modeling, Computational Fluid Dynamics modeling, treatment plant InfoWorks hydraulic modeling, oxygen system optimization, treatment process analysis, and resource recovery and energy 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;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Engineers in current Sanitary Classification perform some of the more routine process engineering work. These as-needed services will be utilized for specialized process engineering that is normally not performed by engineers in the current civil service classifications.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: The SFPUC is currently utilizing Sanitary Engineers for routine process work. The new treatment plant upgrades require as-needed specialized skills. These skills are not long term needs warranting hiring of additional personnel.

6. Additional Information

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

No.

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

See attached.

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

No.

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

No.

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

No.

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

Hazen & Sawyer (PRO.0004A) & RMC-SRT (PRO.0004B)

7. Union Notification: On 10/29/18, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48143 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/06/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC Dept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: As-Needed Wastewater Process Engr Services (PRO.0004)Funding Source: Wastewater Project Funds

PSC Duration: 4 years 1 day

PSC Amount: \$4,000,000PSC Est. Start Date: 11/01/2014 PSC Est. End Date: 11/01/2018**1. Description of Work****A. Scope of Work:**

San Francisco Public Utilities Commission intends to award up to two (2) agreements at \$2 million each to perform specialized process engineering services on an as-needed basis. The specialized work includes in the area of wastewater process modeling, energy modeling, carbon footprint modeling, hydraulic modeling, process optimization/start-up, dye studies, computational fluid dynamic modeling, process design criteria development, quality control of pilot study and process design, resource recovery and energy management.

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

The existing process components for various processes at Wastewater Treatment Plants have reached its useful life. These processes are planned to be upgraded or replaced by Sewer System Improvement Program. Failure to select right process components can compromise City's ability to treat wastewater and increase the risk of health and regulatory non-compliance. In addition the failure to select correct technology can constrain achieving compliance with the upcoming regulations.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
These specific services have not been provided in the past.

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

2. Union Notification: On 04/21/2014, 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

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 48143 - 13/14

DHR Analysis/Recommendation:

06/16/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 06/16/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Specialized and technical skills related to wastewater process engineering areas such as BioWin process modeling, Computational Fluid Dynamics modeling, treatment plant InfoWorks hydraulic modeling, oxygen system optimization, treatment process analysis, and resource recovery and energy management.

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

5211,5241,5207,

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:

Engineers in current Sanitary Classification perform some of the more routine process engineering work. These as-needed services will be utilized for specialized process engineering that is normally not performed by engineers in the current civil service classifications.

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

The SFPUC is currently utilizing Sanitary Engineers for routine process work. The new treatment plant upgrades require as-needed specialized skills. These skills are not long term needs warranting hiring of additional personnel.

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? See attached.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 04/22/2014 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4119 09/10)

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

Type of Service: Uncompensated Care Recovery Services

Funding Source: Medi-Cal and Third Pary Payers

PSC Original Approved Amount: \$9,500,000

PSC Original Approved Duration: 04/01/10 - 12/31/13 (3 years 39 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 01/01/97-12/31/04 (0 sec)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 01/01/04-12/31/10 (6 years 1 day)

PSC Mod#3 Amount: \$6,720,000

PSC Mod#3 Duration: 01/01/97-12/31/18 (8 years 2 days)

PSC Mod#4 Amount: \$2,500,000

PSC Mod#4 Duration: 01/01/19-12/31/21 (3 years 1 day)

PSC Mod#5 Amount: \$16,244,000

PSC Mod#5 Duration: 01/01/22-12/31/26 (5 years 1 day)

PSC Cumulative Amount Proposed: \$34,964,000

PSC Cumulative Duration Proposed: 16 years 39 weeks

1. Description of Work

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

The contractor will operate a highly specialized uncompensated care recovery program, enhancing Medi-Cal and other third party payer revenues. Under this program, the contractor assists the Department to help San Francisco General Hospital (SFGH) patients to become eligible for Medi-Cal, therefore substantially increasing Department revenues. The population addressed is patients who the Department is not able to assist with eligibility through its regular procedures due to substance abuse, mental illness, homelessness, or other difficult-to-resolve situations. The contractor becomes the patient's authorized representative to aid and facilitate Medi-Cal eligibility and approval and appears on behalf of the patient at fair hearings and appeals, as necessary.

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

San Francisco General Hospital's (SFGH's) uncompensated care costs continue to rise each year. Without the assistance of the contractor, SFGH will lose millions of dollars on unsponsored patients who otherwise would not be able to become eligible for Medi-Cal and other third party payer sources, as they frequently do not have sufficient ability or resources to successfully see applications through a frequently complicated process due to substance abuse, mental illness, homelessness, or other situations.

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

Yes.

D. Will the contract(s) be renewed?

Yes

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

The Department anticipates the continued need for these services, which increase revenues to the City by improving patient access to third party payment sources and maximizing revenues received from reimbursement claims.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The department do not have sufficient ability or resources to successfully see applications through a frequently complicated process to get patients to become eligible for Medi-Cal.

B. Reason for the request for modification:

To extend term and increase amount correspondingly.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Extensive expertise in Medi-Cal and other third party payer regulations, including immigration law, State and Federal statutes covering appeals, administrative law, the State Welfare and Institution Code, Worker's Compensation and third party liability law.

B. Which, if any, civil service class(es) normally perform(s) this work? 2908, Hospital Eligibility Worker; 2909, Hospital Elig Wrk Supervisor;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Hospital employees representing patients in fair hearings would cause a conflict of interest. Also, Eligibility Workers do not make home calls, assist patients with transportation to and from Human Services Agency offices or help patients locate documentation required for the Medi-Cal application process. The City Attorney has never represented patients at fair hearings or appeals.

- 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 intermittent, requiring specialized services which could create conflicts of interest and classification issues (i.e., transporting patients, home calls, locating interpreters, etc.). The City Attorney's Office would not represent individual patients on a case-by-case basis.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Contractor will provide in-service training to ZSFG staff on government program changes.
- 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.
Health Advocates

7. Union Notification: On 08/07/20, the Department notified the following employee organizations of this PSC/RFP request:
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# 4119 09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/02/2020

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 10:02 AM
To: Hale, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Girma, Mahlet (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4119 09/10 - 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 \$16,244,000 for services for the period January 1, 2022 – December 31, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/1115>

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 leah.berlanga@seiu1021.org ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Sandeep.lal@seiu1021.me Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4119 09/10)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Uncompensated Care Recovery ServicesFunding Source: Medi-Cal and Third Pary PayersPSC Original Approved Amount: \$9,500,000PSC Original Approved Duration: 04/01/10 - 12/31/13 (3 years 39 weeks)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 01/01/97-12/31/04 (0 sec)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 01/01/04-12/31/10 (6 years 1 day)PSC Mod#3 Amount: \$6,720,000PSC Mod#3 Duration: 01/01/97-12/31/18 (8 years 2 days)PSC Mod#4 Amount: \$2,500,000PSC Mod#4 Duration: 01/01/19-12/31/21 (3 years 1 day)PSC Cumulative Amount Proposed: \$18,720,000PSC Cumulative Duration Proposed: 11 years 39 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will operate a highly specialized uncompensated care recovery program, enhancing Medi-Cal and other third party payer revenues. Under this program, the contractor assists the Department to help San Francisco General Hospital (SFGH) patients to become eligible for Medi-Cal, therefore substantially increasing Department revenues. The population addressed is patients who the Department is not able to assist with eligibility through its regular procedures due to substance abuse, mental illness, homelessness, or other difficult-to-resolve situations. The contractor becomes the patient's authorized representative to aid and facilitate Medi-Cal eligibility and approval and appears on behalf of the patient at fair hearings and appeals, as necessary.

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

San Francisco General Hospital's (SFGH's) uncompensated care costs continue to rise each year. Without the assistance of the contractor, SFGH will lose millions of dollars on unsponsored patients who otherwise would not be able to become eligible for Medi-Cal and other third party payer sources, as they frequently do not have sufficient ability or resources to successfully see applications through a frequently complicated process due to substance abuse, mental illness, homelessness, or other situations.

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

yes

D. Will the contract(s) be renewed?

Yes

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

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:

The department do not have sufficient ability or resources to successfully see applications through a frequently complicated process to get patients to become eligible for Medi-Cal.

B. Reason for the request for modification:

increase amount and extend term

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Extensive expertise in Medi-Cal and other third party payer regulations, including immigration law, State and Federal statutes covering appeals, administrative law, the State Welfare and Institution Code, Worker's Compensation and third party liability law.

B. Which, if any, civil service class(es) normally perform(s) this work? 2908, Hospital Eligibility Worker; 2909, Hospital Elig Wrk Supervisor;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Hospital employees representing patients in fair hearings would cause a conflict of interest. Also, Eligibility Workers do not make home calls, assist patients with transportation to and from Human Services Agency offices or help patients locate documentation required for the Medi-Cal application process. The City Attorney has never represented patients at fair hearings or appeals.

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 intermittent, requiring specialized services which could create conflicts of interest and classification issues (i.e., transporting patients, home calls, locating interpreters, etc.). The City Attorney's Office would not represent individual patients on a case-by-case basis.

6. Additional Information

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

- 7. Union Notification:** On 06/26/18, the Department notified the following employee organizations of this PSC/RFP request:
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# 4119 09/10

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/21/2018

January 6, 2014 Regular Meeting

MINUTES

Regular Meeting

January 6, 2014

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:03 p.m.

ROLL CALL

President Scott R. Heldfond	Present
Vice President E. Dennis Normandy	Present
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Gina M. Rocanova	Present

President Scott R. Heldfond presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

Marcus Campos indicated that he had missed the hearing on his appeal at the Civil Service Commission meeting of December 16, 2013 because the meeting notice was routed to his email spam account; therefore, he requested another opportunity to have his appeal heard. Commissioner Favetti advised Mr. Campos to work with the Executive Officer to review possible reconsideration procedures.

Gabriela Cardona indicated that she had been released from probation fourteen days after her placement off of the Redevelopment-Only Priority Eligible List into a lower-level, lower-paying classification at the Department of Public Works. She therefore requested to be placed back on the Redevelopment-Only Priority Eligible List.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of December 16, 2013

Action: Adopted the minutes. (Vote 5 of 0)

ANNOUNCEMENTS (Item No. 4)

Jennifer Johnston, Executive Officer, noted that the appellant on Agenda Item #12 (Paul Haynes) had requested a postponement, but that she wished to address the matter at the time that item is called.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Micki Callahan, Human Resources Director, thanked those individuals who successfully completed the City's mandatory sexual harassment prevention training, and noted that the training had received positive reviews. Ms. Callahan reported that continuous testing for Police Officer started in November, that the Department of Human Resources (DHR) had received several thousand applications, and that the applicant pool is diverse. She also reported that DHR has tested over 800 applicants thus far, and that DHR conducted a preliminary review and confirmed that there appears to be no adverse impact on the exam against any group. Additionally, DHR has received 20 requests for a fee waiver and no one was rejected who provided supporting documentation of some kind. Ms. Callahan concluded by indicating that DHR will report once more data is available.

EXECUTIVE OFFICER'S REPORT

0335-13-1 Update on the Fiscal Years 2014-15 and 2015-16 Civil Service Commission Budget Request. (Item No. 6)

December 16, 2013: Adopted the Report. Directed Commission staff to prepare the Department's Fiscal Years 2014-15 and 2015-16 Budget Request at anticipated (rather than at current) service and staff levels.

(Vote of 5 to 0)

Speakers: Sandra Eng, Assistant Executive Officer

Action: Directed the Executive Officer to: continue to negotiate with the Office of the Mayor and the Controller to ensure that the Commission's budget sufficiently supports anticipated service and staff

levels to continue its Charter mandated functions; finalize the Fiscal Years 2014-16 Budget Request; incorporate changes made by the Commission and submit the Fiscal Years 2014-16 Budget Request to the Controller and the Mayor by February 21, 2014.

(Vote of 5 to 0)

0339-13-8

Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40973-13/14	Public Utilities Commission	\$320,000	Contractor will upgrade SFPUC's existing retail electric billing system from Utility Star Platinum (USP) to Utility Star Enterprise (USE) version and expand its functionality to include billing of water, wastewater, gas, steam services in addition to electric services.	Regular	6/30/2016
42392-13/14	Public Works	\$3,500,000.	The prime consultant firm (or JV partners) shall provide construction management support services for the Moscone Expansion Project, a large and complex project, estimated at \$500 million, with complex underground construction in occupied spaces. Services include construction administration, document control, construction scheduling, budgeting and cost estimating, building forensic investigation, and constructability review.	Regular	8/31/2018
42240-13/14	Fire Department	\$1,750,000	Contractor will provide clinical quality assurance services for the Fire Department's Emergency Medical Services (EMS) Division and DEM Dispatch Division.	Regular	12/31/2017
40044-13/14	Treasurer/ Tax Collector	\$500,000	Payment Card Industry ("PCI") Council mandates that all merchant accepting debit and credit card payments are PCI compliant. PCI compliance means adherence to PCI Data Security Standard which covers secure handling, processing and/or storing of cardholder data. As City-wide banker, the Office of the Treasurer & Tax Collector (Treasurer) needs to engage a certified Payment Card Industry Professional (PCIP) as an expert in PCI compliance to assist the City in evaluating its compliance and re-mediating if individual departments are out of compliance. The PCIP will work with TTX and all city departments that accept credit card payments. They will educate personnel in each department about the necessity for PCI compliance, act as a technical resource and assist the departments in ensuring that their systems are PCI compliant each year.	Regular	6/30/2019
48592-13/14	Treasurer/ Tax collector	\$5,000,000	The Office of the Treasurer and Tax Collector is seeking to procure licensed armored car and secure safe services to serve all departments citywide. These services include: 1) secure and efficient transportation of Citywide cash and check collections and deposits to bank. 2) deposit pickup from various citywide cash collection points, change order service and delivery, and emergency cash services. 3) providing secured vaults or safes in various department locations which departments can use to deposit their collections and when it is most advantageous.	Regular	6/30/2023

4059-13/14	Public Health	\$250,000	Contractor will provide specialized sexual reassignment surgery (SRS) services (e.g., genital-related surgeries) which are not currently provided at San Francisco General Hospital for uninsured male-to-female and female-to-male transgender clients who are eligible for the Department's sliding scale and Healthy San Francisco programs.	Regular	12/31/2014
4060-13/14	City Planning	\$600,000	To provide preparation, documentation clean-up, indexing and scanning of historical department documents into electronic format. Department documents include closed case dockets (i.e., project files for entitlements, decision documents, applications, etc), historical property files, area maps, Planning Commission, Historic Preservation Commission, and Variance Hearing documents (i.e. agendas, minutes, etc), off-site storage location documents, and resource and reference materials located in on-site libraries. Approximately 2 million documents are located on-site, and 4,000 boxes of files are located off-site.	Regular	6/30/2016
4061-13/14	Municipal Transportation Agency	\$10,000,000	The consultant will implement a new Enterprise Asset Management System (EAMS) that will replace and consolidate the various disconnected legacy software systems currently used for asset and inventory management. The consultant team will supplement San Francisco Municipal Transportation Agency (SFMTA) staff performing tasks related to validating and migrating existing data into the EAMS; capturing and documenting asset management business practices; configuring the EAMS specifically for each work unit's practices; building software interfaces to systems sharing data with the EAMS; and training end users and information technology (IT) staff.	Regular	4/30/2017
4062-13/14	General Services Agency	\$80,000,000	As-needed, project specific services for a variety of highly specialized information technology (IT) projects. Services will include business analysis, system design, programming, design, configuration and training, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology equipment.	Regular	12/31/2018
4024-12/13	City Planning	Current Approved Amount \$1,800,000 Increase Amount Requested \$700,000 New Total Amount Requested \$2,500,000	The San Francisco Planning Department is seeking a consultant to assist the Department in the preparation, production, management and successful completion of environmental analysis, including an environmental impact report ("EIR") and transportation impact study ("TIS") and possibly other technical documentation for the Central Corridor Plan.	Modification	12/31/2015

4046-10/11	Public Works	<p>Current Approved Amount</p> <p>\$4,200,000</p> <p>Increase Amount Requested</p> <p>\$3,000,000</p> <p>New Total Amount Requested</p> <p>\$7,200,000</p>	<p>The Consultant will provide as-needed hazardous materials surveys and work plans, third-party oversight, and industrial hygiene services on City projects involving the abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco. Services may also involve air and noise monitoring. DPW intends to award five (5) Master Agreements, each not-to-exceed \$600,000 for these as-needed services.</p>	Modification	10/2/2019
4098-10/11	Airport Commission	<p>Current Approved Amount</p> <p>\$13,000,000</p> <p>Increase Amount Requested</p> <p>\$9,500,000</p> <p>New Total Amount Requested</p> <p>\$22,500,000</p>	<p>Early in the planning for the SFO RSA Program ("the Program"), staff underestimated the work and believed the work required by the Program could be accomplished with minimal outside assistance. Now that the environmental assessment process is completed and the project became better defined and Federal Aviation Administration's (FAA) has added additional tasks to the Program, staff recognizes that the demands have increased not only in the amount of work required, but also in its complexity. The Airport is seeking increased technical expertise and support from the consultants to complete the design and increase construction management support services of the Program to support the Airport staff. See attached document.</p>	Modification	6/30/2016
4119-09/10	Public Health	<p>Current Approved Amount</p> <p>\$9,500,000</p> <p>Increase Amount Requested</p> <p>\$6,720,000</p> <p>New Total Amount Requested</p> <p>\$16,220,000</p>	<p>The contractor will operate a highly specialized uncompensated care recovery program, enhancing Medi-Cal and other third party payer revenues. Under this program, the contractor assists the Department to help San Francisco General Hospital (SFGH) patients to become eligible for Medi-Cal, therefore substantially increasing Department revenues. The population addressed is patients who the Department is not able to assist with eligibility through its regular procedures due to substance abuse, mental illness, homelessness, or other difficult-to-resolve situations. The contractor becomes the patient's authorized representative to aid and facilitate Medi-Cal eligibility and approval and appears on behalf of the patient at fair hearings and appeals, as necessary.</p>	Modification	12/31/2018

<p>Speakers:</p> <p>Brook Mebrahtu, Department of Public Works, spoke on PSC #42392-13/14.</p> <p>Pauline Marks, Office of the Treasurer & Tax Collector, spoke on PSC numbers 40044-13/14 and 48592-13/14.</p> <p>Joan Lubamersky, Office of the City Administrator, and Patrick Rice, Office of Contract Administration, spoke on PSC #4062-13/14.</p> <p>Jacquie Hale and Diana Guevara, Department of Public Health spoke on PSC #4119-09/10.</p>	
<p>Action:</p> <p>1) Approved PSC #40044-13/14, with the condition that the Office of the Treasury & Tax Collector provides an update three (3) years after the contract is executed, on the status of its ability to bring the work in-house. (Vote of 5 to 0)</p> <p>2) Approved PSC #48592-13/14, but for a contract term of five (5) years only. (Vote of 5 to 0)</p> <p>3) Approved PSC #4062-13/14, with the proviso that the Office of Contract Administration consults with the City Attorney to ensure that joint employment entanglements are avoided, and to correct the submission ending date to 2019. (Vote of 5 to 0)</p>	

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 46529 - 13/14)

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

Type of Service: California Tuberculosis (TB) Controller's Association (CTCA) Fiscal Agent

Funding Source: Grant

PSC Original Approved Amount: \$522,648

PSC Original Approved Duration: 07/01/14 - 06/30/18 (4 years)

PSC Mod#1 Amount: \$945,233

PSC Mod#1 Duration: 07/01/17-06/30/21 (3 years 1 day)

PSC Mod#2 Amount: \$1,005,728

PSC Mod#2 Duration: 07/01/21-06/30/26 (5 years 1 day)

PSC Cumulative Amount Proposed: \$2,473,609

PSC Cumulative Duration Proposed: 12 years 2 days

1. Description of Work

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

Provide fiscal intermediary services for the California Tuberculosis (TB) Controller's Association (CTCA), including resource management and support of the CTCA Executive Administrator, who will coordinate TB-related training opportunities for DPH staff to acquire Continuing Medical Education (CME) units and Continuing Education Units (CEUs), coordination of policy development for TB screening, treatment, enforcement, and compliance with mandated State and local functions, and support for regionalized development of outreach to the media, private providers, community based organizations, the public and decision makers about TB.

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

TB controller's association is critical organization for the San Francisco tuberculosis (TB) program that helps coordinate the state and local TB program state TB diagnosis and treatment guideline revision and development, coordination of communication to the general public, decision makers (local elected and other elected officials), education to TB program staff through its biannual conference and business meeting. Through CTCA, the San Francisco TB control program continues to develop policies and work to change outdated legislation at the state level to improve TB control practices. (Continued on attachment)

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?
Only if funding continues.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The Department expects the need for these services to continue, which include providing education related to TB for Department staff, coordination of policy development related to TB, regional outreach activities related to TB.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

These services are limited to support of TB-related activities funded by a grant from the State and support regional efforts to provide training, information and education related to TB.

B. Reason for the request for modification:

To extend duration and increase amount correspondingly.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in resource management appropriate to the fiscal intermediary services needed.

B. Which, if any, civil service class(es) normally perform(s) this work? 1652, Accountant II; 1823, Senior Administrative Analyst; 2230, 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?

Not Applicable

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

A. Explain why civil service classes are not applicable.

Services are temporary and are not intended to continue beyond the term of the grant which supports them.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the services are specific the grant that funds them and are otherwise not 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.
TB-related training opportunities for DPH staff to acquire Continuing Medication Education and Continuing Education Units.
- 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; Physicians and Dentists - 8CC;
Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46529 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/02/2020

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 2:04 PM
To: Hale, Jacquie (DPH); amakayan@ifpte21.org; tjenkins@uapd.com; jduritz@uapd.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Girma, Mahlet (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 46529 - 13/14 - 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 \$1,005,728 for services for the period July 1, 2021

– June 30, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/8562>

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 jduritz@uapd.com tjenkins@uapd.com amakayan@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 46529 - 13/14)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: California Tuberculosis (TB) Controller's Association (CTCA) Fiscal AgentFunding Source: GrantPSC Original Approved Amount: \$522,648PSC Original Approved Duration: 07/01/14 - 06/30/18 (4 years)PSC Mod#1 Amount: \$945,233PSC Mod#1 Duration: 07/01/17-06/30/21 (3 years 1 day)PSC Cumulative Amount Proposed: \$1,467,881PSC Cumulative Duration Proposed: 7 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide fiscal intermediary services for the California Tuberculosis (TB) Controller's Association (CTCA), including resource management and support of the CTCA Executive Administrator, who will coordinate TB-related training opportunities for DPH staff to acquire Continuing Medical Education (CME) units and Continuing Education Units (CEUs), coordination of policy development for TB screening, treatment, enforcement, and compliance with mandated State and local functions, and support for regionalized development of outreach to the media, private providers, community based organizations, the public and decision makers about TB.

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

TB controller's association is critical organization for the San Francisco tuberculosis (TB) program that helps coordinate the state and local TB program state TB diagnosis and treatment guideline revision and development, coordination of communication to the general public, decision makers (local elected and other elected officials), education to TB program staff through its biannual conference and business meeting. Through CTCA, the San Francisco TB control program continues to develop policies and work to change outdated legislation at the state level to improve TB control practices. (Continued on attachment)

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 46529 - 13/14

D. Will the contract(s) be renewed?

Only if funding continues.

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

The Department expects the need for these services to continue, as they enable San Francisco's participation in the continued updating of statewide guidelines by the partnership of the California Department of Public Health and California Tuberculosis (TB) Controllers Association, including guidelines for diagnosis and treatment, infection control, case management, care coordination, investigation, screening and reporting. The Centers for Disease Control (CDC) notes that TB is one of the world's deadliest diseases, with one third of the world's population infected and a rate of 3.0 cases per 100,000 persons reported in the United States in 2015 (a rate that has remained relatively stable since 2013). The CDC also notes that TB is a leading killer of people who are HIV infected.

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

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

Explain the qualifying circumstances:

These services are limited to support of TB-related activities funded by a grant from the State and support regional efforts to provide training, information and education related to TB.

B. Reason for the request for modification:

To increase the amount and extend the term

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in resource management appropriate to the fiscal intermediary services needed.

B. Which, if any, civil service class(es) normally perform(s) this work? 1652, Accountant II; 1823, Senior Administrative Analyst; 2230, 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?

Not Applicable

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

A. Explain why civil service classes are not applicable.

Services are temporary and are not intended to continue beyond the term of the grant which supports them.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the services are specific the grant that funds them and are otherwise not needed.

6. Additional Information

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

No.

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

While the purpose of the contract does not include formal training of Civil Service staff, Continuing Education credits training for physicians and nurses is available at the CTCA annual conference, and the CTCA makes up to date materials available on its website.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 02/17/17, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Physicians and Dentists - 8CC; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46529 - 13/14

DHR Analysis/Recommendation:

04/03/2017

Commission Approval Required

Approved by Civil Service Commission

04/03/2017 DHR Approved for 04/03/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 46266 - 14/15)

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

Type of Service: Peer-to-Peer Employment and Peer Specialist Mental Health Certificate ProgramsFunding Source: Mental Health Services ActPSC Original Approved Amount: \$15,260,000PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)PSC Mod#1 Amount: \$12,000,000PSC Mod#1 Duration: 07/01/20-06/30/21 (1 year)PSC Mod#2 Amount: \$28,614,000PSC Mod#2 Duration: 07/01/21-06/30/26 (5 years 1 day)PSC Cumulative Amount Proposed: \$55,874,000PSC Cumulative Duration Proposed: 11 years 2 days**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The programs will provide specialized classroom training and employment support for over 150 consumers on an annual basis who wish to provide peer counseling services. Peers are defined as individuals with personal lived experience who are consumers of mental health services, former consumers, or family members of consumers. Peers utilize their lived experienced in peer counseling settings to benefit the wellness and recovery of the clients being served. These peers will provide peer counseling support to over 400 unduplicated clients in the mental health system. In collaboration with Behavioral Health Services (BHS) and consumers, the contractor will be responsible for the reorganization of the current peer-to-peer services and the implementation of a cohesive and collaborative peer-to-peer system. The contractor will be responsible for developing a peer-to-peer delivery system that promotes best practices, shared resources, and advancement opportunities for peers and quality-driven peer-to-peer services for behavioral health consumers. The contractor will also provide up-to-date and nationally recognized practices providing specialized curriculum in the field of peer counseling. The contractor will work in collaboration with BHS programs, the Department of Rehabilitation, other stakeholders and the broader Bay Area community.

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

The Mental Health Services Act (MHSA) requires that the input of consumers/clients/patients and their families play a significant role in the development of MHSA-funded programs, and as a result, their invaluable input has informed the development of this program. If this request is denied, peers who wish to enter the peer counseling workforce will not be able to do so, may not be able to find other employment due to their diagnoses, and their recovery may be adversely affected, which may lead to a de-compensation of their condition, placing a heavier burden both on themselves and on the mental health care system, while also denying the City an improved infrastructure in which to provide mental health treatment by utilizing peers to provide counseling support.

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

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

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The Department expects the need for these services, to train mental health services consumers as certified peer counselors, 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:

The nature of the needed services is to operate a program for and by peers to provide training to enable peers to provide counseling support for peers. Peers are people with personally lived experience of severe mental illness and as consumers of mental health services, former consumers, or family members of consumers. Their experience with mental illness and as consumers in the mental health system are resources the City does not have the capacity to provide. In addition, funding is variable, depending on the award of grants from the State which conform to the State's expectations for the involvement of peers at every level and phase of the program, as described earlier.

B. Reason for the request for modification:

To extend the term and increase the amount correspondingly.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: In collaboration with BHS and consumers, the contractor will be responsible for the design and implementation of a cohesive and collaborative system of peer services to recruit, employ, train, place, support and supervise peer-to-peer staff within the Department of Public Health (DPH), BHS and community settings. The provider will also implement and evaluate the service delivery system and peer-to-peer services that are received by behavioral health consumers. The contractor must utilize several evidenced-based practices for the consumers receiving peer support services; support groups and activity groups on evidenced-based topics such as self-help, chronic disease self-management, Wellness Recovery Active Planning (WRAP), Seeking Safety, Illness (Wellness) Management and Recovery (IMR), basic psycho-education on the Wellness and Recovery principles, Emotional CPR, and more.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, to the extent that services will need to be housed in a facility (building) and utilize the equipment necessary for routine operations of the program.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The services require technical expertise and skills to employ and train peer counselors with severe mental illness. Peers are individuals with personally lived experience of severe mental illness who are consumers of mental health services, former consumers, or family members of consumers. Severe mental illness may include diagnoses such as schizophrenia, borderline personality disorder, bipolar disorder, clinical depression or anxiety, and/or post traumatic stress disorder.

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 intermittent as funded by the State and requires specialized knowledge and skills and expertise. As noted above, the needed services require technical expertise and skills to employ and train peer counselors with severe mental illness. (See attachment for full response)

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.

This is a training program for consumers of mental health services who wish to become certified peer counselors to provide support of consumers in the mental health system. Peers are individuals with personally lived experience who are consumers of mental health services, former consumers, or family members of consumers.

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.

Richmond Area Multi-Services (RAMS)

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

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

Name: 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# 46266 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/02/2020

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 3:09 PM
To: Hale, Jacquie (DPH); Criss@SFMEA.com; Meyers, Julie (HSA); seichenberger@local39.org; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@SFMEA.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@SFMEA.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Girma, Mahlet (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 46266 - 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 \$28,614,000 for services for the period July 1, 2021

– June 30, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/11085>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present.

Either you selected none or there is no email entered in the system by that particular union

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 # 46266 - 14/15)

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

Type of Service: Peer-to-Peer Employment and Peer Specialist Mental Health Certificate ProgramsFunding Source: Mental Health Services ActPSC Original Approved Amount: \$15,260,000PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)PSC Mod#1 Amount: \$12,000,000PSC Mod#1 Duration: 07/01/20-06/30/21 (1 year)PSC Cumulative Amount Proposed: \$27,260,000PSC Cumulative Duration Proposed: 6 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The programs will provide specialized classroom training and employment support for over 150 consumers on an annual basis who wish to provide peer counseling services. Peers are defined as individuals with personal lived experience who are consumers of mental health services, former consumers, or family members of consumers. Peers utilize their lived experienced in peer counseling settings to benefit the wellness and recovery of the clients being served. These peers will provide peer counseling support to over 400 unduplicated clients in the mental health system. In collaboration with Behavioral Health Services (BHS) and consumers, the contractor will be responsible for the reorganization of the current peer-to-peer services and the implementation of a cohesive and collaborative peer-to-peer system. The contractor will be responsible for developing a peer-to-peer delivery system that promotes best practices, shared resources, and advancement opportunities for peers and quality-driven peer-to-peer services for behavioral health consumers. The contractor will also provide up-to-date and nationally recognized practices providing specialized curriculum in the field of peer counseling. The contractor will work in collaboration with BHS programs, the Department of Rehabilitation, other stakeholders and the broader Bay Area community.

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

The Mental Health Services Act (MHSA) requires that the input of consumers/clients/patients and their families play a significant role in the development of MHSA-funded programs, and as a result, their invaluable input has informed the development of this program. If this request is denied, peers who wish to enter the peer counseling workforce will not be able to do so, may not be able to find other employment due to their diagnoses, and their recovery may be adversely affected, which may lead to a de-compensation of their condition, placing a heavier burden both on themselves and on the mental health care system, while also denying the City an improved infrastructure in which to provide mental health treatment by utilizing peers to provide counseling support.

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

yes

D. Will the contract(s) be renewed?

Yes.

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

Based on available Mental Health Services Act (MHSA) funding, the Department expects the need for these services to continue for the next five years.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The nature of the needed services is to operate a program for and by peers to provide training to enable peers to provide counseling support for peers. Peers are people with personally lived experience of severe mental illness and as consumers of mental health services, former consumers, or family members of consumers. Their experience with mental illness and as consumers in the mental health system are resources the City does not have the capacity to provide. In addition, funding is variable, depending on the award of grants from the State which conform to the State's expectations for the involvement of peers at every level and phase of the program, as described earlier.

B. Reason for the request for modification:

To extend term and increase amount

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: In collaboration with BHS and consumers, the contractor will be responsible for the design and implementation of a cohesive and collaborative system of peer services to recruit, employ, train, place, support and supervise peer-to-peer staff within the Department of Public Health (DPH), BHS and community settings. The provider will also implement and evaluate the service delivery system and peer-to-peer services that are received by behavioral health consumers. The contractor must utilize several evidenced-based practices for the consumers receiving peer support services; support groups and activity groups on evidenced-based topics such as self-help, chronic disease self-management, Wellness Recovery Active Planning (WRAP), Seeking Safety, Illness (Wellness) Management and Recovery (IMR), basic psycho-education on the Wellness and Recovery principles, Emotional CPR, and more.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, to the extent that services will need to be housed in a facility (building) and utilize the equipment necessary for routine operations of the program.

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

Not Applicable

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

The services require technical expertise and skills to employ and train peer counselors with severe mental illness. Peers are individuals with personally lived experience of severe mental illness who are consumers of mental health services, former consumers, or family members of consumers. Severe mental illness may include diagnoses such as schizophrenia, borderline personality disorder, bipolar disorder, clinical depression or anxiety, and/or post traumatic stress disorder.

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 intermittent as funded by the State and requires specialized knowledge and skills and expertise. As noted above, the needed services require technical expertise and skills to employ and train peer counselors with severe mental illness. (See attachment for full response)**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.

This is a training program for consumers of mental health services who wish to become certified peer counselors to provide support of consumers in the mental health system. Peers are individuals with personally lived experience who are consumers of mental health services, former consumers, or family members of consumers.

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

No.

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

No.

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

No.

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

No.

**7. Union Notification: On 05/23/18, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified**

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

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46266 - 14/15

DHR Analysis/Recommendation:

07/10/2018

Commission Approval Required

Approved by Civil Service Commission

07/10/2018 DHR Approved for 07/10/2018