



London Breed
Mayor

Carol Isen
Human Resources Director (Acting)

Date: February 12, 2021

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director (Acting)

From: Cynthia Avakian, AIR
Alexander Burns, DPW
Cheryl Taylor, JUV
Bill Irwin / Daniel Kwon, PUC
Kimmie Wu, TTX
Joan Lubamersky, ADM
Esperanza Zapien, HSA
Amy Nuque, MTA
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

This report contains fourteen (14) 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
\$213,763,250	\$94,313,471	\$1,204,998,885

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POSTING FOR

March 01, 2021

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

APPLY

2021-03-01

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
41064 - 20/21	AIRPORT COMMISSION	\$36,000,000.00	San Francisco International Airport (Airport) plans to implement upgrades to the existing Sewer Treatment Plant with components that are considered immediate needs to the plant's processes. A contracted design- build team, with knowledge and experience in sanitary waste treatment processing will design and procure the bid trade packages for the direct construction work when the design is complete. The Sewer Treatment Plant Improvements	March 1, 2021	December 31, 2023	REGULAR

Project includes four distinct scopes: 1) replacement of existing headworks for primary screening; 2) replacement of existing electrical load center and motor control equipment; 3) replacement of the dewatering systems; and 4) in-kind replacement of existing process equipment. The design portion of the contracted work will be 6.5% percent of the total PSC amount.

The Consultant will provide as-needed hazardous materials surveys and work plans, third-party oversight, air and noise monitoring, indoor air quality studies, 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.

45023 - 20/21	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$4,000,000.00	December 1, 2020	June 30, 2027	REGULAR
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The expertise of the

41720 - 20/21	JUVENILE PROBATION	\$800,000.00	<p>professionals sought is unique, unrepresented, and greatly needed by the Juvenile Probation Department (JPD). JPD needs individuals that are able to support its organizational development and continuous quality improvement projects grounded in racial equity, and possess expertise in using research methods to make measurable improvements in service delivery and community outcomes in the justice and child welfare systems.</p> <p>The project will replace CDD's aging facilities with more efficient facilities that meet current safety standards and offer the opportunity to consolidate CDD operations at a centralized location. The new facilities that will provide operational space needs for 490 employees, will include five structures totaling just under 400,000 gross square, for</p>	January 15, 2021	December 31, 2024	REGULAR
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			administrative offices, eight industrial shops, a warehouse and parking garage. The duration for preparation of design documents will be 18-24 months. During construction, the design team reviews requests for information and submittals, which will exceed the end of design an additional 30 months. The project includes industrial structures that require specialized technical consultants, and the size and scope of the project necessitates augmented city staff, in order to deliver the project on budget and on time.			
45560 - 20/21	PUBLIC UTILITIES COMMISSION	\$20,230,000.00		October 1, 2021	September 30, 2026	REGULAR
			The San Francisco Public Utilities Commission (SFPUC) requires Scheduling Coordinator (SC) Services provided to the Hetch Hetchy (HHP) and CleanPowerSF energy portfolios for participation in the California Independent System Operator (CAISO) energy markets. The SC will assist the SFPUC and both			

47781 - 20/21	PUBLIC UTILITIES COMMISSION	\$136,500,000.00	energy portfolios in optimizing its short- term resource utilization and service to its loads, including but not limited to submittal of Day Ahead and Real Time generation, load, and interchange schedules, submitting bids, submitting energy trades, managing communications between CAISO, SFPUC schedulers, and Power House Operators, handling settlements, and other related services. The CAISO high and low voltage wheeling charges are required to be paid through SFPUC's contracted Scheduling Coordinator (SC) such that these charges can be paid to support our energy transmission from Hetch Hetchy system to San Francisco customers. CAISO's tariffs define these charges as a type of "pass-through charge" that SC will pay the charge to CAISO on the behalf of the SC client (e.g. SFPUC) without any additional fee for the	September 1, 2021	August 31, 2026	REGULAR
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pass-through charge. The CAISO settlement charges are paid on behalf of SFPUC and in accordance to the CAISO Payments Calendar. The breakdown of charges are as follows: \$6,000,000 for the contract costs and \$130,500,000 for the CAISO pass-through charges.

The Treasurer & Tax Collector has previously procured a proprietary software solution for a payment processing and cashiering system by implementing automated workflow and document management technology under

45762 - 20/21 TREASURER/TAX COLLECTOR \$1,800,000.00

PSC# 4035 09/10 & 4082 12/13.

June 27, 2021

June 26, 2031

REGULAR

Processing of mail is a daily service performed for a variety of departments and consists of 34 payment types plus miscellaneous correspondence. The City would like to exploit the capabilities of this technology by expanding the

efficient use of digital imaging and OCR scanning, front counter cashiering functions, returned undeliverable mail processing, handling of unidentified payments, and improving automated work flow and document management technology. This requires the Treasurer & Tax Collector to make necessary configuration changes to support automated reconciliation.

TOTAL AMOUNT \$199,330,000

CSV

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Posting For March 01, 2021

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

APPLY

2021-03-01

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
45869 - 19/20 - MODIFICATIONS	March 1, 2021	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$500,000	\$750,000	The Contractor will provide as-needed maintenance services on city-owned vehicle service equipment on two new City fleet maintenance facilities: 555 Selby Street and 450 Toland Street, San Francisco. • Enhance the Decovery Mobile App which collects data for the post-earthquake evaluation of structures • Enhance the Database Management Software that can collect and process the data information sent by users of the Mobile App • Host the software and data on an off-site hosting service provider. • Provide training to City and County of San Francisco personnel and provide technical support	02/01/2020	01/30/2025	REGULAR
30360 - 17/18 - MODIFICATIONS	March 1, 2021	GENERAL SERVICES AGENCY - PUBLIC WORKS - - DPW	\$65,000	\$114,000	The selected consultant ("consultant") will perform a full range of engineering, environmental studies, and construction support for the 3rd Street Bridge Rehabilitation Project ("Project"). The Project requires specialized engineering and environmental consultants with expertise	06/01/2021	12/30/2021	EXPEDITED

49981 - 14/15 - MODIFICATIONS	March 1, 2021	GENERAL	\$0	\$6,900,000	in major rehabilitation of	10/31/2021	10/31/2022	REGULAR
		SERVICES AGENCY - PUBLIC WORKS - - DPW			bascule bridges over navigable waterways with a strong environmental/regulatory component. The consultant will perform the work in three phases. Phase 1 consists of a condition survey of the bridge, preliminary engineering, traffic studies and environmental studies. Phase 2 consists of detailed design and preparation of construction documents. Phase 3 consists of providing engineering support during construction.			
35994 - 17/18 - MODIFICATIONS	March 1, 2021	HUMAN SERVICES	\$380,250	\$470,250	Contractor will provide reliable 19-hour, 7 days a week transportation services to DAAS clients needing between facilities which provide various levels of care and/or legal proceedings. Hours of operation for services are 7 AM to 12 AM (midnight). Although DAAS will attempt to provide Contractor with at least 24 hours lead time, Contractor will provide transportation	01/01/2021	06/30/2023	REGULAR
		-- DSS			service with less than 24- hours notice. Last call to Contractor for local transportation requests will be 11:00 PM. Contractor will notify DAAS staff within 24- hours of the requested transportation service date and time if the requested service cannot be completed as scheduled.			
					Scope Change: Adding high risk			

					transportation services to the current scope for the Office of the Public Conservator (PC). The transportation services are for potentially high-risk situations, as defined by situations requiring specialized transport skills to manage individuals who have a history of violence, elopement or other behaviors that are beyond a routine transport.			
					The SFMTA (Agency) requires Drupal content management system technology services to support its www.sfmta.com website. In order to keep the website stable, secure, and optimized, the service provider will provide ongoing, as-needed support, including critical technical maintenance updates and support for ongoing feature and content needs.			
39994 - 17/18 - MODIFICATIONS	March 1, 2021	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$288,000	\$787,000		04/01/2022	12/31/2022	REGULAR
					Pick up and process soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH).			
4120 09/10 - MODIFICATIONS	March 1, 2021	PUBLIC HEALTH -- DPH	\$12,000,000	\$49,464,525		01/01/2021	12/31/2023	REGULAR
					The Contractor will provide as needed expert consultation and training on the very complex issues and procedures related to the City and DPH receiving reimbursement for services provided to patients/clients receiving services paid for by Federal monies administered through the State- medical Administrative Activities			

(MAA) and Targeted case Management (TCM) Programs. These programs allow DPH to receive approximately \$10 million dollars in revenue annually. This consultation consists of advising on validating staff time survey documentation, new issues anticipated from the programs transition to electronic claims submissions, and the expanded need and potential revenue possible with the advent of health care reform.

Scope Change:

Modification #3 adds the services of the Host County of the consortium of Local Government Agencies (LGAs) which coordinates and administers the federal Medi-Cal Administrative Activities (CMAA) and Targeted Case Management (TCM) programs in California. These services include administration of tasks such as collection and disbursement of participation fees, maintenance of the CMAA/TCM trust fund, paying the State for administration and other costs, and engaging a CMAA/TCM consultant to support CMAA/TCM administration, coordinate with the State, and serve as liaison between the LGAs and the State on policy issues.

This contract provides a web-based application for Laguna Honda Hospital (LHH), which enables

3094 - 12/13 -
MODIFICATIONS

March 1, 2021

PUBLIC HEALTH --
DPH

\$1,200,000

\$1,325,000

01/01/2021 12/31/2025 REGULAR

46372 - 15/16 - MODIFICATIONS	March 1, 2021	PUBLIC HEALTH -- DPH	\$0	\$6,819,000	<p>several database-related tools used by both the Department of Public Health (DPH) and Department of Aging and Adult Services (DAAS). For LHH, this enables a streamlined discharge planning and access to community-based services through a housing placement system, a Social Worker progress notes tool, Administrator-On-Duty reports, a Direct Access to Housing client database, a SF Homeless Outreach Team placement tool, and a tool called Community Options and Resource Engagement (CORE) to enable the Department on Adult and Aging Services to pull data from LHH, DPH and Community Living Fund data sets to create an integrated client management data system, as well as local data collection for DAAS to meet State and federal reporting requirements, a single point-of-entry intake system used by Hospital Discharge Planners, LHH Social Workers, Adult Protective Services Social Workers, Office of Aging Meal Providers, Home Health Providers and other community providers, a DAAS Wait List Tool, a Transitional Care Program intake tool, and DAAS Quality Management tools.</p> <p>Scope Change: (1) Addition of services to enable phasing out of the contractor's SF Get Care</p>	01/01/2023 06/30/2024 REGULAR
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patient discharge
planning and placement
system (proprietary
software), including data
extraction and conversion
services for retention and
archiving of patient
records to enable data
transfer to the
Department's Electronic
Health Record system
(Epic), to support
regulatory, billing,
compliance, legal and
medical records
requirements; (2) adding
contractor's proprietary
software COVID Bed
Tracking system, in order
to continue services
begun under a COVID
emergency contract that
will expire March 31,
2021.

TOTAL AMOUNT \$14,433,250

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: Process and Building Design for a Sewer Treatment Plant

Funding Source: Airport Capital Fund

PSC Amount: \$36,000,000

PSC Est. Start Date: 03/01/2021

PSC Est. End Date 12/31/2023

1. Description of Work

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

San Francisco International Airport (Airport) plans to implement upgrades to the existing Sewer Treatment Plant with components that are considered immediate needs to the plant's processes. A contracted design-build team, with knowledge and experience in sanitary waste treatment processing will design and procure the bid trade packages for the direct construction work when the design is complete. The Sewer Treatment Plant Improvements Project includes four distinct scopes: 1) replacement of existing headworks for primary screening; 2) replacement of existing electrical load center and motor control equipment; 3) replacement of the dewatering systems; and 4) in-kind replacement of existing process equipment. The design portion of the contracted work will be 6.5% percent of the total PSC amount.

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

These services are necessary to maintain the Airport's permit with the National Pollutant Discharge Elimination System (NPDES) in good standing. The Airport has committed to the Regional Water Quality Control Board to implement upgrades to its Sewer Treatment Plant's initial downstream screening and dewatering processes by Summer of 2023. The consequence to not implementing these upgrades is two-fold. First, any failure of these systems would put the Airport in a position of not being able to process sanitary waste from the Airport terminal complex which would severely limit terminal operations (limited or no water usage). The Airport would also be susceptible to sanitary sewer overflows and/or potential waste discharges to San Francisco Bay which would endanger public health and the environment. This scenario would be subject to severe fines and penalties. Secondly, the Airport risks losing its NPDES permit due to inaction.

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, a similar service was provided under PSC 4087-12/13 for Process and Building for an Industrial Waste Treatment Plant

D. Will the contract(s) be renewed?

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

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a capital project, hiring experienced sanitary waste design/construction professionals permanently would be impractical as these upgrades are not frequently done.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise is needed in Engineering and construction with specialized

experience in design and construction of sewer waste treatment facilities. Project design and construction skills with direct and current sewer waste treatment plant processes, and sanitary sewer system experience is required. Specific expertise in current processing technology, specialized treatment operating systems, structural systems, and special systems is required.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 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?

The Airport sent a Notice of Intent to all city departments (DPW, SFPUC, PORT, MTA), dated July 14, 2020. The Airport received one response from the Department of Public Works on July 24, 2020 stating that they were not interested in the work.

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

A. Explain why civil service classes are not applicable.

Staff in classes 5201, 5207, 6318, and 6319 will be working on this project and will be utilized fully on the construction management team. Staff in classes 5207, 6318, and 6319 will also oversee the contracted work, but do not have the required expertise and specialized skills to perform all of the work related on this project.

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, sewer treatment plants design/upgrades require unique skills and experience and are not upgraded often enough to have constant staff at hand. Adopting sewer treatment design/construction professionals would be impractical.

6. Additional Information

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

No.

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

Yes. Yes, the contractor will provide training for the stationary engineers and other Airport staff for the operation and maintenance of the new facilities. The training will be 40 hours and will be provided to the following classifications: 7372 Stationary Engineer, Sewage Plant (10 hours) 7373 Senior Stationary Engineer, Sewage Plant (10 hours) 7252 Chief Stationary Engineer, Sewage Plant (10 hours) 5130 Sewage Treatment Plant Superintendent (10 hours)

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 12/21/2020, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41064 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/01/2021

Receipt of Union Notification(s)

Ricardo Valle (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Monday, December 21, 2020 4:47 PM
To: Cynthia Avakian (AIR); 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; Ricardo Valle (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41064 - 20/21

RECEIPT for Union Notification for PSC 41064 - 20/21 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 41064 - 20/21 for \$36,000,000 for Initial Request services for the period 03/01/2021 – 12/31/2023. Notification of 30 days (60 days for SEIU) is required.

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

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F15568&data=04%7C01%7Cricardo.e.valle%40flysfo.com%7Cd5d172efb76640d1c86d08d8a614c43d%7C22d5c2cfce3e443d9a7fdfcc0231f73f%7C0%7C0%7C637441955410372690%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ikl1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=1B1K09CLccNrVobyAz%2FV1gmYWMPHv95xoRFLk8G%2BJxk%3D&reserved=0> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4087-12/13)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Process and Building Design for an Industrial Waste Treatment PlantFunding Source: Airport Capital FundsPSC Original Approved Amount: \$35,000,000PSC Original Approved Duration: 03/18/13 - 12/31/18 (5 years 41 weeks)PSC Mod#1 Amount: \$45,000,000PSC Mod#1 Duration: 01/01/19-12/31/20 (2 years 1 day)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 12/31/20-12/31/21 (1 year)PSC Cumulative Amount Proposed: \$80,000,000PSC Cumulative Duration Proposed: 8 years 41 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Airport plans to upgrade its industrial waste treatment plant (IWTP). A design-build team, with knowledge and experience in industrial waste water treatment processing, sanitary sewer and recycled water systems, will design and bid the trade packages for direct construction work when design is complete. The IWTP project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWTP process and shop buildings, refurbishment of the existing trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, and upgrading of the existing Wonderware software program for process control.

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

The existing Mel Leong Treatment Plant is a combined sanitary sewer and industrial waste treatment plant. The sanitary sewer plant was rebuilt and put into operation in 2004. The industrial waste plant was built in 1979 and has exceeded its life expectancy of 20 years. The IWTP Project will replace the process building and laboratory in order to meet the discharge requirements for the industrial waste treatment plant established by the California Regional Water Quality Control Board Order R2-2007-0060. Denial will cause project delays, which will affect Airport operations and compliance with California Regional Water Quality Control Board orders.

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

Yes, this PSC 4087-12/13

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at SF

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:

Need to extend the contract because of delays in the project.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Industrial waste water treatment plants are built every thirty to forty years, so hiring experienced industrial waste design/construction professionals would be impractical.

B. Reason for the request for modification:

Need to extend for time only.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Engineering and construction firms with specialized experience in design and construction of industrialized waste treatment plants. Project design and construction skills with direct and current industrial waste water treatment plant processes, sanitary sewer and recycled water system experience are required. Specific expertise in current processing technology, plant security, specialized treatment operating systems, structural systems, and special systems is required.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5207, Assoc Engineer; 5241, Engineer;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Staff in classes 5201, 5207, 6318 and 6319 will be working on this project and will be utilized fully on the construction management team. Staff in these classifications will supervise the contracted work, but do not have the required expertise and specialized skills to perform all of the work related to this project.

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. Industrial waste water treatment plants are built every thirty to forty years, so hiring experienced industrial waste design/construction professionals would be impractical.

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

- 7. Union Notification:** On 08/14/20, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21;

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

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

Address: PO Box 8097, San Francisco, CA, 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4087-12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/24/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIRType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4087-12/13)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Process and Building Design for an Industrial Waste Treatment PlantFunding Source: Airport Capital FundsPSC Original Approved Amount: \$35,000,000PSC Original Approved Duration: 03/18/13 - 12/31/18 (5 years 41 wPSC Mod#1 Amount: \$45,000,000PSC Mod#1 Duration: 01/01/19-12/31/20 (2 years 1 day)

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$80,000,000PSC Cumulative Duration Proposed: 7 years 41 weeks**1. Description of Work****A. Scope of Work:**

The Airport plans to upgrade its industrial waste treatment plant (IWTP). A design-build team, with knowledge and experience in industrial waste water treatment processing, sanitary sewer and recycled water systems, will design and bid the trade packages for direct construction work when design is complete. The IWTP project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWTP process and shop buildings, refurbishment of the existing trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, and upgrading of the existing Wonderware software program for process control.

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

The existing Mel Leong Treatment Plant is a combined sanitary sewer and industrial waste treatment plant. The sanitary sewer plant was rebuilt and put into operation in 2004. The industrial waste plant was built in 1979 and has exceeded its life expectancy of 20 years. The IWTP Project will replace the process building and laboratory in order to meet the discharge requirements for the industrial waste treatment plant established by the California Regional Water Quality Control Board Order R2-2007-0060. Denial will cause project delays, which will affect Airport operations and compliance with California Regional Water Quality Control Board orders.

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.

Yes, PSC 4087-12/13

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at SF

2. Union Notification: On 08/10/16, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 4087-12/13

DHR Analysis/Recommendation:

10/03/2016

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 10/03/2016

Page 10/03/2016

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Engineering and construction firms with specialized experience in design and construction of industrialized waste treatment plants. Project design and construction skills with direct and current industrial waste water treatment plant processes, sanitary sewer and recycled water system experience are required. Specific expertise in current processing technology, plant security, specialized treatment operating systems, structural systems, and special systems is required.

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

5201, 5207, 5241,

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:

Staff in classes 5201, 5207, 6318 and 6319 will be working on this project and will be utilized fully on the construction management team. Staff in these classifications will supervise the contracted work, but do not have the required expertise and specialized skills to perform all of the work related to this project.

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

No. Industrial waste water treatment plants are built every thirty to forty years, so hiring experienced industrial waste design/construction professionals would be impractical.

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

YES NO

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

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 08/10/16 BY:

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

Address: PO Box 8097 San Francisco, CA, 94128

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 Asbestos, Lead, and Industrial Hygiene Consultation Services

Funding Source: Interdepartmental Work Orders

PSC Amount: \$4,000,000

PSC Est. Start Date: 12/01/2020

PSC Est. End Date 06/30/2027

1. Description of Work

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

The Consultant will provide as-needed hazardous materials surveys and work plans, third-party oversight, air and noise monitoring, indoor air quality studies, 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.

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

These services are necessary to comply with Federal, State and Local environmental, health and safety regulations. Denial would result in the failure to comply with mandatory governmental regulations, the City's dust and noise ordinance, mandated mitigation and safety measures in the handling and abatement of asbestos, lead, and other hazardous materials, and could subject City employees and the public to health and safety hazards.

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.

Service was previously approved on existing PSC# 33739-1617, approved December 5, 2016.

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 PSC duration exceeds 5 years to account for the extra time needed to advertise and award contracts. However, all contract terms will not exceed 5 years.

2. Reason(s) for the Request

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

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

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

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

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

B. Explain the qualifying circumstances:

This service is only needed on an as-needed and intermittent basis for Public Works' as-needed contracts.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Requires experience in conducting asbestos and lead surveys, preparing specifications and providing oversight on abatement projects; consulting on other hazardous materials; experience and familiarity with current state-of-the-art surveying, testing and abatement procedures and regulatory

requirements; requires the maintenance and use of a wide range of industrial hygiene equipment. Requires an industrial hygiene laboratory. Requires extensive hazardous training covering a wide range of hazardous materials abatement and remediation courses. Contractors and their employees must possess required Asbestos Hazard Emergency Response Act (AHERA) and Department of Housing and Urban Development (HUD) certifications and Hazardous Waste Operations and Emergency Response Training.

- B. Which, if any, civil service class(es) normally perform(s) this work? 6137, Assistant Industrial Hygienist; 6138, Industrial Hygienist; 6139, Senior Industrial Hygienist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Consultants will have to provide the necessary materials, laboratories, equipment and labor to perform the oversight services on projects in accordance with AHERA and HUD guidelines.

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

The City does not have resources available to perform all required and mandated work. The Department has hired 5620 – Regulatory Specialist, and 5638-Environmental Assistant classifications to help with some of the workload.

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

- A. Explain why civil service classes are not applicable.
Industrial Hygienist classes can perform some of this type of work; however, the City does not have an industrial hygiene laboratory that can perform a wide variety of environmental tests, and does not currently employ enough qualified Industrial Hygienists with specific expertise in asbestos and lead oversight and design to perform the specialized work required. Current City Industrial Hygienists are employed to address many other industrial hygiene issues within their respective departments and the proposed contractual services will be utilized to supplement City staff where staffing or expertise is inadequate. Training costs are high and frequent, so are medical monitoring costs. We would have health and safety liability exposure for these workers for their lifetime. We would have to purchase lots of expensive hazmat response gear and vehicles and have a place to store this equipment. Additionally, we would have to purchase and store large and expensive pieces of equipment, which would need to be dedicated to hazardous materials work. The cost of start up and maintenance (plus rental of office and storage space to store equipment) for each type of response makes it uneconomical. The as-needed contracts provide us flexibility to use different contractors for different types of hazardous material responses. Since these Consultants conduct this work full-time, they can control costs and have the expertise to perform a variety of different response activities.
- 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 proposed services will be used to supplement City staff where staffing or expertise is inadequate.

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. As stated above, a lot of factors, such as, training costs, medical monitoring costs, the City's liability for workers' health and safety, expensive hazmat response gear, equipment, and vehicles and have a place to store this equipment, make it unfeasible. The cost of staff training, start-up and maintenance (plus rental of office and storage space to store equipment) for each type of response makes it uneconomical. The as-needed contracts provide us flexibility to use different contractors for different types of hazardous material responses.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

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

7. **Union Notification:** On 10/28/2020, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21

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

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

Address: 49 South Van Ness Ave. 16th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45023 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/01/2021

Receipt of Union Notification(s)

Williams, Hyun (DPW)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
Sent: Wednesday, October 28, 2020 5:58 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; Williams, Hyun (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45023 - 20/21

Follow Up Flag: Follow up
Flag Status: Flagged

RECEIPT for Union Notification for PSC 45023 - 20/21 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 45023 - 20/21 for \$4,000,000 for Initial Request services for the period 12/01/2020 – 06/30/2027. 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/15683> 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 -- DPWDept. Code: DPWType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As-Needed Asbestos, Lead, and Industrial Hygiene Consultation ServicesFunding Source: Interdepartmental Work OrdersPSC Amount: \$4,000,000PSC Est. Start Date: 11/01/2016PSC Est. End Date: 12/31/2022**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Consultant will provide as-needed hazardous materials surveys and work plans, third-party oversight, air and noise monitoring, indoor air quality studies, 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. DPW intends to award five (5) Master Agreements, each not-to-exceed \$800,000 for these as-needed services.

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

These services are necessary to comply with Federal, State and Local environmental, health and safety regulations. Denial would result in the failure to comply with mandatory governmental regulations, the City's dust and noise ordinance, mandated mitigation and safety measures in the handling and abatement of asbestos, lead, and other hazardous materials, and could subject City employees and the public to health and safety hazards.

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.

Service was previously approved on existing PSC# 4046-10/11, approved November 1, 2010.

D. Will the contract(s) be renewed?

No.

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

This PSC exceeds 5 years to account for advertising and award time. Public Works' as-needed contracts cannot exceed 5 year.

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

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

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

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

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

B. Explain the qualifying circumstances:

This service is only needed on an as-needed and intermittent basis for Public Works' as-needed contracts. This service requires resources that the City lacks, such as office space, hazardous materials sampling equipment, hazardous materials testing laboratories, and storage space for different types of hazardous materials responses. City Attorney recommended that third party Consultants provide these services, rather than City employees overseeing its own

hazardous abatement work. Also, this helps us to comply with the Dust Ordinance of the SF Health Code and the Noise Ordinance of the SF Police Code, and Cal/OSHA & BAAMQD regulations. This service is only needed on an as-needed and intermittent basis for Public Works' as-needed contracts.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requires experience in conducting asbestos and lead surveys, preparing specifications and providing oversight on abatement projects; consulting on other hazardous materials; experience and familiarity with current state-of-the-art surveying, testing and abatement procedures and regulatory requirements; requires the maintenance and use of a wide range of industrial hygiene equipment. Requires an industrial hygiene laboratory. Requires extensive hazardous training covering a wide range of hazardous materials abatement and remediation courses. Contractors and their employees must possess required Asbestos Hazard Emergency Response Act (AHERA) and Department of Housing and Urban Development (HUD) certifications and Hazardous Waste Operations and Emergency Response Training.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5620, Regulatory Specialist; 5638, Environmental Assistant; 6137, Assistant Industrial Hygienist; 6138, Industrial Hygienist; 6139, Senior Industrial Hygienist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Consultants will have to provide the necessary materials, laboratories, equipment and labor to perform the oversight services on projects in accordance with AHERA and HUD guidelines.

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

The City does not have resources available to perform all required and mandated work. The Department has hired 5620 – Regulatory Specialist, and 5638-Environmental Assistant classifications to help with some of the workload.

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

- A. Explain why civil service classes are not applicable.
Industrial Hygienist classes can perform some of this type of work; however, the City does not have an industrial hygiene laboratory that can perform a wide variety of environmental tests, and does not currently employ enough qualified Industrial Hygienists with specific expertise in asbestos and lead oversight and design to perform the specialized work required. Current City Industrial Hygienists are employed to address many other industrial hygiene issues within their respective departments and the proposed contractual services will be utilized to supplement City staff where staffing or expertise is inadequate. Training costs are high and frequent, so are medical monitoring costs. We would have health and safety liability exposure for these workers for their lifetime. We would have to purchase lots of expensive hazmat response gear and vehicles and have a place to store this equipment. Additionally, we would have to purchase and store large and expensive pieces of equipment, which would need to be dedicated to hazardous materials work. The cost of start up and maintenance (plus rental of office and storage space to store equipment) for each type of response makes it uneconomical. The as-needed contracts provide us flexibility to use different contractors for different types of hazardous material responses. Since these Consultants conduct this work full-time, they can control costs and have the expertise to perform a variety of different response activities.
- 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 proposed services will be used to supplement City staff where staffing or expertise is inadequate.

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. As stated above, a lot of factors, such as, training costs, medical monitoring costs, the City's liability for workers' health and safety, expensive hazmat response gear, equipment, and vehicles and have a place to store this equipment, make it unfeasible. The cost of staff training, start-up and maintenance (plus rental of office and storage space to store equipment) for each type of response makes it uneconomical. The as-needed contracts provide us

flexibility to use different contractors for different types of hazardous material responses.

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 08/26/2016, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Teamsters, Local 856 Health Workers

☒ 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# 33739 - 16/17

DHR Analysis/Recommendation:

action date: 12/05/2016

Commission Approval Required

Approved by Civil Service Commission

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



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent Via Electronic Mail

December 14, 2016

GINA M. ROCCANOVA
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

F. X. CROWLEY
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACTS NUMBERS
33739-16/17; 44408-13/14; AND 4120-09/10**

At its meeting on **December 5, 2016** the Civil Service Commission had for its consideration the above matter.

The Commission took the following actions:

1. Approved PSC #4120-09/10 with the condition that they submit a copy of the Arbitration Award and Arbitration Agreement.
2. Adopted the report and approved the remaining request for proposed Personal Services Contracts. This shall serve to notice the Office of the Controller and the Office of Contract Administration.

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

PLEASE NOTE:

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

MICHAEL L. BROWN
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN
Executive Officer

Attachment

Cc: Shamica Jackson, Public Utilities Commission
Jacquie Hale, Department of Public Health
Stacey Camillo, Department of Public Works
Stacey Lo, Public Utilities Commission
Commission File
Chron

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 33739 - 16/17)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As-Needed Asbestos, Lead, and Industrial Hygiene Consultation ServicesFunding Source: Interdepartmental Work OrdersPSC Original Approved Amount: \$4,000,000 PSC Original Approved Duration: 11/01/16 - 12/31/22 (6 years 8 weeks)PSC Mod#1 Amount: \$2,000,000 PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$6,000,000 PSC Cumulative Duration Proposed: 6 years 8 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Consultant will provide as-needed hazardous materials surveys and work plans, third-party oversight, air and noise monitoring, indoor air quality studies, 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. DPW intends to award five (5) Master Agreements, each not-to-exceed \$800,000 for these as-needed services.

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

These services are necessary to comply with Federal, State and Local environmental, health and safety regulations. Denial would result in the failure to comply with mandatory governmental regulations, the City's dust and noise ordinance, mandated mitigation and safety measures in the handling and abatement of asbestos, lead, and other hazardous materials, and could subject City employees and the public to health and safety hazards.

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

Yes, please see PSC modification history above.

D. Will the contract(s) be renewed?

No.

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

This PSC exceeds 5 years to account for advertising and award time. Public Works' as-needed contracts cannot exceed 5 year.

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

- ☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- ☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- ☒ Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).
- ☒ Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

Explain the qualifying circumstances:

This service is only needed on an as-needed and intermittent basis for Public Works' as-needed contracts. This service requires resources that the City lacks, such as office space, hazardous materials sampling equipment, hazardous materials testing laboratories, and storage space for different types of hazardous materials responses. City Attorney recommended that third party Consultants provide these services, rather than City employees overseeing its own hazardous abatement work. Also, this helps us to comply with the Dust Ordinance of the SF Health Code and the Noise Ordinance of the SF Police Code, and Cal/OSHA & BAAMQD regulations. This service is only needed on an as-needed and intermittent basis for Public Works' as-needed contracts.

B. Reason for the request for modification:

This Mod Request is to increase contracting capacity in existing master agreements for as-needed asbestos, lead, and industrial hygiene consultation services. These services are necessary to comply with Federal, State and Local environmental, Health and Safety Regulations.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requires experience in conducting asbestos and lead surveys, preparing specifications and providing oversight on abatement projects; consulting on other hazardous materials; experience and familiarity with current state-of-the-art surveying, testing and abatement procedures and regulatory requirements; requires the maintenance and use of a wide range of industrial hygiene equipment. Requires an industrial hygiene laboratory. Requires extensive hazardous training covering a wide range of hazardous materials abatement and remediation courses. Contractors and their employees must possess required Asbestos Hazard Emergency Response Act (AHERA) and Department of Housing and Urban Development (HUD) certifications and Hazardous Waste Operations and Emergency Response Training.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5620, Regulatory Specialist; 5638, Environmental Assistant; 6137, Assistant Industrial Hygienist; 6138, Industrial Hygienist; 6139, Senior Industrial Hygienist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Consultants will have to provide the necessary materials, laboratories, equipment and labor to perform the oversight services on projects in accordance with AHERA and HUD guidelines.

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.

Industrial Hygienist classes can perform some of this type of work; however, the City does not have an industrial hygiene laboratory that can perform a wide variety of environmental tests, and does not currently employ enough qualified Industrial Hygienists with specific expertise in asbestos and lead oversight and design to perform the specialized work required. Current City Industrial Hygienists are employed to address many other industrial hygiene issues within their respective departments and the proposed contractual services will be utilized to supplement City staff where staffing or expertise is inadequate. Training costs are high and frequent, so are medical monitoring costs. We would have health and safety liability exposure for these workers for their lifetime. We would have to purchase lots of expensive hazmat response gear and vehicles and have a place to store this equipment. Additionally, we would have to purchase and store large and expensive pieces of equipment, which would need to be dedicated to hazardous materials work. The cost of start up and maintenance (plus rental of office and storage space to store equipment) for each type of response makes it uneconomical. The as-needed contracts provide us flexibility to use different contractors for different types of hazardous material responses. Since these Consultants conduct this work full-time, they can control costs and have the expertise to perform a variety of different response activities.

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 proposed services will be used to supplement City staff where staffing or expertise is inadequate.

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, Zero Hours

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 05/09/19, the Department notified the following employee organizations of this PSC/RFP request:

Teamsters, Local 856 Health Workers; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

Name: 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# 33739 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/21/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: JUVENILE PROBATION -- JUV

Dept. Code: JUV

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

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

Type of Service: Justice Technical Services: Strategic Planners, Evaluators, etc.

Funding Source: GenFund project carryforward (10001710)

PSC Amount: \$800,000

PSC Est. Start Date: 01/15/2021

PSC Est. End Date 12/31/2024

1. Description of Work

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

The expertise of the professionals sought is unique, unrepresented, and greatly needed by the Juvenile Probation Department (JPD). JPD needs individuals that are able to support its organizational development and continuous quality improvement projects grounded in racial equity, and possess expertise in using research methods to make measurable improvements in service delivery and community outcomes in the justice and child welfare systems.

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

JPD seeks technical assistance in implementing its Racial Equity Action plan, developed as required by Ordinance No. 188-19, through transformative organizational development and continuous quality improvement throughout the Department, touching every aspect of internal and external operations, in collaboration with the community and justice system partners. If the PSC is denied, APD will not be able to complete the planning, internal and external stakeholder engagement, and comprehensive policy and procedure implementation necessary to sustainably address pervasive racial disparities throughout the juvenile justice system.

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

A previously CSC-approved PSC that is similar to this one has provided contracting opportunities for organizational development and continuous quality improvement, and other technical assistance services for the Adult Probation Department. The work proposed here by JPD would be procured under the Adult probation Department RFQ associated with that approved PSC.

D. Will the contract(s) be renewed?

Unknown

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

JPD seeks technical assistance in implementing its Racial Equity Action plan, developed as required by Ordinance No. 188-19, through transformative organizational development and continuous quality improvement throughout the Department, touching every aspect of internal and external operations, in collaboration with the community and justice system partners. If the PSC is denied, APD will not be able to complete the planning, internal and external stakeholder engagement, and comprehensive policy and procedure implementation necessary to sustainably address pervasive racial disparities throughout the juvenile justice system.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Deep knowledge of the justice and child welfare systems coupled with skill and expertise implementing transformational change grounded in racial equity; policy analysis; internal and external stakeholder engagement across diverse groups; and data and evaluation.

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

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

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

These resources are not available within the city

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

A. Explain why civil service classes are not applicable.

Project is short term, requiring specialized 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 will be pursued as needed by JPD.

6. Additional Information

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

No.

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

No. There will be no training provided; Third Sector work will not transition to 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 11/05/2020, the Department notified the following employee organizations of this PSC/RFP request:

all unions were notified

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

Name: Cheryl Taylor Phone: Email: cheryl.taylor1@sfgov.org

Address: 375 Woodside Avenue San Francisco, CA 94127

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41720 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/01/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of cheryl.taylor1@sfgov.org
To: [RECEIPT for Union Notification for PSC 41720 - 20/21 more than \\$100k](mailto:Taylor, Cheryl (JUV); Laxamana, Junko (BOS); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; tony@sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; 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@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmtchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@SFMEA.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@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; Taylor, Cheryl (JUV); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 41720 - 20/21
Date: Thursday, November 5, 2020 11:12:28 AM</p><hr/></div><div data-bbox=)

The JUVENILE PROBATION -- JUV has submitted a request for a Personal Services Contract (PSC) 41720 - 20/21 for \$800,000 for Initial Request services for the period 01/15/2021 – 12/31/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15704> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Architectural and Engineering Design Services- New City Distribution Division Campus(PRO.0198)

Funding Source: Water Enterprise Capital Budget

PSC Duration: 5 years

PSC Amount: \$20,230,000

1. Description of Work

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

The project will replace CDD's aging facilities with more efficient facilities that meet current safety standards and offer the opportunity to consolidate CDD operations at a centralized location. The new facilities that will provide operational space needs for 490 employees, will include five structures totaling just under 400,000 gross square, for administrative offices, eight industrial shops, a warehouse and parking garage.

The duration for preparation of design documents will be 18-24 months. During construction, the design team reviews requests for information and submittals, which will exceed the end of design an additional 30 months. The project includes industrial structures that require specialized technical consultants, and the size and scope of the project necessitates augmented city staff, in order to deliver the project on budget and on time.

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

Public Works is preparing schematic design on this project and full design on the administrative office building, which is one of the five structures. For a project of this size and scope, the success of the project will require a large, multidisciplinary team, inclusive of industrial engineering, parking design consultant, and other technical consultants and specialists essential to complete design of the industrial shops, warehouse and garage. The extraordinary level of coordination required to complete design for multiple structures requires augmentation of city staff to complete the project. Further, the sequencing of design and construction work required to deliver the project on budget and on time, requires design support experienced in alternative delivery methods, in order to release sequential design packages for early construction start and to release trade packages for multiple buildings simultaneously. Effective execution of sequencing requires a high level of coordination across disciplines and the engagement of core subcontractors during design. A design team experienced in alternative delivery is essential for controlling cost and schedule risks on a project of this scale. Consequences of denial would result in increased project costs and a significantly longer project schedule at the risk of maintaining operations for the City's central distribution system in the event of growing climate change or a significant earthquake event.

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

This is the first time we have requested Architectural and Engineering Design Services for a project of this magnitude that includes seven shops, offices, warehouse, and garage.

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a unique large-scale project with specialized building types. It is essential for the city to augment the design team with a multi-disciplinary team that includes required specialized expertise, and the ability to manage high level of coordination across multiple design teams and execute on sequencing of trade packages.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The project requires several technical experts in areas outside the expertise of city staff, specifically industrial engineering required for the eight shops and warehouse, and parking consultant because garages are designed by specialized consultants. Additionally, there are several challenging site conditions on this project and complex mechanical systems required for the shops, that will require civil and mechanical engineers with experience in projects of this complexity. The contracting process to engage the experts required as individual contracts would be onerous and the benefits of having an umbrella team under one entity would be lost. The project requires several technical experts not available under existing city classifications, including industrial, acoustical, waterproofing, communications, elevator, fire, and lighting specialists. This large, complex project, with multiple types of buildings, not only necessitates having an umbrella team to achieve a high level of coordination across multiple disciplines, but it also requires a design team with expertise in alternative delivery, including experience in sequencing trade packages and direct and current experience in completing a project of this magnitude. While city staff are becoming more familiar with alternative delivery, there is not sufficient experience to complete the design development and construction document phases of the project.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5268, 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?

The SFPUC has been working with Public Works on the project for the last 2 years, and will continue to work with them throughout the duration of the project. Public Works is completing the Programming, Conceptual and Schematic design phases for the project and they will remain involved, providing full architectural and engineering design on the Administrative Building and landscaping design for the project, in addition to Project Management and Construction Management services.

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

- A. Explain why civil service classes are not applicable.
While existing architectural and engineering classifications have been and will continue to support the project as evidenced above, the scale of the project and the expertise required to complete the project necessitates bringing on a team that is able to provide umbrella design services, inclusive of the technical experts required, and essential to achieving highly coordinated design on a project of this scale and a team that's able to sequence the delivery of design documents for integrated project delivery. City staff doesn't currently have the capacity to provide this level of service on this complex, one-time type of project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. This is a singular project that does not require a new civil service class.

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, while no specific trainings will be provided, city staff and Public Works will have a role in the project from which there will be an opportunity to gain knowledge and experience.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

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

No.

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

No.

7. Union Notification: On 12/17/2020, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45560 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/01/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org
To: [Irwin, William](#); [Laxamana, Junko \(BOS\)](#); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Irwin, William](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45560 - 20/21
Date: Thursday, December 17, 2020 3:46:17 PM

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

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

RECEIPT for Union Notification for PSC 45560 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45560 - 20/21 for \$20,230,000 for Initial Request services for the period 10/01/2021 – 09/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15828> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Power Scheduling Coordination and Related Support Services (PRO.0152)

Funding Source: Energy Services/Wheeling Charges

PSC Duration: 5 years

PSC Amount: \$136,500,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) requires Scheduling Coordinator (SC) Services provided to the Hetch Hetchy (HHP) and CleanPowerSF energy portfolios for participation in the California Independent System Operator (CAISO) energy markets. The SC will assist the SFPUC and both energy portfolios in optimizing its short-term resource utilization and service to its loads, including but not limited to submittal of Day Ahead and Real Time generation, load, and interchange schedules, submitting bids, submitting energy trades, managing communications between CAISO, SFPUC schedulers, and Power House Operators, handling settlements, and other related services. The CAISO high and low voltage wheeling charges are required to be paid through SFPUC's contracted Scheduling Coordinator (SC) such that these charges can be paid to support our energy transmission from Hetch Hetchy system to San Francisco customers. CAISO's tariffs define these charges as a type of "pass-through charge" that SC will pay the charge to CAISO on the behalf of the SC client (e.g. SFPUC) without any additional fee for the pass-through charge. The CAISO settlement charges are paid on behalf of SFPUC and in accordance to the CAISO Payments Calendar. The breakdown of charges are as follows: \$6,000,000 for the contract costs and \$130,500,000 for the CAISO pass-through charges.

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

In order for the SFPUC to provide service to its electric customers, it must wheel electric power over the transmission system that is controlled by the CAISO, pursuant to a state law enacted in 1996. The CAISO tariff requires that only entities that have been certified as Scheduling Coordinators may interact with the CAISO to schedule all power that is transported or wheeled over the transmission system. The SFPUC is not a certified Scheduling Coordinator. Without contracting with a certified Scheduling Coordinator, the SFPUC will not be able to transport power to its electric customers.

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

Yes, this service is currently being provided via PSC No. 45401-13/14 (CS-344). The department determined that a new Request for Proposal (RFP) will be issued for scheduling coordinator services. The PSC No. 46657-19/20 (PRO.0152) was approved by the Civil Service Commission (CSC) on 1/6/2020. The issuance of the RFP was delayed due to complexity of the RFP, the COVID-19 pandemic and the resulting Shelter-in-Place order, requiring the department to seek CSC approval again, as the contract was not executed within a year of CSC approval.

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):

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

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

B. Explain the qualifying circumstances:

The SFPUC is not a certified Scheduling Coordinator. Without contracting with a certified Scheduling Coordinator, the SFPUC will not be able to transport power to its electric customers.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Detailed knowledge of CAISO scheduling and settlements, markets, and CAISO charge codes; substantial experience providing scheduling coordination services; knowledge of municipal utilities and hydroelectric operations and maintenance practices.

B. Which, if any, civil service class(es) normally perform(s) this work? 5602, Utility 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?

None because SFPUC is not a certified Scheduling Coordinator.

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

A. Explain why civil service classes are not applicable.

The 5602 (Utility Specialists) class provides energy trading, energy scheduling, and complex procurement planning analysis. However, this class does not currently have the specialized expertise to meet new requirements for advanced power scheduling, trading and related support services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil service class 5602 already exists.

6. Additional Information

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

No.

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

No. The contractor will provide SFPUC staff (including management, utility specialists and utility analysts) with training to provide continuity of business services, enhanced trading and scheduling capabilities, and market value assessment. The contractor will provide on-going support and training to SFPUC staff in the Power Purchasing & Scheduling, Settlements, and Strategic Planning groups of changing electricity market conditions and their impacts on scheduling, trading and settlements. The contractor will provide training on software changes and modifications required to comply with scheduling best practices and industry standards. The contractor will provide approximately 200 hours over a twelve (12) month period on the initial training. The contractor will provide on-going support throughout the term of the agreement.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 12/21/2020, the Department notified the following employee organizations of this PSC/RFP

request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47781 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/01/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org
To: [Irwin, William](#); [Laxamana, Junko \(BOS\)](#); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Irwin, William](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47781 - 20/21
Date: Monday, December 21, 2020 4:04:45 PM

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

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

RECEIPT for Union Notification for PSC 47781 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47781 - 20/21 for \$136,500,000 for Initial Request services for the period 09/01/2021 – 08/31/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15877> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 45401 - 13/14)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Power Scheduling Coordination and Related Support Services (CS-344)Funding Source: Energy Services/Wheeling ChangesPSC Original Approved Amount: \$5,000,000PSC Original Approved Duration: 03/03/14 - 02/01/19 (4 years 48 weeks)PSC Mod#1 Amount: \$100,000,000PSC Mod#1 Duration: 02/02/19-06/16/20 (1 year 19 weeks)PSC Mod#2 Amount: \$42,000,000PSC Mod#2 Duration: 06/17/20-06/16/22 (2 years)PSC Mod#3 Amount: \$2,900,000PSC Mod#3 Duration: no duration addedPSC Cumulative Amount Proposed: \$149,900,000PSC Cumulative Duration Proposed: 8 years 15 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Public Utilities Commission (SFPUC) requires schedule coordination through the California Independent System Operator (CAISO), for power trading services to optimize the SFPUC's short-term resource utilization and service to its loads, including but not limited to submittal of Day Ahead and Real Time interchange schedules, submitting bids, submitting energy trades, managing communications between CAISO and SFPUC schedulers and operators, handling settlements, and other related services. The CAISO high and low voltage wheeling charges are required to be paid through SFPUC's contracted Scheduling Coordinator (SC) such that these charges can be paid to support our energy transmission from Hetch Hetchy system to San Francisco customers. CAISO's tariffs define these charges as a type of "pass-through charge" that SC will pay the charge to CAISO on the behalf of the SC client (e.g. SFPUC) without any additional fee for the pass-through charge.

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

In order for the SFPUC to provide service to its electric customers, it must wheel electric power over the transmission system that is controlled by the CAISO, pursuant to a state law enacted in 1996. The CAISO tariff requires that only entities that have been certified as Scheduling Coordinators may interact with the CAISO to schedule all power that is transported or wheeled over the transmission system. The SFPUC is not a certified Scheduling Coordinator. Without contracting with a certified Scheduling Coordinator, the SFPUC will not be able to transport power to its electric customers.

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 45401 - 13/14

D. Will the contract(s) be renewed?

No.

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

The SFPUC is requesting Personal Service Contract authority in order to continue assisting the SFPUC with power trading services to optimize the SFPUC's short-term resource utilization and service to its loads. In addition, the SFPUC is obligated to follow the CAISO's tariff for 24x7 operations for on-going longer term support regulated by State, resulting in a multiple-year agreement.

2. Reason(s) for the Request

- A. Display all that apply

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

REASON FOR CHECKING OTHER:

The SFPUC is not a certified Scheduling Coordinator. Without contracting with a certified Scheduling Coordinator, the SFPUC will not be able to transport power to its electric customers.

Explain the qualifying circumstances:

no response from department

- B. Reason for the request for modification:

The SFPUC requires a third-party to act as scheduling coordinator on behalf of the SFPUC and assist with power scheduling coordination services for the SFPUC's participation in the markets of the California Independent System Operator (CAISO). Mod. No. 3 to PSC 45401-13/14 is required to ensure continuity (so there is no gap in services) while a new Request for Proposal (RFP) solicitation is being conducted. Mod. No. 3 to PSC 45401-13/14 increases the PSC Amount to equal the Contract Amount.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Detailed knowledge of CAISO scheduling and settlements, markets, and CAISO charge codes; substantial experience providing scheduling coordination services; knowledge of municipal utilities and hydroelectric operations and maintenance practices.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5602, Utility 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.
- The 5602 (Utility Specialists) class provides energy trading, energy scheduling, and complex procurement planning analysis. However, this class does not currently have the specialized expertise to meet new requirements for advanced power scheduling, trading and related support services.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Civil service class 5602 already exists.

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

7. Union Notification: On 04/07/20, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45401 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/27/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Power Scheduling Coordination and Related Support Services (PRO.0152)Funding Source: Energy Services/Wheeling ChargesPSC Duration: 6 years 8 weeksPSC Amount: \$160,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Public Utilities Commission (SFPUC) requires Scheduling Coordinator (SC) Services provided to the Hetch Hetchy (HHP) and CleanPowerSF energy portfolios for participation in the California Independent System Operator (CAISO) energy markets. The SC will assist the SFPUC and both energy portfolios in optimizing its short-term resource utilization and service to its loads, including but not limited to submittal of Day Ahead and Real Time generation, load, and interchange schedules, submitting bids, submitting energy trades, managing communications between CAISO, SFPUC schedulers, and Power House Operators, handling settlements, and other related services. The CAISO high and low voltage wheeling charges are required to be paid through SFPUC's contracted Scheduling Coordinator (SC) such that these charges can be paid to support our energy transmission from Hetch Hetchy system to San Francisco customers. CAISO's tariffs define these charges as a type of "pass-through charge" that SC will pay the charge to CAISO on the behalf of the SC client (e.g. SFPUC) without any additional fee for the pass-through charge. The CAISO settlement charges are paid on behalf of SFPUC and in accordance to the CAISO Payments Calendar. The breakdown of charges are as follows: \$10,000,000 for the contract costs and \$150,000,000 for the CAISO pass-through charges.

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

In order for the SFPUC to provide service to its electric customers, it must wheel electric power over the transmission system that is controlled by the CAISO, pursuant to a state law enacted in 1996. The CAISO tariff requires that only entities that have been certified as Scheduling Coordinators may interact with the CAISO to schedule all power that is transported or wheeled over the transmission system. The SFPUC is not a certified Scheduling Coordinator. Without contracting with a certified Scheduling Coordinator, the SFPUC will not be able to transport power to its electric customers.

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

Yes, this service was provided in the past via PSC No. 45401-13/14 (CS-344).

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 of this Personal Service Contract authority is in excess of five years in order to assist the SFPUC with power trading services to optimize the SFPUC's short-term resource utilization and service to its loads. In addition, the SFPUC is obligated to follow the CAISO's tariff for 24x7 operations for on-going longer term support regulated by State, resulting in a multiple-year agreement.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The SFPUC is not a certified Scheduling Coordinator. Without contracting with a certified Scheduling Coordinator, the SFPUC will not be able to transport power to its electric customers.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Detailed knowledge of CAISO scheduling and settlements, markets, and CAISO charge codes; substantial experience providing scheduling coordination services; knowledge of municipal utilities and hydroelectric operations and maintenance practices.

B. Which, if any, civil service class(es) normally perform(s) this work? 5602, Utility 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?

None because SFPUC is not a certified Scheduling Coordinator.

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

A. Explain why civil service classes are not applicable.

The 5602 (Utility Specialists) class provides energy trading, energy scheduling, and complex procurement planning analysis. However, this class does not currently have the specialized expertise to meet new requirements for advanced power scheduling, trading and related support services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil service class 5602 already exists.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. The contractor will provide SFPUC staff (including management, utility specialists and utility analysts) with training to provide continuity of business services, enhanced trading and scheduling capabilities, and market value assessment. The contractor will provide on-going support and training to SFPUC staff in the Power Purchasing & Scheduling, Settlements, and Strategic Planning groups of changing electricity market conditions and their impacts on scheduling, trading and settlements. The contractor will provide training on software changes and modifications required to comply with scheduling best practices and industry standards. The contractor will provide approximately 200 hours over a twelve (12) month period on the initial training. The contractor will provide on-going support throughout the term of the agreement.

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

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

7. Union Notification: On 11/08/2019, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46657 - 19/20

DHR Analysis/Recommendation:

action date: 01/06/2020

Commission Approval Required

Approved by Civil Service Commission

01/06/2020 DHR Approved for 01/06/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR -- TTX

Dept. Code: TTX

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

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

Type of Service: Cashiering System Configuration Professional Services

Funding Source: General Funding

PSC Duration: 10 years 1 day

PSC Amount: \$1,800,000

1. Description of Work

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

The Treasurer & Tax Collector has previously procured a proprietary software solution for a payment processing and cashiering system by implementing automated workflow and document management technology under PSC# 4035 09/10 & 4082 12/13. Processing of mail is a daily service performed for a variety of departments and consists of 34 payment types plus miscellaneous correspondence. The City would like to exploit the capabilities of this technology by expanding the efficient use of digital imaging and OCR scanning, front counter cashiering functions, returned undeliverable mail processing, handling of unidentified payments, and improving automated work flow and document management technology. This requires the Treasurer & Tax Collector to make necessary configuration changes to support automated reconciliation.

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

Services are necessary as the Treasurer & Tax Collector is utilizing proprietary software that can only be configured by the existing supplier. Consequences of denial would limit the Treasurer & Tax Collector's ability to credit and post 50% of the General Funds receivables.

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

PSC# 4035 09/10 & PSC# 4082 12/13 (Mod 7)

D. Will the contract(s) be renewed?

Potentially, if needed.

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

The Treasurer & Tax Collector requires on-going professional services work to maintain proprietary maintenance agreement that will be for 10 years. We will need professional services to support continued maintenance on the proprietary software.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Wausau is a proprietary software and the City could not modify without voiding our service agreement. The City does not have access to the source code and requires specialized expertise and support from Wausau in order to configure and maintain the software.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise and authorization to configure the Wausau FC software. Experience working with the Wausau FC cashiering solution as an analyst and knowledge of the Wausau FC functionality.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Wausau is a proprietary software and the City could not modify without voiding our service agreement. City and County does not have access to the source code.

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. Wausau is a proprietary software and the City could not modify without voiding our service agreement. The City does have existing programmer and business analyst classes that perform this type of work, however, the City does not have access to the source code and the expertise in the Wausau 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. N/A Software is proprietary and CCSF does not have access to the source code.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 12/18/2020, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 1 Dr. Carlton B. Goodlett Place, Room 140 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45762 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/01/2021

Receipt of Union Notification(s)

From: [Wu, Kimmie \(TTX\)](#)
To: [Wentworth, Amanda \(TTX\)](#)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 45762 - 20/21
Date: Friday, December 18, 2020 11:36:33 AM
Importance: High

Kimmie Wu
Office of the Treasurer & Tax Collector
Cell: 415.617.9893

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of Kimmie.wu@sfgov.org
Sent: Friday, December 18, 2020 11:24 AM
To: Wu, Kimmie (TTX) <kimmie.wu@sfgov.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Wu, Kimmie (TTX) <kimmie.wu@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 45762 - 20/21

RECEIPT for Union Notification for PSC 45762 - 20/21 more than \$100k

The TREASURER/TAX COLLECTOR -- TTX has submitted a request for a Personal Services Contract (PSC) 45762 - 20/21 for \$1,800,000 for Initial Request services for the period 06/27/2021 – 06/26/2031. 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/15787> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)



Memorandum

Date: December 8, 2020

To: Civil Service Commission

From: Kimmie Wu
Treasurer-Tax Collector

Re: PSC#45762-20/21

The Office of the Treasurer & Tax Collector (TTX) is requesting approval of PSC#45762-20/21 for Cashiering System Configuration Professional Services. TTX requires long term use of Cashiering System Configuration (over 5 years) to support the City's ability to credit and post General Funds receivables.

TTX currently uses a proprietary software solution, allowing for an automated workflow and document management system, that must be configured by the supplier. The City does not have access to the source code to make configurations in house and so requires long term support (over 5 years) from the supplier to continue using the cashiering system.

City and County of San Francisco

Request for Proposals for
Payment Processing and Cashiering System



Date issued:	September 18, 2009
Revised Contract Requirements (VII):	September 30, 2009
Pre-proposal conference:	October 2, 2009 at 10:00 a.m.
Proposal due:	November 2, 2009 at 4:00 p.m.

RFP- Payment Processing and Cashiering System

Request for Proposals for Payment Processing & Cashiering System

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Appendices:

- A. HRC Attachment 2: Requirements for Architecture, Engineering and separate Professional Services Contracts, for contacts \$29,000 and over document (separate document). Proposers must submit the following forms:
Form 2A HRC Contract Participation form
Form 2B HRC “Good Faith” Outreach Requirements form
Form 3 HRC Non-discrimination Affidavit
Form 5 HRC Employment form
The following form may be required, depending on the circumstances:
Form 4 Joint Venture Participation Schedule
- B. Standard Forms: Listing and Internet addresses of Forms related to Taxpayer Identification Number and Certification, to Business Tax Declaration, and to Chapters 12B and 12C, and 14B of the S.F. Administrative Code. B-1
- C. Agreement for Professional Services (form P-500) separate document
- D. Agreement for Software License (form P-545) – separate document
- E. Agreement for Software Maintenance (form P-540) – separate document
- F. Agreement for Software Development (form P-542) – separate document

RFP- Payment Processing and Cashiering System

G. TTX RFI for Improved Payment Processing System issued October 6, 2008

H. TTX Cashier Section incoming mail items processed 7/1/2008 – 6/30/2009.

I. Introduction and Schedule

A. General

The City and County of San Francisco, Office of the Treasurer & Tax Collector (hereafter “City”) is seeking proposals for the installation and maintenance of a Payment Processing & Cashiering System for the City’s Cashier Section. Ideally, the City desires to obtain these services through a single respondent who would thereafter have the responsibility of managing the support of services and software. The City will, however, consider proposals for only the Payment Processing or the Cashiering System.

The Cashier Section’s operations include high volume incoming mail and remittance processing services, handling approximately 1.3 million items of mail annually. The Cashier Section averages about 112,000 items per month with marked peak volumes reaching as high as 185,000 items processed in a month. Processing of mail is a daily service performed for a variety of departments and consists of 34 payment types plus miscellaneous correspondence. Batches of incoming mail are opened and the contents reviewed before being digitally scanned and forwarded to the Cashier Section’s Remittance Unit.

The Treasurer & Tax Collector Office collects and deposits business tax, property tax, and various business licenses and fees required by the Municipal Code. Other licenses and fees include hotel and parking tax, utility tax, emergency response, stadium tax, dog licenses, false alarm, roofing tax, and business registration fees.

In addition, Treasurer & Tax Collector Office contracts and collects current and delinquent obligations for other City departments, such as SF General Hospital, the Water Department, Parking and Traffic, and simple building permits.

The contract the City is seeking shall have a term of up to ten (10) years. Results of this RFP may be used by other City agencies and offices electing to use the payment processing or the cashiering system offered by vendor.

B. Schedule

The City intends to follow the schedule described below during the process of releasing this Request for Proposal (RFP) and receiving and evaluating the responses. The City reserves the right to alter the schedule at any time.

The anticipated schedule for selecting a vendor is:

<u>Proposal Phase</u>	<u>Date</u>
RFP is issued by the City	September 18, 2009
Pre-proposal conference	October 2, 2009
Deadline for submission of written questions or requests for clarification	October 13, 2009

RFP- Payment Processing and Cashiering System

Online posting of final addendum to the RFP	October 23, 2009
Proposals due	November 2, 2009
Product demonstration and oral interview with firms selected for further consideration	Week of November 16, 2009
Notification of firm selected	Week of December 1, 2009
Deadline for submission of protest	December 11, 2009

II. Scope of Work

Scope Overview

The Scope of Work is a general guide and is not a complete list of all work necessary to complete the project. The City has implemented the use of a high speed mail extraction and scanning device – the OPEX 3690i to work in conjunction with other automated equipment already in place. While this device is installed and is working, full utilization of digital image processing has been limited. Much of the payment processing continues to be a paper-based operation. The City would like to exploit the capabilities of this technology by expanding the efficient use of digital imaging and OCR scanning, front counter cashiering functions, returned undeliverable mail processing, handling of unidentified payments, and by implementing automated work flow and document management technology.

The main functionalities needed for the Cashiering & Payment Processing System include:

- Complete payment identification and processing at the point of receipt
- Automated recognition of payment type and account holder information.
- Centralized cash balancing and bank deposit processing.
- Expanded use of digital imaging, barcodes, OCR data capture, and elimination of paper-based processing.
- Full security, audit trail, reconciliation, archival and retrieval capabilities.
- Improved automated work flow from reception of mail, to processing of payments (check deposit and NSF [Non-sufficient Funds]), to posting of payments to downstream batch processing systems, to archival and retrieval of historical documents.
- Supports automated reconciliation of multiple payment transaction types and distribute into various batch processing systems.

Existing System:

The City is currently using Netvantage's Image© system which handles both cashiering and remittance functions and consolidates all reporting. The hardware used includes (numbers of each included): OPEX 3690i (2), NCR 7731 (11), NCR 7780 (2), TS 215 (1), TS 230 (1) and Epson TM6000 printer (11).

Payment Volumes

The overall volume of payments processed through the Incoming Mail Workflow for the fiscal year July 2007 through June 2008 was 1,342,015 items of mail. This does not include some mail that is simply counted, logged, manually opened and, in a few cases, photocopied and filed before being distributed to the appropriate department. The largest volume is Water Bills at 633,407 or 47%; Real Estate tax payments comprise 358,582 or

RFP- Payment Processing and Cashiering System

27%; Bus Tax Registrations account for 95,835 or 7%. The remaining 31 payment types range from 3% to 2% to less than 1% of the volume.

Total Revenue

When looking at the volume by revenue, the largest revenue area is Real Estate Tax (Property Tax). In combination with the volume of items received, Real Estate Tax is the leading area representing 27% of the volume of incoming mail and 48% of total revenue.

At 47% of the number of items received, Water Bills are the largest volume of incoming mail, but they only represent about 10% of the revenue.

The third largest volume of items received is Business Tax Registrations at 7.1%, but this area represents only about 0.32% of annual revenue.

For Payroll Tax, the volume of items received is only 2.6%, though the revenue is 12.73% -- the second highest revenue area.

Peak Volumes

The highest volume of payments processed is Water Bills which have a very smooth, no-peak arrival rate of about 53,000 per month.

Real Estate Taxes have marked peaks in the October-November-December timeframe and again in March-April when tax installments are due. Peak volumes for these two periods are 110,000 and 83,000, respectively.

Unsecured Property Tax has a slight peak in August of a little more than 11,000 in the month.

Business Tax Registrations rise quickly from a 2,000-per-month level to almost 44,000 in February.

The remaining 30 payment types are low volume and have no significant peaks.

IT Operations

The Treasurer/Tax Collector has six major work areas: Mailroom and Cashiering, Property Tax, Delinquent Revenue, Treasury/Banking, Customer Service and Accounting. TTX has a number of software applications running on many diverse hardware platforms which support the day to day business operations. OPEX 3690i and Model 51 equipment are used for initial mail handling, opening, content removal, digital imaging and sorting. NCR is used to handle remittance processing and bank deposit. The Netvantage Itemage© system is used to handle cashiering images and transactions. Cardiff's Teleform™ system is used to transform Business Tax documents into electronic transactions, and Captraris's Alchemy© is used for archiving Business tax documents. Business Tax has a Windows based application running MS Access on SQL server, and also has a converted Microfocus COBOL/Oracle system. The IBM Mainframe using CICS is used to set up and record payments to Property Taxes and Licensing accounts. PC spreadsheets and MS Access applications are used in the Accounting areas and Banking areas.

RFP- Payment Processing and Cashiering System

Responses

Responders must submit the requested information in the format specified below. Brochures, literature and demonstrations are welcome but should not be submitted in lieu of responding to the individual items below. All proposers must respond to the requirements below. You may submit a proposal for the Cashiering system, the Payment Processing, or an integrated solution encompassing both. If your response offers a comprehensive solution, it should be clearly identified as a “Total Solution.”

Please provide information on the numbered items below. After each item number there is a question or request that is of interest of the City. The questions / requests are meant to be a starting point, and responders are encouraged to provide any information that is pertinent to the item. Do not change the numbering sequence. If you are not responding to an item number, then indicate not offered, not applicable, etc..

I. Payment Processing

The questions below are requirements of any Payment Processing solution. For questions **in bold** please (1) provide a Yes or No answer, (2) state whether the requirement is a Core Function (a “Core Function” is an already existing part of your solution and need not be added to meet our requirements), and (3) provide any additional comments relating to the question.

A. Mail Opening & Image Scanning

1. Describe the solution’s ability to manage batch numbers and to control the printing of batch numbers on Opex scanning devices.
2. Describe how the integration of OPEX devices into the proposed solution utilizes front and rear images of all documents using both TIFF bitonal and JPEG grayscale formats
3. Describe the solution’s ability to monitor batches produced by the OPEX AS3690s .
 - 3.1. Do you support the following standard output OPEX file format ODI & OXI?
 - 3.2. How is a duplicate batch detected?
 - 3.3. Describe any statistical reporting and provide available sample reports.
 - 3.4. Describe the solution’s ability to support remote image capture of payments.
 - 3.5. Provide a diagram of the remote capture module as it relates to the proposed solution.
 - 3.6. Is the remote capture module a thin/web or thick/executable type client?
 - 3.7. What scanning devices are supported? List volume capacities for a given 12 hour scanning window.
 - 3.8. Is the solution third party or developed in house?

RFP- Payment Processing and Cashiering System

- 3.9. Does the solution support the reading of checks and coupons?
- 3.10. Describe any limitations on work scanned remotely vs. locally by the proposed solution.
- 4. Does the solution have the ability to support at least (3) OPEX AS3690s running in unstructured mode with a plug-in interface for the purpose of one pass ARC and/or Image Exchange?**
 - 4.1. How are correspondance documents handled?
 - 4.2. Does the solution handle the scanning of inter-mixed transaction types (singles, multiples, checks only, stub only)?
 - 4.3. Do you have any limitations on processing in an unstructured mode? For example, are specific document types or transaction types outsourced?
 - 4.4. How is the unstructured output from the AS 3690s handled to optimize data entry?
- 5. Does the solution have the ability to validate OCR and MICR scanlines during the processing cycles on the OPEX solutions?**
 - 5.1. Scanline and field length validation?**
 - 5.2. Scanline and field check digits?**
 - 5.3. Scanline and field character masks?**
 - 5.4. Table lookup (positive, negative, translation)?**
 - 5.5. Supported field types include: Account, Amount, Date, etc?**
 - 5.6. Detection of foreign checks?**

B. Image recognition

- 1. Describe the solution's use of the following amount recognition technologies:
 - 1.1. Courtesy Amount Recognition (CAR)
 - 1.2. Legal Amount Recognition (LAR)
 - 1.3. Coupon Amount Recognition using Intelligent Character Recognition (ICR).
- 2. Describe configuration and installation of any third party amount recognition products. Is setup and configuration integrated into solution setup or is it separate? Is installation centralized or workstation specific?
- 3. Describe solution's ability to recognize OCR and MICR scanlines from images that could not be read during image capture on the OPEX devices.
 - 3.1. High or low scanlines.
 - 3.2. Non-MICR ink scanlines.
 - 3.3. Non-Standard OCR Fonts
 - 3.4. Upside down or flipped images.
- 4. Describe the ability to perform zonal mark sense on either checkboxes or clear areas for extraneous hard writing.
 - 4.1. Describe any limits to the number of mark sense zones and speed.
 - 4.2. Describe the support for mark sense detection zones on front and rear of document image.
 - 4.3. Describe the ability to review or print images of marksense positive hits.
- 5. Describe any special OCR recognition or processing capabilities for Online Bill Payment Checks such as Checkfree and Metavante.

RFP- Payment Processing and Cashiering System

6. Describe any special amount recognition or processing capabilities for Money Orders.
7. Describe the ability to capture a list of payments and account numbers, and their processing.
8. Provide average CAR/LAR read rates.
9. **Is the solution capable of reading 1D and 2D barcodes?**
10. **Does the solution have specific logic for improving the read rate and or kill rate of transactions with respect to CAR/LAR reads (e.g. use of multiple results from recognition, use of characters from scanline, etc.)?**
11. **Does the solution provide logic for preventing common errors during CAR/LAR reads, (e.g. leading ones or trailing zeros)?**
12. **Is it possible to change or modify recognition settings for the purpose of tuning or controlling read rates and error rates for amount recognition?**
13. **Are statistic reports available for monitoring the performance of recognition processes?**
 - 13.1. List the types of available statistic reports
 - 13.2. Provide sample reports
 - 13.3. **Do reports show read rates, kill rates and error rates?**
14. **Is the solution capable of reading multiple OCR zones on a coupon in addition to a standard OCR scanline?**
15. **Does your system have the ability to read the front and back of any document?**
Clarify any limitations.
16. **Can your system detect correspondence in a group of documents?**
 - 16.1. **Can the transaction be sorted out and directed to user defined workflow?**
 - 16.2. **Can the operator process the transaction and send the entire image through a work flow process?**

C. Workflow & Data Entry

1. Provide a general workflow diagram for your solution.
2. Describe each image keying program and its purpose in the solution's workflow.
3. Provide options available in the solution to reduce manual key entry of information, e.g. OCR based rubber banding, automated host lookup interfaces, MICR databases, etc.
4. Describe any workflow or image keying options designed to help prevent processing errors, (e.g. misapplied payments, amount errors, accepting checks payable to others, extreme high or low amounts, etc.).
5. Describe any remote keying options supported by the solution that would enable outsourced keying or keying from another Company location, (e.g. browser based entry from check or coupon).
6. Describe the change of day or date management features of the solution.
 - 6.1. Describe any use of OPEX mail processing dates.
 - 6.2. How are dates controlled and managed in the solution? Must they be changed in more than one place in the system?
 - 6.3. **Can dates be changed once processing begins?**
 - 6.4. **Can the system process multiple dates simultaneously?**

- 6.5. Is there a Begin Day / End Day process that must be run?**
- 7. Can the solution process transactions of:**
 - 7.1. A single check and single stub?**
 - 7.2. A single check with many stubs?**
 - 7.3. Many checks with one stub?**
 - 7.4. A check without a stub?**
 - 7.5. A check with a list of account numbers?**
 - 7.6. A stub with no check?**
 - 7.7. Any of the above with correspondence documents?**
- 8. Does the solution support hot keys for common keying function to reduce the use of the mouse during data entry?**
- 9. Does the solution have image display options supported by the data entry programs, e.g. (zoom, un-zoom, foreground and background colors, grayscale, scroll, restricted areas, etc.)?**
- 10. Does the system have the ability to view the entire stub image or part of the stub image while performing check amount entry from image?**
- 11. Can the solution support permutation balancing?**
 - 11.1. Can the solution use permutations of multiple amounts from the scanline to balance multiple types of transactions?**
 - 11.2. Are there limits on the number of stubs for which this process can run?**
- 12. Does the system support correction of check MICR scanlines in such a way that the original format of the MICR scanline is preserved for use with Image Exchange or ACH solutions?**
- 13. Does the solution have options to help reduce the rejection of images or transactions during key from image?**
 - 13.1. Does the solution support any type of suspense processing or logical sorting of transactions instead of rejecting?**
 - 13.2. What are any web-based solutions for routing suspended transactions to other departments?**
- 14. Is the solution capable of prioritizing work in the system for keying?**
 - 14.1. Does the system support real-time priority changes by type of work?**
 - 14.2. Can the priority of any single batch be modified to move it through the system?**
- 15. Does the system allow for screen scraping / look ups into the different systems databases to process transactions? If so, please clarify.**
- 16. Does your system allow for the creation of a virtual stub & checks?**
 - 16.1. Will the system populate the stub directly from the database lookup?**
- 17. Does the system capture and read the postmark date on envelopes in order to properly post transactions according to postmark date?**
 - 17.1. If so, what is the read rate?**
 - 17.2. If those postmarks are identified within a mixed batch of work, how is the payment processed and backdated?**
- 18. Can your system accept over/short payments within a defined range?**
 - 18.1. Is it user configurable?**

19. During collection time we verify / data entry of numerous different statements. Does the system have the ability to verify the check amount against the amount of the statement first (to enable us to send the checks to the bank) and send the statements to a different queue to perform data entry?

19.1. Do we have the ability to decide whether to perform data entry to the statement versus only the amount?

19.2. Does the system have the ability to transmit the images of the statement to one system and the tax payer information and amount paid to another system?

D. Return Check Handling

1. Describe the solution's ability to process paper or image-based returned checks.
2. Describe the solution's ability to create a returns payment posting file in the same format as the payment file, (i.e. reversal posting file).
3. Describe any automated process used to debit customer account information records and post returned check records through the use of previously captured MICR information or other means.
4. **Can your system automatically produce NSF letters to taxpayers?**
 - 4.1. If so, how is this process noted in the different systems?

E. Return Mail

1. **Can the system read the barcode through a cellophane covered window envelop and output a specified file format i.e text, excel,...?**
2. **Can the system direct this information to a user defined work flow?**
3. **Can the system include an indicator of return mail to upload to the different systems?**

F. Enterprise Content Management

1. **Can the solution be used as an enterprise-wide solution?**
2. **Can you scan documents from other departments for research and retrieval?**
3. **Can you view multiple types of documents such as reports, images, and electronic documents within the same client interface?**
4. **Can multiple users view the same document simultaneously?**
5. **Does the solution support unlimited document types?**
6. **Does the solution support unlimited keyword metadata?**
7. **Does the solution support non-proprietary formats such as PDF, TIFF, and JPEG?**
8. **Can the solution image-enable your line-of-business application using point-and-click configuration?**

G. Workflow

1. Does the solution have the capability to create electronic workflows to route documents based on business rules, keyword metadata properties, and user actions?
2. Are documents in an electronic Workflow viewable by other users performing standard document retrieval?
3. Can the Workflow apply the same consistent business rules and process with documents that have different entry points?
4. Can you access the Workflow within the client interface?
5. Can the Workflow automatically perform routine tasks without human intervention?
6. Can the Workflow automatically generate form letters or email notifications based on Workflow business rules or actions?
7. Can the same document exist in different Workflow lifecycles?

H. Multi Platform Support (Thick, Java, Web)

1. Does the solution support workflow access via Windows with Internet Explorer browsers?
2. Does the solution support workflow access via Macintosh with either Safari or Mozilla Firefox browsers?
3. Does the solution provide for the remote entry (over the Internet) of documents into a workflow?

I. Client Functionality

1. Can the Client add notes or annotations to images and reports?
2. Can the solution secure notes and grant access to create, view, modify, and delete?
3. Can the Client retrieve related items by double clicking on a hot zone on an image or line item in a report?
4. Can the Client import electronic documents on an ad-hoc basis?
5. Can the Client email documents to external users of the system?
6. Can the Client email documents to other solution users within the system maintaining security?

II. Cashiering System

Each of the following questions relate to requirements of a proposed Cashiering System. Thus, for *each* response please (1) provide a Yes or No answer, (2) state whether the function is a Core Function (a “Core Function” is an already existing part of your solution and need not be added to meet our requirements), and (3) provide any additional comments relating to the question.

RFP- Payment Processing and Cashiering System

1. Is the system scalable to support increase in production volumes and additional cashiering locations?
2. Does the system support PC remote location installations?
3. Is the system capable of providing touch screen interface for users?
4. Is the system capable of suspending a transaction and creating virtual stubs and checks?
5. Provide for automated calculation of fees; calculate fees for any document/transaction given the fee code and/or other determining factors, such as number of pages, number of business names, and number of documents?
6. Capable of printing a customer receipt with data elements and receipt information in a format determined by the System Administrator and/or Cashier Supervisor?
 - 6.1. Are receipts able to be issued in duplicate, and able to include the following:
Treasurer & Tax Collector name, Date and time of service, Description of service, Description of total fees, Description of payment type, Unique identification number, Cashier's identification, Register identification?
7. Allow for effective dates (from and to) of fees, and retain fee amounts for those dates historically (for ability to enter potential back-log of old fee rates after change in new fee rates)?
8. Does the system have accurate, reliable, and dependable record counts, and be unaffected by reentering a group to modify previously entered and indexed records, which also require a revised fee calculation?
9. Does the system provide for end of day closing routines, where successfully completed transactions, except voids, should be released for transmission to the appropriate systems for posting?
10. Does the system allow each cashier the ability to generate a Cashier Report for use in balancing the cash drawer during the end of day closing routine?
 - 10.1. Or at any time during the day to allow for mid-day balancing?
11. If the taxpayer provides us with the statement or stub does the software capture the account information from the OCR line / barcode and apply the payment accordingly?
12. Ability to scan and capture the image of the stubs, statements and checks?
13. Ability to endorse and encode the check?
 - 13.1. Ability to turn on/off the encoding function.
14. If the taxpayer does not present us with a stub, but gives us block/lot number, Tax ID or License number, does the software scrape the Tax ID and taxes due amount to the Cashiering software?
15. Does the system accept payment by cash, check, over the counter credit card, debit card, on line (credit cards, e-check, home banking), IVR and wire transfers?
 - 15.1. Is the system able to handle combined payment options?
 - 15.2. Is the system PCI compliant?
16. Does the system allow us to post corrections, NSF checks and refunds?
 - 16.1. Is there the capability to upload lists of returned-check accounts?
17. Is there the ability to provide a detailed inventory and reports for reconciliation for transit items?
18. Is the system able to accept deposits from different City departments and account for them without being part of the Treasurer& Tax Collector revenue?

RFP- Payment Processing and Cashiering System

19. Is the ability to cash checks enabled by the system administrator?
20. Is the system able to handle NSF checks? Please describe.
21. Ability to use multiple terminals by a single user and unlimited number of users on a single terminal?
22. Ability to recall, void and correct transactions and providing a full accounting audit trail for each transaction?
23. Ability to prepare a bank deposit for a selected group of batches?
24. Ability to have unlimited number of users using the system simultaneously?
25. Can the system notify us when a check has been pulled out from the deposit but the corresponding transaction has not been deleted? Please describe.
26. Can the system notify us when a transaction has been deleted but the corresponding check has not been pulled out of the deposit? Please describe.

III. Payment Processing & Cashiering System General Requirements

The questions below are requirements of any Payment Processing and/or Cashiering System solution. Thus, for questions **in bold** please (1) provide a Yes or No answer, (2) state whether the requirement is a Core Function (a “Core Function” is an already existing part of your solution and need not be added to meet our requirements), and (3) provide any additional comments relating to the question.

A. Banking Deposits

1. Describe the capabilities of the solution to support Image Exchange and /or ARC (Accounts Receivable Conversion).
 - 1.1. Support for ARC MICR databases tools, (e.g. Checkfree, USDataworks, JPMC, FED File, etc.).
 - 1.2. Ability to create NACHA formatted clearing files.
 - 1.3. Ability to create X9.37 clearing files.
 - 1.4. Ability to logically sort check records based on Routing Transit (RT) and Demand Deposit Account (DDA) fields of the MICR scanline to multiple banks for deposit using either electronic clearing method.
 - 1.5. Ability to perform a parameter driven best clearing across multiple banks.
 - 1.6. Ability to detect poor quality images via Image Quality Assurance (IQA) or Image Quality Usability (IQU) recognition
2. Describe the deposit process for the proposed solution using Image Exchange or ARC:
 - 2.1. Reports generated (e.g. Deposit Reports, Cash letters, Balancing Reports, etc.)
 - 2.2. Balancing steps.
 - 2.3. Deposit of miscellaneous paper checks.
3. Describe how checks rejected during the workflow are handled with a single pass electronic check clearing solution.
4. Does the solution maintain a micro database of all checks processed?

B. Payment Posting file and Reporting

1. Describe the creation of a payment file to “internal customer system” in the file layout of current system.
2. **Is the solution capable of grouping and sending multiple payment files per day based on either time or number of payments?**
3. Describe the solution’s ability to assign batch number ranges as required by the existing payment systems
 - 3.1. Ranges by lockbox / location and work type.
 - 3.2. Automatic reset each day.
 - 3.3. Ability to audit trail document and images through to archive.
4. **Is it possible to edit or adjust features after keying and prior to Accounts Receivable (AR) posting?**
 - 4.1. **Ability to fix a misapplied payment after keying?**
 - 4.2. **Ability to fix an amount entry error after keying?**
 - 4.3. **Ability to reject an item after keying?**
5. Please describe how your system can notify us when a check has been pulled out from the deposit but the corresponding transaction has not been deleted.
6. Please describe how your system can notify us when a transaction has been deleted but the corresponding check has not been pulled out of the deposit.
7. Describe options for transmitting payment files to the host system.
 - 7.1. FTP, Connect Direct, etc.
 - 7.2. Ability to retransmit files after adjustments or errors

C . Auditing Capabilities

1. What auditing capability is provided with the system?
2. What types of system and user actions are logged?
3. What standard reports are provided with the system?
4. What type of report writers can be used with your solution?
5. Are preconfigured security reports provided that detail information such as failed logins and user activity (prolonged logins, off peak activity, etc.)? Please describe the specific report(s).

D. Disaster Recovery

1. Can you provide disaster recovery services at your facility or have you developed relationships with independent disaster recovery providers?
2. Describe the options available for setting up a disaster recovery service, including any reciprocal arrangement with other clients.

E. Administrative Functionality

1. Give an overview of your administrative set up functions.

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- 1.1. Is the administrative set up flexible, menu driven and user configurable? Give examples.
- 1.2. What functions require programmer intervention? Give examples.
2. How flexible are the business rules in your system? Describe the steps in setting up such a process.
3. Is the software customizable by the end user? And to what extent?

F. Security

1. Describe the following security features in detail:
 - 1.1. Is access to your system limited by log-on and password to functions and specific operations?
 - 1.2. Are security rights further assigned by ID and password?
 - 1.3. Are passwords encrypted?
 - 1.4. Are unauthorized access attempts recorded and made available to the system administrator?
2. **Does the system administrator have the ability to add and delete users?**
 - 2.1. **Reset passwords?**
 - 2.2. **Modify user permissions?**
3. **Does the system maintain an audit log file of who made changes, with date and time stamps included?**
4. **Does your system log all transactions by User ID codes?**

G. Reporting

1. Provide a list and sample of all standard reports available from the system.
2. Describe ad-hoc or customized reporting capabilities available in the system.
3. What other output file formats are available for reports?
4. **Can the system create flat files in ASCII format?**
5. **Can copies of standard and custom reports be stored in the system's archive?**

H. General requirements

1. **Does the system create output files for the different taxes and revenues that are loaded to the City's different software used for all balanced transactions?**
2. **Are the payments aggregated by tax type and total amount, and, after making sure all is in balance, an index code applied to each tax type and then able to be uploaded to various systems including FAMIS, the City's accounting system?**
3. **Does the system allow the City to add new types of taxes and revenues and include the ability to change the breakdown of the fee collected to the different types of taxes?**
4. **Does the system not allow duplicate payments (same check number, etc...) as per the parameters set by the Treasurer & Tax Collector?**

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- 5. Does the system have the ability to back date transactions and accept two dates in the same day?**
- 6. Does the system have the ability to open a new cycle date in the afternoon but produce receipts using the current date?**
- 7. Does the system provide document jam location and recovery?**
- 8. Does the system provide operator security and tracking?**
- 9. Are all images retained online and able to be integrated with third party ECM solutions?**
- 10. Does the solution provide one point of contact for reporting and resolution of all system problems regardless of the nature of the problem?**
 - 10.1. What are the hours of customer service operations?
- 11. Please provide a precise implementation plan detailing the various implementation phases with time frames and tasks to be performed both by the provider and the department at each phase. Also, provide a summary of man hours and personnel to be used during implementation.**
- 12. Provide a brief description of the overall software and architectural design of your product. Please include a description of how the product(s) integrate or interface from and to other systems.**
- 13. Describe the hardware platform requirements and what equipment configurations are needed to support the system.**
- 14. Describe the required training for the operational users, IT operations & support.**
 - 14.1. Does the training provide a procedural manual which can be used in conjunction with the training?
 - 14.2. In a separate attachment, please provide a training plan, curriculum, sample training materials, class outline and any related schedules.

III. Submission Requirements

Proposals must be received by 4:00 p.m., on November 2, 2009. Postmarks will not be considered in judging the timeliness of submissions. Proposals may be delivered in person or mailed to:

City and County of San Francisco
Office of the Treasurer and Tax Collector
Attn: Sonia Martinez
City Hall, Room 140
#1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Proposers shall submit:

- Seven copies of the proposal on 8.5"x11" paper.
- The proposals in a sealed envelope clearly marked "Cashier / Payment Processing System - RFP Response"
- Two electronic copies on Compact Disk. Word, Excel, PowerPoint and Portable Document Format (PDF) are preferred.
- A separate envelope labeled "HRC Forms". Include one set of originals and one set of copies of the forms.
- If your response is lengthy, please include a Table of Contents.

Proposals that are submitted by facsimile will not be accepted.

Late submissions will not be considered.

Content

Firms interested in responding to this RFP must submit the following information, in the order specified below:

1. Introduction and Executive Summary

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

2. Project Approach

Describe the services and activities that your firm proposes to provide to the City. Include the following information:

- a. Responses to questions and requirements as outlined in the above Scope of Work;

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- b.** Detailed information on the proposed product including: version, anticipated date of next release, protocol for versioning and installation of new releases, number of clients supported on the proposed release and breakdown of clients by sectors (Fortune 500, Small business, NGO/Non-profit and Government sector).
- c.** If the proposed solution includes integration with other 3rd party applications, include the history of the integration, how many versions has the integration been in place and number of clients using the integrated product suite.
- d.** Details of the nature of support, specifically address if new tax type, changes in account, forms/scanning are considered part of maintenance or require change in work orders.
- e.** A visual that represents the scope of the proposed solution and critical features. Please include a minimum of five but no more than ten screen shots that represent the various key functions: Data entry; Cashiering; Content Management search; Payment Processing / Research and Workflow.
- f.** Schedule and ability to complete the project within the City's required time frame which is three months after contract signing date.
- g.** Assignment of work within your firm's work team.

3. Firm Qualifications

Provide information on your firm's background and qualifications which addresses the following:

- a.** Detailed information regarding ownership, years in business and financial health. Include breakdown of clients by sectors: Fortune 500, Small business, NGOs/Non-profit and Government sector.
- b.** Detailed information about the professional services division within the organization, including average length of engagement for this type of project, average years of employment by section, and size of section/division.
- c.** Include any training opportunities organized by the company and if there are associated costs.
- d.** Name, address, and telephone number of a contact person; and
- e.** A brief description of your firm, as well as how any joint venture or association would be structured; and
- f.** A description of not more than four projects similar in size and scope prepared by your firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule

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and project summary. Descriptions should be limited to one page for each project. If joint consultants or subconsultants are proposed provide the above information for each.

4. Team Qualifications

- a. Provide a list identifying: (1) each key person on the project team, (2) the project manager, (3) the role each will play in the project, and (4) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval.
- b. Provide a description of the experience and qualifications of the project team members, including brief resumes if necessary.

5. References

Provide a minimum of three references for the lead consulting firm, lead project manager, and all sub consultants, including the name, address and telephone number of at least 3 recent clients (preferably other public agencies). If the solution includes integration with a 3rd party, a reference must have the 3rd party solution installed. References should include three people of each entity: IT, Manager and Leadership.

6. Fee Proposal

The City intends to award this contract to the firm that it considers will provide the best overall system based upon functionality and price. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Please provide a fee proposal, including a matrix to aid understanding, in a sealed envelope that includes the following:

- a. Total fee for each of the features and services identified in the Scope of Work with a not-to- exceed figure.
- b. One-time costs, i.e. documentation, training, interfaces.
- c. Annual on-going costs, i.e., application software maintenance including upgrades and license fees.
- d. Alternative proposals, if any are being proposed, with a separate description including a cost statement to be presented for each alternative.
- e. Hourly rates for all team members. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.
- f. Costs breakdown of proposed solution for the required hardware and software to support the system i.e. cashiering stations, transports, server, backup and storage, server operating systems, application database, etc.

IV. Evaluation and Selection Criteria

Minimum Qualifications

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

- Proposer must have three successful implementations of Cashiering and/or Payment Processing systems.
- Proposer must have completed at least two successful implementations for a public sector client.
- Proposer must be able to comply with the City's contract requirements as outlined in Section VII.

Selection Criteria

The proposals will be evaluated by a selection committee comprised of members of personnel within and outside of the City with a mix of expertise in finance, technology and in the City's business operations. The City intends to evaluate the proposals generally in accordance with the criteria itemized below. The committee may interview up to three firms with the highest scoring proposals to make the final selection.

1. Solution Approach (50 percent)
 - a. Completeness & functionality of solution provided
 - b. Understanding of the scope and requirements
 - c. Reasonableness and detail about the Cashiering & Payment Processing System
2. Firm Qualifications (20 percent)
 - a. Firm's viability in terms of financial strength and market reputation
 - b. Firm's experience (qualifications & references) in completing similar projects especially in the public sector
3. Fee Proposal (20 percent)
 - a. The Proposer submitting the lowest cost proposal will receive thirty points for this criterion. Other proposals will receive fewer points based on percentage difference from the lowest cost proposal. For example, if the lowest cost proposal is \$100,000 and the next lowest is \$150,000 over the same period of years, the lowest cost proposal would receive 20 points and the next lowest would receive 13.33 points $((\$100,000/\$150,000 \times 20))$.
4. Oral Presentation (10 percent)
 - a. Cashiering & Payment Processing solutions knowledge and experience
 - b. Ability to provide appropriate support for the City

V. Pre-proposal Conference and Contract Award

A. Pre-Proposal Conference

Proposers are advised to attend the pre-proposal conference on October 2, 2009 at 10:00 a.m. to be held at City Hall, Room 400, #1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102. Although attendance of the pre-proposal conference is not mandatory, proposers that do not attend will lose 15 Good Faith Effort Outreach point, out of 100. A proposer that fails to achieve at least 80 points will be declared non-responsive. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFP, please contact the individual designated in Section VI.B.

B. Contract Award

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

VI. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFP

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

B. Inquiries Regarding RFP

Inquiries regarding the RFP and all oral notifications of an intent to request written modification or clarification of the RFP, must be directed by email to: ttx.rfp@sfgov.org

C. Objections to RFP Terms

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

D. Change Notices

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

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including shortly before the proposal due date, to determine if the proposer has downloaded all Change Notices.

E. Term of Proposal

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

F. Revision of Proposal

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

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

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

G. Errors and Omissions in Proposal

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

H. Financial Responsibility

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

I. Proposer's Obligations under the Campaign Reform Ordinance

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

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about

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

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.

Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.

Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

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

J. Sunshine Ordinance

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

K. Public Access to Meetings and Records

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

L. Reservations of Rights by the City

RFP- Payment Processing and Cashiering System

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

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

M. No Waiver

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

N. Local Business Enterprise Goals and Outreach

The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the “LBE Ordinance”) shall apply to this RFP. The “HRC Attachment 2, Requirements for Architecture, Engineering and Professional Service Contracts”, shall apply to this RFP.

LBE Subconsultant Participation Goals

The LBE subconsulting goal for this project is **7 %** of the total value of the goods and/or services to be procured.

Each firm responding to this solicitation shall demonstrate in its response that it has used good-faith outreach to select LBE subcontractors as set forth in S.F. Administrative Code §§14B.8 and 14B.9, and shall identify the particular LBE subcontractors solicited and selected to be used in performing the contract. For each LBE identified as a subcontractor, the response must specify the value of the participation as a percentage of the total value of the goods and/or services to be procured, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the proposal. LBEs identified as subcontractors must be certified with the San Francisco Human Rights Commission at the time the proposal is submitted, and must be contacted by the proposer (prime contractor) prior to listing them as subcontractors in the proposal. Any proposal that does not meet the requirements of this paragraph will be non-responsive.

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a proposer shall also undertake and document in its

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submittal the good faith efforts required by Chapter 14B.8(C) & (D) and HRC Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts.

Proposals which fail to comply with the material requirements of S.F. Administrative Code §§14B.8 and 14B.9, HRC Attachment 2 and this RFP will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of LBE subcontractor participation specified in the contract shall be deemed a material breach of contract. Subconsulting goals can only be met with HRC-certified LBEs located in San Francisco.

LBE Participation

The City strongly encourages proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating discount will be in effect for the award of this project for any proposers who are certified by HRC as a LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. Certification applications may be obtained by calling HRC at (415) 252-2500. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

1. A 10% discount to an LBE; or a joint venture between or among LBEs; or
2. A 5% discount to a joint venture with LBE participation that equals or exceeds 35%, but is under 40%; or
3. A 7.5% discount to a joint venture with LBE participation that equals or exceeds 40%; or
4. A 10% discount to a certified non-profit entity.

If applying for a rating discount as a joint venture: The LBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the LBE joint venture's work shall be set forth in detail separately from the work to be performed by the non-LBE joint venture partner. The LBE joint venture's portion of the contract must be assigned a commercially useful function.

HRC Forms to be Submitted with Proposal

1. All proposals submitted must include the following Human Rights Commission (HRC) Forms contained in the HRC Attachment 2: 1) Form 2A: HRC Contract Participation, 2) Form 2B: HRC "Good Faith Outreach" Requirements Form, 3) Form 3: HRC Non-Discrimination Affidavit, 4) Form 4: HRC Joint Venture Form (if applicable), 5) Form 5: HRC Employment Form, and 6) HRC 12B-101 Form: Submit only if the Prime Consultant is not already in compliance with Equal Benefits Requirements. This form is available on the HRC website at www.sfgov.org/sfhumanrights. If these forms are not returned with the proposal, the proposal may be determined to be non-responsive and may be rejected.
2. Please submit only two copies of the above forms with your proposal. The forms should be placed in a separate, sealed envelope labeled HRC Forms.

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If you have any questions concerning the HRC Forms, you may call Bayard Fong, the Human Rights Commission Contract Compliance Officer for the Treasurer and Tax Collector Department at (415) 252-2512.

VII. Contract Requirements

A. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C.

Respondents that do not submit proposed changes will be assumed to accept all of the City's terms and condition and shall submit a statement to that effect, in lieu of submitting proposed changes as part of the "Original" of your response (your response copies do not need to include this attachment).

Respondents wishing to negotiate modification of other terms and conditions must attach a copy of the City's Agreement referring to the specific portion of the Agreement to be changed, and show proposed changes (deleted sections with a strikeover and added sections in boldface type). The proposed changes need to be included in the "Original" of your response (your response copies do not need to include this Attachment)

The City's selection of any Respondent who proposes changes to the City's Agreement terms shall not be deemed as acceptance of the Respondent's proposed changes.

Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, (§34 in the Agreement); the Minimum Compensation Ordinance (§43 in the Agreement); the Health Care Accountability Ordinance (§44 in the Agreement); the First Source Hiring Program (§45 in the Agreement); and applicable conflict of interest laws (§23 in the Agreement), as set forth in paragraphs B, C, D, E and F below.

B. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the HRC's website at www.sfhrc.org.

C. Minimum Compensation Ordinance (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see §43 "Requiring Minimum Compensation for Covered Employee" in the Agreement.

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

Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

D. Health Care Accountability Ordinance (HCAO)

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

E. First Source Hiring Program (FSHP)

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

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

F. Conflicts of Interest

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

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

VIII. Protest Procedures

A. Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day

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

B. Protest of Contract Award

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

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

C. Delivery of Protests

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

City and County of San Francisco
Office of the Treasurer and Tax Collector
Attn: Sonia Martinez
City Hall, Room 140
#1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Appendix B

Standard Forms

The requirements described in this Appendix are separate from those described in Appendix A.

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

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

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Human Rights Commission at (415) 252-2500.

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification http://www.sfgov.org/site/oca_page.asp?id=26550 www.irs.gov/pub/irs-fill/fw9.pdf	W-9	The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
2.	Business Tax Declaration http://www.sfgov.org/	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San	Controller's Office Vendor File Support City Hall, Room 484 San Francisco,

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Item	Form name and Internet location	Form	Description	Return the form to; For more info
	site/oca_page.asp?id=26550		Francisco. All businesses that qualify as “conducting business in San Francisco” must register with the Tax Collector	CA 94102 (415) 554-6702
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits http://www.sfgov.org/site/sfhumanrights_index.asp?id=4584 In Vendor Profile Application	HRC-12B-101	Contractors tell the City if their personnel policies meet the City’s requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.	Human Rights Comm. 25 Van Ness, #800 San Francisco, CA 94102-6059 (415) 252-2500
4.	HRC LBE Certification Application http://www.sfgov.org/site/sfhumanrights_page.asp?id=45141 In Vendor Profile Application		Local businesses complete this form to be certified by HRC as LBEs. Certified LBEs receive a bid discount pursuant to Chapter 14B when bidding on City contracts. To receive the bid discount, you must be certified by HRC by the proposal due date.	Human Rights Comm. 25 Van Ness, #800 San Francisco, CA 94102-6059 (415) 252-2500

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Where the forms are on the Internet

Office of Contract Administration

Homepage: www.sfgov.org/oca/
Purchasing forms: Click on “Required Vendor Forms” under the
“Information for Vendors and Contractors” banner.

Human Rights Commission

HRC’s homepage: www.sfhrc.org
Equal Benefits forms: Click on “Forms” under the “Equal Benefits” banner
near the bottom.
LBE certification form: Click on “Forms” under the “LBE” banner near the bottom

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTORDept. Code: TTXType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4082 12/13)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Cashiering System Configuration Professional ServicesFunding Source: General FundPSC Original Approved Amount: \$1,000,000PSC Original Approved Duration: 03/01/13 - 06/30/15 (2 years 17 weeks)PSC Mod#1 Amount: \$490,000PSC Mod#1 Duration: 07/08/14-12/31/15 (26 weeks 2 days)PSC Mod#2 Amount: \$350,000PSC Mod#2 Duration: 05/04/15-06/30/17 (1 year 25 weeks)PSC Mod#3 Amount: \$191,000PSC Mod#3 Duration: 07/01/17-06/26/21 (3 years 51 weeks)PSC Mod#4 Amount: \$99,000PSC Mod#4 Duration: no duration addedPSC Mod#5 Amount: \$99,000PSC Mod#5 Duration: no duration addedPSC Mod#6 Amount: \$275,000PSC Mod#6 Duration: no duration addedPSC Mod#7 Amount: \$123,000PSC Mod#7 Duration: no duration addedPSC Cumulative Amount Proposed: \$2,627,000PSC Cumulative Duration Proposed: 8 years 16 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Gross Receipts Tax and Business Registration Fees Ordinance (2012) Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured a proprietary software solution for Cashiering under PSC# 4035 09/10 approved on 9/21/2009. The software must be configured to meet the requirements of the Ordinance.

Scope Change

The City and County of San Francisco is implementing PeopleSoft for financial management that is planned to go live in July 2017(FSP Project). This will require the Treasurer & Tax Collector to make necessary configurations changes. These interfaces and configuration changes allow for the crediting and posting of 50% of the General Fund receivables.

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

Configuration of the cashiering system must occur in order for the Treasurer & Tax Collector to

collect taxes and fees totaling approximately \$500 million annually. Denial would result in the City failing to meet the voter approved mandated timeline and put millions of tax dollars at risk.

- C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
Services have been provided in the past through earlier PSC request. See 4082 12/13
- D. Will the contract(s) be renewed?
Potentially, if needed.
- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
There was a delay in starting the PSC and we need extra time.

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

The City does not have access to the source code. Modifying software would violate our license agreement.

- B. Reason for the request for modification:
Add money.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise and authorization to configure the Wausau FC software. Experience working with the Wausau FC cashing solution as an analyst and knowledge of the Wausau FC functionality.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Wausau FC is a proprietary software and the City could not modify without voiding our service agreement. City and County does not have access to the source code.

- 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. Wausau FC is a proprietary software and the City could not modify without voiding our service agreement. The City does have existing programmer and business analyst classes that perform this type of work; however, the City does not have access to the source code and the expertise in the Wausau FC 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.
A minimum of 60 hours will be designated for staff development to ensure Treasurer and Tax Collector's Information Technology staff can support and maintain application. Training will consist of mix hands-on configuration and knowledge transfer.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, Wausau Financial

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

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

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

Address: 1 Dr Carlton B Goodlett Pl, Room 140 , San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4082 12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/27/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTORDept. Code: TTX

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4035 - 09/10)

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

Type of Service: Replacement of existing payment processing system (software license, hardware and maintenance)

Funding Source: General Fund

PSC Original Approved Amount: \$400,000

PSC Original Approved Duration: 01/01/10 - 12/31/14 (5 years)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 05/11/15-06/30/17 (2 years 25 weeks)

PSC Cumulative Amount Proposed: \$900,000

PSC Cumulative Duration Proposed: 7 years 25 weeks

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

Provide new payment processing system; licensing fees and annual software maintenance costs; professional service cost in custom programming, installation and training. See attached sheet titled Description of Work.

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

The new payment processing system will replace the department's existing cashing and remittance system that is no longer supported by the existing vendor for program modifications required by the Treasurer and Tax Collector's Office (TTX) in order to (i) accommodate the processing of new payment types due to the City and County, (ii) implement new business process to streamline existing workflow and (iii) implement electronic deposit capability. Existing software maintenance support contract for the current system will expire on December 31, 2010.

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. See attached previous approval.

D. Will the contract(s) be renewed?

If needed.

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

Short-term or capital projects requiring diverse skills, expertise and/or knowledge: The contractor is providing a new payment processing system with custom programming, installation and training. The skills, expertise and knowledge required include software development and system integration of the different types of payment applications in cashiering, remittance, process workflow and content management systems.

B. Reason for the request for modification:

Technology system upgrade of existing payment processing system. Additionally, please see attached document titled Modification and Extension of Time, which explains the expiry of PSC 4035-09/10 on December 31, 2014 and the reason for modification and extension of time.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The staff who should work in this project should have the experience, knowledge and skills in the software development and system integration of the different types of payment application in cashiering, remittance, process workflow and content management system. Experience as an analyst/programmer with the primary focus on payment processing system is required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Existing civil service classes are not applicable due to the complexity and expertise required in the development and integration of the different payment applications. The selected vendor will be required to provide system administration training to existing departmental IT staff in maintaining the application.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It is not practical to adopt a new civil service class that will have the required special condition of experience in payment processing because of the costs involved in developing a software application that will be specific only to the Treasurer and Tax Collector's Office.

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

7. Union Notification: On 04/13/15, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

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

Name: Erica Finkle Phone: (415) 554-4513 Email: erica.finkle@sfgov.org

Address: 1 Dr. Carlton B Goodlett Pl, Room 140, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4035 - 09/10

DHR Analysis/Recommendation:

05/18/2015

Commission Approval Required

Approved by Civil Service Commission

05/18/2015 DHR Approved for 05/18/2015

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 # 45869 - 19/20)

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

Type of Service: Equipment maintenance

Funding Source: General Fund

PSC Original Approved Amount: \$250,000

PSC Original Approved Duration: 02/01/20 - 01/30/25 (5 years)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$750,000

PSC Cumulative Duration Proposed: 5 years

1. Description of Work

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

The Contractor will provide as-needed maintenance services on city-owned vehicle service equipment on two new City fleet maintenance facilities: 555 Selby Street and 450 Toland Street, San Francisco.

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

City mechanics perform vehicle maintenance and repairs on the municipal fleet using various power tools and vehicle service equipment such as 40-ton vehicle lifts, 5-ton overhead bridge cranes, 66-foot refinishing paint booths, high-capacity tire and parts storage carousels, and many others. To ensure employees have safe tools and service equipment with which to work and to avoid unexpected equipment breakdowns, Central Shops is seeking a Contractor to perform scheduled preventive maintenance and as-needed repairs on city-owned vehicle service equipment in accordance with original equipment manufacturer (OEM) recommendations and standards. Denial of this request will result in an increased risk to employee safety and potential premature failure of City-owned vehicle service equipment.

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 45869 - 19/20

D. Will the contract(s) be renewed?

Unknown.

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

2. Reason(s) for the Request

A. Display all that apply

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

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

REASON FOR CHECKING OTHER:

Civil service classes do not meet the warranty requirements.

Explain the qualifying circumstances:

Work is as-needed and seasonal. Civil service classes would not meet the requirements of the equipment warranties.

B. Reason for the request for modification:

Additional work needs to be performed.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor shall be the original equipment manufacturer's authorized warranty and service provider. Contractor shall be factory trained, hold the appropriate up-to-date trade license(s), and have the knowledge and experience to perform maintenance and repairs on the Department's diverse vehicle service equipment.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7332, Maintenance Machinist;
- 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.
City staff is not factory trained and does not have the knowledge and experience to work on vehicle service equipment.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The maintenance and inspection work is on an as-needed/seasonal, less than full-time basis. Also, civil service classes would not meet the requirements of the equipment warranties.

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.
Additional work to be performed.

7. Union Notification: On 01/06/21, the Department notified the following employee organizations of this PSC/RFP request:
Automotive Machinists, Local 1414;

☒ 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# 45869 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/01/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\); agonzalez@iam1414.org; speedy4864@aol.com; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lubamersky, Joan (ADM); agonzalez@iam1414.org; speedy4864@aol.com; DHR-PSCCoordinator, DHR (HRD)@iam1414.org)
Subject: Receipt of Modification Request to PSC # 45869 - 19/20 - MODIFICATIONS
Date: Wednesday, January 6, 2021 6:21:01 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 \$500,000 for services for the period February 1, 2020 – January 30, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/15940>

Email sent to the following addresses: speedy4864@aol.com
agonzalez@iam1414.org

Additional Attachment(s)

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: Equipment maintenanceFunding Source: General FundPSC Duration: 5 yearsPSC Amount: \$250,000**1. Description of Work**

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

The Contractor will provide as-needed maintenance services on city-owned vehicle service equipment on two new City fleet maintenance facilities: 555 Selby Street and 450 Toland Street, San Francisco.

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

City mechanics perform vehicle maintenance and repairs on the municipal fleet using various power tools and vehicle service equipment such as 40-ton vehicle lifts, 5-ton overhead bridge cranes, 66-foot refinishing paint booths, high-capacity tire and parts storage carousels, and many others. To ensure employees have safe tools and service equipment with which to work and to avoid unexpected equipment breakdowns, Central Shops is seeking a Contractor to perform scheduled preventive maintenance and as-needed repairs on city-owned vehicle service equipment in accordance with original equipment manufacturer (OEM) recommendations and standards. Denial of this request will result in an increased risk to employee safety and potential premature failure of City-owned vehicle service equipment.

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.

Previously, as-needed services were individually bid for each type of equipment, which is neither economical nor efficient. The Department has been advised to a Personal Services Contract.

D. Will the contract(s) be renewed?

Unknown.

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

2. Reason(s) for the Request

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

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

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

REASON FOR CHECKING OTHER:

Civil service classes do not meet the warranty requirements.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor shall be the original equipment manufacturer's authorized warranty and service provider. Contractor shall be factory trained, hold the appropriate up-to-date trade license(s), and have the knowledge and experience to perform maintenance and repairs on the Department's diverse vehicle service equipment.

B. Which, if any, civil service class(es) normally perform(s) this work? 7332, Maintenance Machinist;

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?

City staff is not factory trained and does not have the knowledge and experience to maintain and inspect the department's the department's diverse vehicle service equipment.

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

A. Explain why civil service classes are not applicable.

City staff is not factory trained and does not have the knowledge and experience to work on vehicle service equipment.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The maintenance and inspection work is on an as-needed/seasonal, less than full-time basis. Also, civil service classes would not meet the requirements of the equipment warranties.

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 11/21/2019, the Department notified the following employee organizations of this PSC/RFP request:

Automotive Machinists, Local 1414

☒ 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# 45869 - 19/20

DHR Analysis/Recommendation:

action date: 02/03/2020

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 30360 - 17/18)

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

Type of Service: Professional Services

Funding Source: 229840 DPW IDC Administration (Gen. Fund)

PSC Original Approved Amount: \$26,000

PSC Original Approved Duration: 06/01/18 - 05/31/20 (2 years)

PSC Mod#1 Amount: \$23,000

PSC Mod#1 Duration: 06/01/20-05/31/21 (1 year)

PSC Mod#2 Amount: \$65,000

PSC Mod#2 Duration: 06/01/21-12/30/21 (30 weeks 3 days)

PSC Cumulative Amount Proposed: \$114,000

PSC Cumulative Duration Proposed: 3 years 30 weeks

1. Description of Work

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

- Enhance the Decovery Mobile App which collects data for the post-earthquake evaluation of structures
- Enhance the Database Management Software that can collect and process the data information sent by users of the Mobile App
- Host the software and data on an off-site hosting service provider.
- Provide training to City and County of San Francisco personnel and provide technical support

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

The Decovery Mobile App was first developed as part of the Mayor's Startup in Residence (STIR) Program as a tool to collect data for post-earthquake evaluation of structures. As such, this work is a continuation of that work to enhance the capabilities of the app. The app allows evaluators to quickly document findings during their post-earthquake evaluations and for administrators to quickly develop reports.

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

Yes, please see PSC approval history

D. Will the contract(s) be renewed?

Yes. The intent is to continue a maintenance agreement in the future after enhancements have been completed.

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

2. Reason(s) for the Request

- A. Display all that apply

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

REASON FOR CHECKING OTHER:

The Decovery Mobile App was first developed as part of the Mayor's Startup in Residence (STIR) Program as a tool to collect data for post-earthquake evaluation of structures. As such, this work is a continuation of that work to enhance the capabilities of the app.

- B. Reason for the request for modification:

Consultant will provide additional modifications to the Decovery Mobile App and desktop Keeper module via a Sole Source contract

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in mobile application development across multiple platforms.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
This was initiated through the Mayor's Startup In Residence (STIR) Program. A Request for Proposal was advertised by the STIR Program.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This was initiated through the Mayor's Startup In Residence (STIR) Program.

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.
4 hours. • We anticipate two training sessions with each being approximately 2 hours in duration. • City employees trained will include those engineers, architects, and building inspectors who are certified by the Governor's Office of Emergency Services (Cal OES) Safety Assessment Program (SAP) as Safety Evaluators and/or Coordinators.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, there is pending sole source contract with Spiral Scout, LLC

7. Union Notification: On 01/21/21, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 30360 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/01/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\)](#); [Laxamana, Junko \(BOS\)](#); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Macaranas, Belle \(DPW\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Modification Request to PSC # 30360 - 17/18 - MODIFICATIONS
Date: Thursday, January 21, 2021 1:24:52 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$65,000 for services for the period June 1, 2021 – December 30, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14584>

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

kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com
WendyWong26@yahoo.com junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 30360 - 17/18)

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

Type of Service: Professional Services

Funding Source: 229840 DPW IDC Administration (Gen. Fund)

PSC Original Approved Amount: \$26,000

PSC Original Approved Duration: 06/01/18 - 05/31/20 (2 years)

PSC Mod#1 Amount: \$23,000

PSC Mod#1 Duration: 06/01/20-05/31/21 (1 year)

PSC Cumulative Amount Proposed: \$49,000

PSC Cumulative Duration Proposed: 3 years

1. Description of Work

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

- Enhance the Decovery Mobile App which collects data for the post-earthquake evaluation of structures
- Enhance the Database Management Software that can collect and process the data information sent by users of the Mobile App
- Host the software and data on an off-site hosting service provider.
- Provide training to City and County of San Francisco personnel and provide technical support

Scope Change

No. This project was initially started with the Startup in Residence (STIR) Program as a tool to collect data for post-earthquake evaluation of structures.

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

The Decovery Mobile App was first developed as part of the Mayor's Startup in Residence (STIR) Program as a tool to collect data for post-earthquake evaluation of structures. As such, this work is a continuation of that work to enhance the capabilities of the app. The app allows evaluators to quickly document findings during their post-earthquake evaluations and for administrators to quickly develop reports.

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 - the consultant, Spiral Scout, LLC has been performing the services.

D. Will the contract(s) be renewed?

Yes. The intent is to continue a maintenance agreement in the future after enhancements have been completed.

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

N/A

2. Reason(s) for the Request

A. Display all that apply

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

REASON FOR CHECKING OTHER:

The Decovery Mobile App was first developed as part of the Mayor's Startup in Residence (STIR) Program as a tool to collect data for post-earthquake evaluation of structures. As such, this work is a continuation of that work to enhance the capabilities of the app.

B. Reason for the request for modification:

Provide additional modifications to the Decovery Mobile Application and desktop keeper module.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in mobile application development across multiple platforms.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
This was initiated through the Mayor's Startup In Residence (STIR) Program. A Request for Proposal was advertised by the STIR Program.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This was initiated through the Mayor's Startup In Residence (STIR) Program.

6. Additional Information

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

7. Union Notification: On 03/23/20, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 30360 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 04/13/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 49981 - 14/15)

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

Type of Service: Engineering and Environmental Services for the 3rd Street Bridge Rehabilitation Project

Funding Source: Local Highway Bridge Program

PSC Original Approved Amount: \$3,000,000

PSC Original Approved Duration: 06/01/15 - 05/31/18 (3 years)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 06/01/18-12/31/18 (30 weeks 4 days)

PSC Mod#2 Amount: \$1,000,000

PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$2,200,000

PSC Mod#3 Duration: 01/01/19-05/01/20 (1 year 17 weeks)

PSC Mod#4 Amount: \$200,000

PSC Mod#4 Duration: 05/02/20-10/31/21 (1 year 26 weeks)

PSC Mod#5 Amount: no amount added

PSC Mod#5 Duration: 10/31/21-10/31/22 (1 year)

PSC Cumulative Amount Proposed: \$6,900,000

PSC Cumulative Duration Proposed: 7 years 22 weeks

1. Description of Work

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

The selected consultant ("consultant") will perform a full range of engineering, environmental studies, and construction support for the 3rd Street Bridge Rehabilitation Project ("Project"). The Project requires specialized engineering and environmental consultants with expertise in major rehabilitation of bascule bridges over navigable waterways with a strong environmental/regulatory component. The consultant will perform the work in three phases. Phase 1 consists of a condition survey of the bridge, preliminary engineering, traffic studies and environmental studies. Phase 2 consists of detailed design and preparation of construction documents. Phase 3 consists of providing engineering support during construction.

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

The 3rd Street Bridge is a one-of-a-kind bascule bridge over water that will require bridge assessments and related engineering work to develop a feasible rehabilitation design to mitigate against corrosion on the bridge and improve the sufficiency rating of the bridge. The Project will need to comply with both Federal and State environmental requirements [National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA)] in addition to necessary environmental studies. The 3rd Street Bridge has been submitted to Caltrans and Federal Highway Administration (FHWA) and approved for Federal funding. Denial of this request will delay the delivery of this major

infrastructure project and jeopardize Caltrans and FHWA funding commitments and technical requirements.

- 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, through this original PSC

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

No

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

Closeout duration has increase in which the consultant's services are required to assist with documentation for Caltrans for project closed out.

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

The need of specialized services for rehabilitation of a bascule bridge is infrequent.

- B. Reason for the request for modification:

Work which was originally assumed to be taken on by Public Works staff had to be assigned to Consultant, which includes specialty specification writing, increased inspection during construction. Closeout duration has increased by a year for compliance of documentation for Federal Aid project and the amount of work and time required for the consultant's services to close out the project with Caltrans will be extended for this.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The project requires engineering and environmental consultants with expertise in rehabilitation of bridges over navigable waterways. The project also requires expertise in bridge engineering, structural engineering, corrosion engineering, materials engineering, and construction management specifically for bascule bridge structures. In addition, environmental consultants need both CEQA and NEPA expertise to support the environmental analysis. Consultant work products must be compatible with the requirements of federally funded projects and comply with the requirements of the Federal Highway Administration, Caltrans and San Francisco Planning.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5219, Senior Strucutral Engineer; 5241, Engineer; 5277, Planner 1; 5278, Planner 2; 5283, Planner 5; 5291, Planner 3; 5293, Planner 4; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5620, Regulatory Specialist; 5642, Sr. Environmental Spec; 5644, Principal Environ Specialist;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the consultant will provide facilities, equipment and computer software for analyses required for the work.

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

Not Applicable

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

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

The broad and specialized scope of the necessary engineering and environmental services exceeds the City's current capabilities of staff and equipment. The work of consultants will also augment the work of the City's engineers and planners. The City's engineers and planners who are experienced with the type of work will review and substantiate that the engineered design and environmental analysis are in conformance with Federal, State, and local requirements.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the work is highly specialized and project specific. This project type is unique and infrequent (City only has 3 bridges over waterways) so the adoption of a new civil service class to perform this work would be impractical. In addition, the utilization of consultants to prepare the environmental document is consistent with City Planning Department's policy and procedures (See attached "Environmental Review Process Summary").

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 public works bridge maintenance crew (BBR), which is their stationary engineers, has received training on how to operate the bridge and maintain it. There are least 4 people in that group.

- 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.

Caltrans Local Assistance Procedures Manual.

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

No.

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

Yes-TRC has asst'd w/spec creation, will support during Const Adm

7. Union Notification: On 02/02/21, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49981 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/01/2021

Receipt of Union Notification(s)

Sy, Don (DPW)

From: Burns, Alexander (DPW)
Sent: Tuesday, February 2, 2021 1:46 PM
To: Sy, Don (DPW)
Subject: Fwd: Receipt of Modification Request to PSC # 49981 - 14/15 - MODIFICATIONS

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From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> on behalf of alexander.burns@sfdpw.org <alexander.burns@sfdpw.org>
Sent: Tuesday, February 2, 2021 1:54:15 PM
To: Burns, Alexander (DPW) <alexander.burns@sfdpw.org>; ecassidy@ifpte21.com <ecassidy@ifpte21.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; wendywong26@yahoo.com <wendywong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; kpage@ifpte21.org <kpage@ifpte21.org>; eerbach@ifpte21.org <eerbach@ifpte21.org>; pkim@ifpte21.org <pkim@ifpte21.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; Cheng, Paul (ADM) <paul.cheng@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 49981 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period October 31, 2021 – October 31, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6305>

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

Additional Attachment(s)



SAN FRANCISCO
PLANNING
DEPARTMENT

GENERAL PLANNING INFORMATION

Environmental Review Process Summary

Planning Department
1650 Mission Street
Suite 400
San Francisco, CA
94103-9425

T: 415.558.6378
F: 415.558.6409

Date:
March 17, 2011

Subject:
**Environmental Review under the California
Environmental Quality Act**

Cal. Pub. Res. Code Section 21000 et seq.; CCR Title 14,
Section 15000 et seq.; and San Francisco Admin. Code
Chapter 31

Introduction

The California Environmental Quality Act (CEQA) was enacted in 1970 in response to the growing awareness that environmental impacts must be carefully considered in order to avoid unanticipated environmental problems resulting from development or planning efforts. The environmental review process provides decision-makers and the general public with an objective analysis of the immediate and long-range specific and cumulative impacts of a proposed project on its surrounding physical environment. In California, environmental review is two-fold in purpose: to disclose the impacts of a project and to ensure public participation.

Environmental review under CEQA is administered for all departments and agencies of the City and County of San Francisco by the Environmental Planning division of the Planning Department (the Department). Projects subject to CEQA are those actions that have the potential for resulting in a physical change of some magnitude on the environment and that require a discretionary decision by the City, such as public works construction and related activities, developments requiring permits (which in San Francisco are discretionary and thus not exempt from CEQA), use permits, activities supported by assistance from public agencies, enactment and amendment of zoning ordinances, and adoption or amendment of the General Plan or elements thereof. No action to issue permits, allocate funds, or otherwise implement a discretionary project may be taken until environmental review is complete.

Projects requiring analysis in environmental impact reports (EIRs) are generally complex major public or private development proposals, or those projects that could potentially have a significant impact on the physical environment.

Exemption from Environmental Review

The environmental review process begins with a determination by the Department as to whether or not a discretionary action by the City falls within a class of projects that are exempt from environmental evaluation pursuant to CEQA Statutes and Guidelines. Projects that are exempt generally include small-scale new construction or demolition, some changes of use, some additions, and other generally small-scale projects. These projects are enumerated in the *Categorical Exemptions from the California Environmental Quality Act*, adopted by the San Francisco Planning Commission (the Commission) on August 17, 2000.

Some small projects may be issued environmental exemptions over the counter at the Planning Information Center (PIC), 1660 Mission Street, First Floor, or may be referred to Environmental Planning staff. In the latter case, the project sponsor (private applicant or government agency) submits an *Environmental Evaluation (EE) Application* to the Environmental Planning intake planner, along with a fee (see *Schedule of Application Fees*).

If the proposed project involves the major alteration or demolition of a property more than 50 years old, the project sponsor will need to file a *Historical Resource Evaluation – Supplemental Information Form* with the *EE Application* so that Department staff can evaluate whether the proposed project would result in impacts on historical resources.

Project sponsors also need to submit a Tree Disclosure Statement with the *EE Application*. Other materials, such as technical reports, may be required on a case-by-case basis. Refer to Special Studies, below.

Community Plan Exemption

Per Section 15183 of the State CEQA Guidelines, community plan exemptions from CEQA review may be issued for projects within adopted plan areas. These exemptions may be issued for larger projects that would not otherwise be exempt, if they are determined not to create significant impacts beyond those identified in the applicable area plan EIR.

Exemption Timeline

A determination of exemption is generally processed in a minimum of two weeks; however, projects that require historical review or other supplemental data may take two months or longer to process, based on factors such as changes in the proposed project, supplemental data requirements, and staff case load.

Appeal of Exemption

A determination of exemption may be appealed to the Board of Supervisors (the Board). The procedures for filing an appeal of an exemption determination are available from the Clerk of the Board at City Hall, Room 244, or by calling (415) 554-5184.

Environmental Review

Please note that some moderate to large projects (e.g., those that create six or more dwelling units and those that create or add 10,000 square feet to a non-commercial building) are required to submit a *Preliminary Project Assessment (PPA) Application* prior to submitting an *EE Application*.

ENVIRONMENTAL EVALUATION APPLICATION

For projects not exempt from environmental evaluation, the project sponsor (private applicant or government agency) files a completed *EE Application* by appointment with the assigned Environmental Planning application intake planner along with a fee based on the construction cost of the proposed project. The Department's *Schedule of Application Fees* and contact information for the intake planner are available online at sfplanning.org, and at the PIC, 1660 Mission Street, First Floor, or by calling (415) 558-6377. The *EE Application* may be filed prior to or concurrently with the building permit application.

SPECIAL STUDIES

To assist Department staff in the environmental evaluation process, the project sponsor may be required to provide supplemental data or studies to the *EE Application* intake planner to address potential impacts on soils, transportation, biological resources, wind, hazards, shadows, noise, air quality, or other issue areas. If a shadow study is required, the project sponsor files a *Shadow Analysis Application* along with a fee (see *Schedule of Application Fees*), and Department staff prepares a shadow fan analysis. If a transportation study is required for impact analysis, the project sponsor submits two fees: one to the Department and one to the Municipal Transportation Agency (see the Department's *Schedule of Application Fees*). Fees are generally non-refundable and are in addition to costs paid by the project sponsor for consultant-prepared reports (see Consultants, below).

INITIAL STUDY

After the project sponsor submits a completed *EE Application*, Department staff prepares an initial study for the proposed project. Projects are evaluated on the basis of the information supplied in the *EE Application*,

any additional information required from the applicant, research, and contact with affected public agencies, citizens groups, and concerned individuals, all by or under the direction of Environmental Planning staff. Initial studies for some large or complex projects may need to be prepared by a consultant rather than by Department staff.

NEGATIVE DECLARATION OR MITIGATED NEGATIVE DECLARATION

If the initial study determines that the proposed project would not have a significant effect on the environment, a preliminary negative declaration (PND) is issued, advertised in a local newspaper, posted at the Department, on its website, and on the subject site, and mailed to various parties as requested.

If the initial study determines that the project would result in significant impacts on the environment, but that such impacts could be reduced to a less-than-significant level through mitigation measures, Environmental Planning staff issues a preliminary mitigated negative declaration (PMND), provided that the project sponsor agrees to implement the mitigation measures.

Appeal of PND or PMND

During the 20 (or 30 if required by CEQA) calendar days after legal advertisement of the PND or PMND issued by the Department, concerned parties may comment on the adequacy of the PND or PMND, request revisions or appeal the determination, and/or request preparation of an EIR. Appeals must be in the form of a letter to the Environmental Review Officer stating the grounds for the appeal and must include an appeal fee (see *Schedule of Application Fees*). The Commission will decide the appeal at an advertised public hearing. The Commission may (1) sustain the PND or PMND as written, (2) amend the PND or PMND, or (3) require that an EIR be prepared.

If no appeal is filed within 20 or 30 calendar days, any substantive comments related to environmental effects will be incorporated into the final negative declaration (FND) or final mitigated negative declaration (FMND), which is signed by the Environmental Review Officer and issued. Approval decisions may then be made on the project.

Appeal of FND or FMND

FNDs and FMNDs are appealable to the Board. The procedures for filing an appeal of an FND or FMND determination may be obtained from the Clerk of the Board at City Hall, Room 244, or by calling (415) 554-5184.

Negative Declaration Timeline

A minimum timetable for the negative declaration (ND) or mitigated negative declaration (MND) process is about six months; the timetable may be six to twelve months or longer based on factors such as changes in the proposed project, staff case load, supplemental data requirements, whether the document is appealed, and – where consultant work is required – quality of work.

ENVIRONMENTAL IMPACT REPORT

Before or during the initial study process, the Department may determine that the project could have a significant effect on the environment and that an EIR is required. The determination that an EIR is required is published in a local newspaper, posted at the Department, at the subject site, and on the sfplanning.org website, and mailed to various parties.

Administrative Draft EIR

If an EIR is required, the project sponsor must have an administrative draft EIR (ADEIR) prepared by a qualified environmental consultant and submitted to Department staff. Fees for processing the EIR are billed when staff advertises the EIR notice of preparation, and are payable upon submittal of the first ADEIR. This first administrative draft is reviewed by Environmental Planning staff in consultation with other relevant Department staff and public agencies. Two or three revisions of the ADEIR are often required for completion of research and verification of accuracy before the material is ready for publication.

Draft EIR Publication and Public Hearing

When staff determines that the ADEIR is acceptable for publication, the Department assumes authorship, authorizes publication of the draft EIR (DEIR), and advertises in a local newspaper and with on-site posting that the DEIR is available for public review, will be considered by the Commission at a specified public hearing, and what, if any, significant impacts are identified in the DEIR. The public hearing before the Commission occurs at least 30 days after publication of the DEIR. The purpose of the hearing is to receive

testimony related to the accuracy and completeness of the DEIR; written comments are also accepted during the review period, which extends at least five days beyond the hearing.

Final EIR Certification

Following the DEIR hearing, a comments and responses document is prepared to respond to all substantive issues raised in the written and oral testimony. The document is distributed to the Commission, commentors, and others as requested. After reviewing the comments and responses document, including any revisions to the DEIR and incorporation into the EIR of any further changes requested by the Commission, the Commission certifies at a public meeting that the final EIR (FEIR) has been completed in compliance with State law, and determines whether the project would or would not have a significant effect on the environment. It is important to note that certification does not approve or disapprove a project, but rather concludes that the EIR complies with CEQA and provides environmental information regarding the proposed project to serve as one of the elements upon which a reasoned decision is based.

If the Commission determines that the proposed project would have a significant effect on the environment, it may approve a project in one of two ways: (1) require changes in the project to reduce or avoid environmental damage if it finds such changes feasible (generally via alternatives and/or mitigation), or (2) find that changes are infeasible and make a statement of overriding considerations. CEQA requires decision-makers to balance the benefits of a proposed project against its unavoidable environmental risks in determining whether to approve the project. If the benefits of a proposed project would outweigh the unavoidable adverse environmental effects, those adverse effects may be considered “acceptable.” The Commission must, in such cases, state in writing the specific reasons to support its action based on the FEIR and/or other information in the record.

Appeal of EIR

The certification of an FEIR is appealable to the Board. Any person or entity that has submitted comments to the Commission or to the Environmental Review Officer may appeal the Commission’s certification of the FEIR to the Board within 20 calendar days after that certification. Appeals must be in the form of a letter to the Board stating the grounds of the appeal, with submittal of an appeal fee (see *Schedule of Application Fees*).

Upon review by the Department, the appeal fee may be reimbursed for neighborhood organizations that have been in existence for a minimum of 24 months. The Board may reject by motion an appeal that fails to state proper grounds for the appeal. The Board must act on valid appeals at an advertised public hearing, which must be scheduled within 30 calendar days after the Commission's certification of the FEIR, but may in certain circumstances extend such time period up to 90 calendar days from the date of filing the appeal. The Board may affirm or reverse the certification by the Commission by a majority vote. If the Board affirms the Commission's certification, the FEIR is considered certified on the date upon which the Commission originally certified the FEIR. If the Board reverses the Commission's certification, the Board must make specific findings and remand the FEIR to the Commission for further action consistent with the Board's findings. The Commission must take such action as may be required by the Board and consider recertification of the EIR. Only the new or revised portions of the FEIR may then be appealed again to the Board.

EIR Timeline

A minimum timeline for the EIR process is 18 months; the period is variable, however, based on factors such as changes in the proposed project, staff case load, supplemental data requirements, quality of consultant work submitted to the Department, nature and volume of the DEIR comments, and whether the FEIR is appealed.

NOTICES OF EXEMPTION/ DETERMINATION

For projects that are exempt from environmental evaluation, the project sponsor may request that a notice of exemption (NOE) be filed after the project is approved. Though not required, the NOE shortens the statute of limitations for legal challenges under CEQA from 180 calendar days to between 30 and 35 calendar days.

A notice of determination (NOD) may be filed upon approval of a project for which an ND, MND, or EIR has been prepared. The filing of an NOD starts a 30-calendar day statute of limitations on court challenges to the approval under CEQA. If no NOD is filed, the statute of limitations is 180 calendar days.

The NOE or NOD must not be filed until after the project is approved but within five working days of project approval. It is possible that several NODs may be needed for one project if the project requires multiple approvals at different times. To file an NOE or NOD, the project sponsor must submit a fee to the County Clerk. A higher fee established by the State Department of Fish and Game is required for filing an NOD for a project that may result in an adverse impact on sensitive species, sensitive habitat, or wildlife migration.

Consultants

The project sponsor may retain or be required to retain environmental consultants to prepare an initial study, ND, MND, EIR, and other environmental documents or studies. The Department has established pools of qualified consultants with expertise in the preparation of environmental, transportation, historical resource, and archeological resource documents. If required for project analysis, the document must be prepared by a consultant who is included in the respective consultant pool. While the project sponsor pays all costs for preparation of the necessary consultant-prepared documents, the Department scopes, monitors, reviews, and approves all work completed by consultants.

For More Information

The following reference materials, applications, and forms are currently available at the Planning Information Center, 1660 Mission Street, First Floor, and on the Department's website, sfplanning.org:

→ **Preliminary Project Assessment (PPA)**

Application – Must be submitted prior to the EE Application if the project would create six or more dwelling units or create/add 10,000 square feet to a non-residential building.

The PPA process provides project sponsors with early feedback for environmental review and other Department requirements before development applications are filed. This early viewing of the project provides sponsors with early feedback and procedural instructions, and also allows staff to coordinate early in the development process.

→ **Environmental Evaluation (EE) Application**

– May need to be filed to determine whether projects are environmentally exempt or require environmental review.

→ **Historical Resources – Supplemental**

Information Form – May need to be filed with the EE Application.

→ **Categorical Exemptions from the California Environmental Quality Act** – Lists the types of projects that are exempt from environmental evaluation.

→ **San Francisco Preservation Bulletin No. 16: CEQA and Historical Resources** – Provides direction and guidance for the environmental evaluation of historic resources.

→ **Initial Study Checklist** – Provides a template for the Initial Study, and also serves to scope an EIR by determining which topics require more extensive review and which do not.

→ **Shadow Analysis Application** – Determines whether new structures above 40 feet in height would cast shadows on San Francisco Recreation and Parks Department properties.

→ **Transportation Impact Analysis Guidelines for Environmental Review** – Aids consultants in preparing transportation impact analyses for NDs, MNDs, and EIRs.

→ **Schedule of Application Fees** – Lists Department fees, including fees for exemptions, initial studies, environmental impact reports, and appeals of environmental determinations. Some fees are based on the construction cost of a proposed project, others are flat fees, and some are based on the cost of time and materials for environmental review processing.

General inquiries regarding environmental review should be directed to Environmental Planning at (415) 575 9025. For information regarding a specific project undergoing environmental review, contact the assigned planner (call the PIC at (415) 558-6377 to request the name and number of the assigned environmental planner).



SAN FRANCISCO
PLANNING
DEPARTMENT

FOR OTHER PLANNING INFORMATION: Call or visit the San Francisco Planning Department

Central Reception

1650 Mission Street, Suite 400
San Francisco CA 94103-2479

TEL: **415.558.6378**

FAX: **415.558.6409**

WEB: <http://www.sfplanning.org>

Planning Information Center (PIC)

1660 Mission Street, First Floor
San Francisco CA 94103-2479

TEL: **415.558.6377**

*Planning staff are available by phone and at the PIC counter.
No appointment is necessary.*

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 49981 - 14/15)

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

Type of Service: Engineering and Environmental Services for the 3rd Street Bridge Rehabilitation Project

Funding Source: Local Highway Bridge Program

PSC Original Approved Amount: \$3,000,000

PSC Original Approved Duration: 06/01/15 - 05/31/18 (3 years)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 06/01/18-12/31/18 (30 weeks 4 days)

PSC Mod#2 Amount: \$1,000,000

PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$2,200,000

PSC Mod#3 Duration: 01/01/19-05/01/20 (1 year 17 weeks)

PSC Mod#4 Amount: \$200,000

PSC Mod#4 Duration: 05/02/20-10/31/21 (1 year 26 weeks)

PSC Cumulative Amount Proposed: \$6,900,000

PSC Cumulative Duration Proposed: 6 years 22 weeks

1. Description of Work

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

The selected consultant ("consultant") will perform a full range of engineering, environmental studies, and construction support for the 3rd Street Bridge Rehabilitation Project ("Project"). The Project requires specialized engineering and environmental consultants with expertise in major rehabilitation of bascule bridges over navigable waterways with a strong environmental/regulatory component. The consultant will perform the work in three phases. Phase 1 consists of a condition survey of the bridge, preliminary engineering, traffic studies and environmental studies. Phase 2 consists of detailed design and preparation of construction documents. Phase 3 consists of providing engineering support during construction.

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

The 3rd Street Bridge is a one-of-a-kind bascule bridge over water that will require bridge assessments and related engineering work to develop a feasible rehabilitation design to mitigate against corrosion on the bridge and improve the sufficiency rating of the bridge. The Project will need to comply with both Federal and State environmental requirements [National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA)] in addition to necessary environmental studies. The 3rd Street Bridge has been submitted to Caltrans and Federal Highway Administration (FHWA) and approved for Federal funding. Denial of this request will delay the delivery of this major infrastructure project and jeopardize Caltrans and FHWA funding commitments and technical requirements.

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, through this original PSC

D. Will the contract(s) be renewed?

No

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

Construction duration has increased by another year in which the consultant's services are required and has pushed out the schedule and project closed out.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The need of specialized services for rehabilitation of a bascule bridge is infrequent.

B. Reason for the request for modification:

Work which was originally assumed to be taken on by Public Works staff had to be assigned to Consultant, which includes specialty specification writing, increased inspection during construction. Construction duration has increased by a year and the amount of work and time required for the consultant's services has increased.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The project requires engineering and environmental consultants with expertise in rehabilitation of bridges over navigable waterways. The project also requires expertise in bridge engineering, structural engineering, corrosion engineering, materials engineering, and construction management specifically for bascule bridge structures. In addition, environmental consultants need both CEQA and NEPA expertise to support the environmental analysis. Consultant work products must be compatible with the requirements of federally funded projects and comply with the requirements of the Federal Highway Administration, Caltrans and San Francisco Planning.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 5277, Planner 1; 5278, Planner 2; 5283, Planner 5; 5291, Planner 3; 5293, Planner 4; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5620, Regulatory Specialist; 5642, Sr. Environmental Spec; 5644, Principal Environ Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the consultant will provide facilities, equipment and computer software for analyses required for the work.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The broad and specialized scope of the necessary engineering and environmental services exceeds the City's current capabilities of staff and equipment. The work of consultants will also augment the work of the City's engineers and planners. The City's engineers and planners who are experienced with the type of work will review and substantiate that the engineered design and environmental analysis are in conformance with Federal, State, and local requirements.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the work is highly specialized and project specific. This project type is unique and infrequent (City only has 3 bridges over waterways) so the adoption of a new civil service class to perform this work would be impractical. In addition, the utilization of consultants to prepare the environmental document is consistent with City Planning Department's policy and procedures (See attached "Environmental Review Process Summary").

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 public works bridge maintenance crew (BBR), which is their stationary engineers, will receive training on how to operate the bridge and maintain it. This will take a few days to of training. There are least 4 people in that group.
- 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.
Caltrans Local Assistance Procedures Manual.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes-TRC has asst'd w/spec creation, will support during Const Adm

7. Union Notification: On 04/23/20, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49981 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/07/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 49981 - 14/15)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Engineering and Environmental Services for the 3rd Street Bridge Rehabilitation ProjectFunding Source: Local Highway Bridge ProgramPSC Original Approved Amount: \$3,000,000PSC Original Approved Duration: 06/01/15 - 05/31/18 (3 years)PSC Mod#1 Amount: \$500,000PSC Mod#1 Duration: 06/01/18-12/31/18 (30 weeks 4 days)PSC Mod#2 Amount: \$1,000,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$2,200,000PSC Mod#3 Duration: 01/01/19-05/01/20 (1 year 17 weeks)PSC Cumulative Amount Proposed: \$6,700,000PSC Cumulative Duration Proposed: 4 years 48 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The selected consultant ("consultant") will perform a full range of engineering, environmental studies, and construction support for the 3rd Street Bridge Rehabilitation Project ("Project"). The Project requires specialized engineering and environmental consultants with expertise in major rehabilitation of bascule bridges over navigable waterways with a strong environmental/regulatory component. The consultant will perform the work in three phases. Phase 1 consists of a condition survey of the bridge, preliminary engineering, traffic studies and environmental studies. Phase 2 consists of detailed design and preparation of construction documents. Phase 3 consists of providing engineering support during construction.

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

The 3rd Street Bridge is a one-of-a-kind bascule bridge over water that will require bridge assessments and related engineering work to develop a feasible rehabilitation design to mitigate against corrosion on the bridge and improve the sufficiency rating of the bridge. The Project will need to comply with both Federal and State environmental requirements [National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA)] in addition to necessary environmental studies. The 3rd Street Bridge has been submitted to Caltrans and Federal Highway Administration (FHWA) and approved for Federal funding. Denial of this request will delay the delivery of this major infrastructure project and jeopardize Caltrans and FHWA funding commitments and technical requirements.

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, through PSC # 49981-14/15 approved on June 15, 2015, with modifications approved on January 21, 2016 and June 20, 2017.

D. Will the contract(s) be renewed?

No

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

N/A

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The need of specialized services for rehabilitation of a bascule bridge is infrequent.

B. Reason for the request for modification:

Work which was originally assumed to be taken on by Public Works staff had to be assigned to Consultant, which includes specialty specification writing, increased inspection during construction.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The project requires engineering and environmental consultants with expertise in rehabilitation of bridges over navigable waterways. The project also requires expertise in bridge engineering, structural engineering, corrosion engineering, materials engineering, and construction management specifically for bascule bridge structures. In addition, environmental consultants need both CEQA and NEPA expertise to support the environmental analysis. Consultant work products must be compatible with the requirements of federally funded projects and comply with the requirements of the Federal Highway Administration, Caltrans and San Francisco Planning.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 5277, Planner 1; 5278, Planner 2; 5283, Planner 5; 5291, Planner 3; 5293, Planner 4; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5620, Regulatory Specialist; 5642, Sr. Environmental Spec; 5644, Principal Environ Specialist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the consultant will provide facilities, equipment and computer software for analyses required for the work.

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

Not Applicable

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

The broad and specialized scope of the necessary engineering and environmental services exceeds the City's current capabilities of staff and equipment. The work of consultants will also augment the work of the City's engineers and planners. The City's engineers and planners who are experienced with the type of work will review and substantiate that the engineered design and environmental analysis are in conformance with Federal, State, and local requirements.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the work is highly specialized and project specific. This project type is unique and infrequent (City only has 3 bridges over waterways) so the adoption of a new civil service class to perform this work would be impractical. In addition, the utilization of consultants to prepare the environmental document is consistent with City Planning Department's policy and procedures (See attached "Environmental Review Process Summary").**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 Public Works bridge maintenance crew (BBR) will receive training on how to operate the bridge and maintain it. There are at least 4 people in that group.

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.

Caltrans Local Assistance Procedures Manual.

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

No.

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

Yes-TRC has asst'd w/spec creation, will support during Const Adm

7. Union Notification: On 12/28/17, 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: David Bui Phone: 415-554-6417 Email: david.bui@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49981 - 14/15

DHR Analysis/Recommendation:

02/05/2018

Commission Approval Required

Approved by Civil Service Commission

02/05/2018 DHR Approved for 02/05/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 35994 - 17/18)

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

Type of Service: Transportation Services for Seniors and Adults with Disabilities

Funding Source: County General Fund

PSC Original Approved Amount: \$90,000

PSC Original Approved Duration: 07/01/18 - 06/30/21 (3 years)

PSC Mod#1 Amount: \$380,250

PSC Mod#1 Duration: 01/01/21-06/30/23 (2 years)

PSC Cumulative Amount Proposed: \$470,250

PSC Cumulative Duration Proposed: 5 years

1. Description of Work

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

Contractor will provide reliable 19-hour, 7 days a week transportation services to DAAS clients needing between facilities which provide various levels of care and/or legal proceedings. Hours of operation for services are 7 AM to 12 AM (midnight). Although DAAS will attempt to provide Contractor with at least 24 hours lead time, Contractor will provide transportation service with less than 24-hours notice. Last call to Contractor for local transportation requests will be 11:00 PM. Contractor will notify DAAS staff within 24-hours of the requested transportation service date and time if the requested service cannot be completed as scheduled.

Scope Change

Adding high risk transportation services to the current scope for the

Office of the Public Conservator (PC). The transportation services are for potentially

high-risk situations, as defined by situations requiring specialized transport skills to

manage individuals who have a history of violence, elopement or other behaviors that are

beyond a routine transport.

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

Contractor will provide transportation services to DAAS clients needing transportation to/from medical services or to attend legal proceedings. This service will also be provided to the mentally ill, the substance abusers, the developmentally disabled, the elderly/geriatric and the chronically medically ill. Individuals 60 years of age or older, or individuals between 18 and 59 years of age that are living with disabilities. In addition, services will be provided to clients who are members of one or more of the following target groups: • Mentally Ill Substance Abusers • Chronically Mentally Ill • Developmentally Disabled • Elderly/Geriatric • Physically Disabled

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

Yes. This modification consists of the existing services and new services. Existing services provided for the last three years and are needed for another 2 years include transportation services to DAAS clients needing transportation to/from medical services or to attend legal proceedings. This service will also be provided to the mentally ill, the substance abusers, the developmentally disabled, the elderly/geriatric and the chronically medically ill. The modification includes the addition of risk transportation services to the current scope. The new transportation services are for high-risk situations, as defined by situations requiring specialized transport skills to manage individuals who have a history of violence, elopement or other behaviors that are beyond a routine transport.

D. Will the contract(s) be renewed?

No. New contracting with transMETRO, selected by IB 797 Seniors-AWD Transportation Services, released April 30, 2018.

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 current PSC for a three-year term is being modified to add two more years for a total of five years. The two-year extension is necessary to support vulnerable populations with crucial services (ongoing services plus new transportation services for high risk situations).

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

Transportation vehicles and staffing needed for as-needed, on standby times. The budget of \$30,000 per year, (\$90,000 total for the next 3 years), was not sufficient to provide the needed services.

B. Reason for the request for modification:

Continuing ongoing services and expanding additional high risk transportation services to vulnerable older adults and adults with disabilities that are served by the Office of the Public Conservator. Modification includes increased funding and 2 years extension to support crucial services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must be able to accommodate transporting of patients in all of the following cases: a. Individuals who are on voluntary hospital status, involuntary hospital status or are being seen at an outpatient facility. b. Individuals who are able to cooperate with the plan for transportation. c. Individuals who can enter and leave the vehicle with minimum assistance. d. Individuals who require no formal restraint other than a seat belt

for safe and legal transportation. e. Individuals who require restraints (patients will be presented for transport already restrained). f. Individuals who are on involuntary Mental Health hold for observation and/or treatment. g. Individuals who are determined to have poor impulse control (gurney transportation not included). h. Individuals who may be experiencing concurring disorders related to both substance abuse as well as psychiatric problems. i. Individuals who require the use of a wheelchair. j. Procedure and policy for less than 24 hour lead time for service.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2904, Human Services Technician;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contract must provide vehicle and staff to provide service to: 1. Individuals who require restraints (patients will be presented for transport already restrained). 2. Individuals who are on involuntary Mental Health hold for observation and/or treatment. 3. Individuals who are determined to have poor impulse control (gurney transportation not included). 4. Individuals who may be experiencing concurring disorders related to both substance abuse as well as psychiatric problems. 5. Individuals who require the use of a wheelchair.

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.
On as-needed standby. It is estimated at 60 trips per year, with budget of \$30,000.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. It is used as an as-needed standby, estimated 60 trips per year.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Training will NOT be provided by the contractor. The contractor will provide the service, based on request from Department of Disability and Aging Services (DAS) program 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 12/03/20, 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: Esperanza Zapien Phone: 557-5657 Email: esperanza.zapien@sfgov.org

Address: 1650 Mission St. Suite 300, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35994 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/01/2021

Receipt of Union Notification(s)

From: [Shaikh, Tahir \(HSA\)](#)
To: [Keene, Selina \(HSA\)](#); [Haley, Margot \(HSA\)](#); [Collins, Marquitta \(HSA\)](#); [Love, Cesar \(HSA\)](#); [Gail.Byrdsong@seiu1021.org](#); [Kloefkorn, Edlyn \(HSA\)](#); [XiuMin.Li@seiu1021.org](#); [Poon, Sin Yee \(HSA\)](#); [Oumar.Fall@seiu1021.org](#); [Morgan, Darryl \(HSA\)](#); [Medina, Sagrario \(HSA\)](#); [varaullo@ifpte21.org](#); [jbeard@ifpte21.org](#); [kgeneral@ifpte21.org](#); [tmathews@ifpte21.org](#)
Subject: FW: Receipt of Modification Request to PSC # 35994 - 17/18 - MODIFICATIONS
Date: Friday, December 4, 2020 9:01:31 AM

Hi All,
FYI.

In case you haven't received the union notification for the PSC#35994-17/18. Thank you.
Tahir

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of esperanza.zapien@sfgov.org
Sent: Thursday, December 3, 2020 2:49 PM
To: Zapien, Esperanza (HSA) <Esperanza.Zapien@sfgov.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC) <kbasconcillo@sfgwater.org>; 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; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>; david.canham@seiu1021.org; jtanner940@aol.com; Shaikh, Tahir (HSA) <tahir.shaikh@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 35994 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$380,250 for services for the period January 1, 2021

– June 30, 2023. 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/15762>

Email sent to the following addresses: jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.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@sfgwater.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSSDept. Code: DSSType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☒ Expedited ☐ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Transportation Services for Seniors and Adults with DisabilitiesFunding Source: County General FundPSC Amount: \$90,000PSC Est. Start Date: 07/01/2018PSC Est. End Date: 06/30/2021**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide reliable 19-hour, 7 days a week transportation services to DAAS clients needing between facilities which provide various levels of care and/or legal proceedings. Hours of operation for services are 7 AM to 12 AM (midnight). Although DAAS will attempt to provide Contractor with at least 24 hours lead time, Contractor will provide transportation service with less than 24-hours notice. Last call to Contractor for local transportation requests will be 11:00 PM. Contractor will notify DAAS staff within 24-hours of the requested transportation service date and time if the requested service cannot be completed as scheduled.

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

Contractor will provide transportation services to DAAS clients needing transportation to/from medical services or to attend legal proceedings. This service will also be provided to the mentally ill, the substance abusers, the developmentally disabled, the elderly/geriatric and the chronically medically ill. Individuals 60 years of age or older, or individuals between 18 and 59 years of age that are living with disabilities. In addition, services will be provided to clients who are members of one or more of the following target groups: • Mentally Ill Substance Abusers • Chronically Mentally Ill • Developmentally Disabled • Elderly/Geriatric • Physically Disabled

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

PSC #4081-10/11 approved on August 17, 2015. Provided by MV Transportation.

D. Will the contract(s) be renewed?

No. New contracting with transMETRO, selected by IB 797 Seniors-AWD Transportation Services, released April 30, 2018.

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

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

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

B. Explain the qualifying circumstances:

Transportation vehicles and staffing needed for as-needed, on standby times. The budget of \$30,000 per year, (\$90,000 total for the next 3 years), was not sufficient to provide the needed services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must be able to accommodate transporting of patients in all of the following cases: a. Individuals who are on voluntary hospital status, involuntary hospital status or are being seen at an outpatient facility. b. Individuals who are able to cooperate with the plan for transportation. c. Individuals who can enter and leave the vehicle with minimum assistance. d. Individuals who require no formal restraint other than a seat

belt for safe and legal transportation. e. Individuals who require restraints (patients will be presented for transport already restrained). f. Individuals who are on involuntary Mental Health hold for observation and/or treatment. g. Individuals who are determined to have poor impulse control (gurney transportation not included). h. Individuals who may be experiencing concurring disorders related to both substance abuse as well as psychiatric problems. i. Individuals who require the use of a wheelchair. j. Procedure and policy for less than 24 hour lead time for service.

B. Which, if any, civil service class(es) normally perform(s) this work? 2904, Human Services Technician;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contract must provide vehicle and staff to provide service to: 1. Individuals who require restraints (patients will be presented for transport already restrained). 2. Individuals who are on involuntary Mental Health hold for observation and/or treatment. 3. Individuals who are determined to have poor impulse control (gurney transportation not included). 4. Individuals who may be experiencing concurring disorders related to both substance abuse as well as psychiatric problems. 5. Individuals who require the use of a wheelchair.

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

Evaluated transportation vehicles and staffing needed for as-needed, on standby times. The budget of \$30,000 per year, for the next 3 years was not cost effective.

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

A. Explain why civil service classes are not applicable.

On as-needed standby. It is estimated at 60 trips per year, with budget of \$30,000.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. It is used as an as-needed standby, estimated 60 trips per year.

6. Additional Information

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

No.

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

No. Training will NOT be provided by the contractor. The contractor will provide the service, based on request from Department of Aging & Adult Services (DAAS) program 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 06/29/2018, 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: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission St. Suite 300 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35994 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/25/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 39994 - 17/18)

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

Type of Service: website support and maintenance

Funding Source: local

PSC Original Approved Amount: \$99,000

PSC Original Approved Duration: 10/01/17 - 09/30/21 (4 years)

PSC Mod#1 Amount: \$400,000

PSC Mod#1 Duration: 10/01/21-03/31/22 (26 weeks)

PSC Mod#2 Amount: \$288,000

PSC Mod#2 Duration: 04/01/22-12/31/22 (39 weeks 2 days)

PSC Cumulative Amount Proposed: \$787,000

PSC Cumulative Duration Proposed: 5 years 13 weeks

1. Description of Work

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

The SFMTA (Agency) requires Drupal content management system technology services to support its www.sfmta.com website. In order to keep the website stable, secure, and optimized, the service provider will provide ongoing, as-needed support, including critical technical maintenance updates and support for ongoing feature and content needs.

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

The sfmta.com website (website) is the Agency's largest and most face-forward communications tool. More than one million people visit the site every month for all of the city's public transportation information. Ensuring the website is secure and error free is critical to customers having access to vital transportation information. Denial of this personal service contract will jeopardize the Agency's ability to secure and maintain the website.

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, the contract will be extended beyond the proposed four-year period as Drupal CMS required by the website will require regular, ongoing support and maintenance.

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 maintenance, security and enhancements of the SFMTA.com website is an ongoing requirement. The technology is constantly being updated to meet the changing needs of the agency to communicate with the public.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

To provide the as-need support and periodic maintenance services required for the website, specialized expertise in Drupal CMS coding is required.

B. Reason for the request for modification:

The requested modification will extend the duration of the work that is being done by the contractor as the resources under the existing contract and its amendment have been exhausted.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor must possess at least three years of experience developing and maintaining websites using Drupal CMS code.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1021, IS Administrator 1; 1051, IS Business Analyst-Assistant; 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;
- 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.

Employees in civil service classes would ordinarily be expected to provide these services, but due to peak in demand and the periodic nature of these services, the Agency is not able to develop internal capacity to meet the current need or justify it over a longer term.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would be impractical to adopt new civil services classes to perform this work. Civil services classes already exist, but DTIS staff are unable to provide these services at this time. These services will be provided on an as-needed basis, and the Agency will have staff available to provide portions of the maintenance work required once the website's CMS and updates are completed.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
The relationship covers approximately five hours of training per month to two employees, the Webmaster (1051 Business Analyst) and the Digital Communications Coordinator (1052 Business Analyst)
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
Yes, the commission has reviewed and app
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, current contractor to continue enhancements; FivePaths, LLC.

7. Union Notification: On 01/06/21, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

Address: 1 S. Van Ness Ave - 6th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39994 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/01/2021

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Wednesday, January 6, 2021 8:41 AM
To: Nuque, Amy; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; rod.goree@sfmta.com; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 39994 - 17/18 - MODIFICATIONS

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$288,000 for services for the period April 1, 2022 – December 31, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/10836>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 39994 - 17/18)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: website support and maintenanceFunding Source: localPSC Original Approved Amount: \$99,000PSC Original Approved Duration: 10/01/17 - 09/30/21 (4 years)PSC Mod#1 Amount: \$400,000PSC Mod#1 Duration: 10/01/21-03/31/22 (26 weeks)PSC Mod#2 Amount: \$288,000PSC Mod#2 Duration: 04/01/22-12/31/22 (39 weeks 2 days)PSC Cumulative Amount Proposed: \$787,000PSC Cumulative Duration Proposed: 5 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The SFMTA (Agency) requires Drupal content management system technology services to support its www.sfmta.com website. In order to keep the website stable, secure, and optimized, the service provider will provide ongoing, as-needed support, including critical technical maintenance updates and support for ongoing feature and content needs.

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

The sfmta.com website (website) is the Agency's largest and most face-forward communications tool. More than one million people visit the site every month for all of the city's public transportation information. Ensuring the website is secure and error free is critical to customers having access to vital transportation information. Denial of this personal service contract will jeopardize the Agency's ability to secure and maintain the website.

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, the contract will be extended beyond the proposed four-year period as Drupal CMS required by the website will require regular, ongoing support and maintenance.

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 maintenance, security and enhancements of the SFMTA.com website is an ongoing requirement. The technology is constantly being updated to meet the changing needs of the agency to communicate with the public.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

To provide the as-need support and periodic maintenance services required for the website, specialized expertise in Drupal CMS coding is required.

B. Reason for the request for modification:

The requested modification will extend the duration of the work that is being done by the contractor as the resources under the existing contract and its amendment have been exhausted.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor must possess at least three years of experience developing and maintaining websites using Drupal CMS code.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1021, IS Administrator 1; 1051, IS Business Analyst-Assistant; 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;
- 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.
Employees in civil service classes would ordinarily be expected to provide these services, but due to peak in demand and the periodic nature of these services, the Agency is not able to develop internal capacity to meet the current need or justify it over a longer term.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would be impractical to adopt new civil services classes to perform this work. Civil services classes already exist, but DTIS staff are unable to provide these services at this time. These services will be provided on an as-needed basis, and the Agency will have staff available to provide portions of the maintenance work required once the website's CMS and updates are completed.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
The relationship covers approximately five hours of training per month to two employees, the Webmaster (1051 Business Analyst) and the Digital Communications Coordinator (1052 Business Analyst)

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

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

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

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

7. Union Notification: On 01/06/21, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

Address: 1 S. Van Ness Ave - 6th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39994 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/01/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4120 09/10)

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

Type of Service: Laundry services for Laguna Honda Hospital & San Francisco General Hospital

Funding Source: General Fund

PSC Original Approved Amount: \$18,464,525

PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)

PSC Mod#1 Amount: \$9,000,000

PSC Mod#1 Duration: 07/01/15-12/31/17 (2 years 26 weeks)

PSC Mod#2 Amount: \$10,000,000

PSC Mod#2 Duration: 12/31/17-12/31/20 (3 years 1 day)

PSC Mod#3 Amount: \$12,000,000

PSC Mod#3 Duration: 01/01/21-12/31/23 (3 years)

PSC Cumulative Amount Proposed: \$49,464,525

PSC Cumulative Duration Proposed: 13 years 26 weeks

1. Description of Work

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

Pick up and process soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH).

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

The laundry facility at SFGH was removed in 1994 because the building was a seismic hazard. The laundry facility at LHH was demolished in September 2003 to make way for the construction of the voter-approved LHH Replacement Project. The Department of Public Health, Laguna Honda Hospital will not re-build the laundry facility. On February 9, 2009, the long-standing dispute between SEIU and the City over the City not rebuilding Laguna Honda's laundry facility was resolved via an Arbitrator's award (see award attached). Accordingly, the Department of Public Health will have a continuing need to have an outside vendor to provide laundry services to support both Laguna Honda and San Francisco General Hospital. This request includes the laundry services for LHH and SFGH. Denial of this service will place both LHH and SFGH in danger of losing their accreditations and licenses, thereby jeopardizing third party reimbursement and their ability to serve San Franciscans.

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 4120 09/10

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:
Laundry services are core support needed for the continued operation of the hospitals, as the Department does not have the facilities to perform these services

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

Contractor(s) must provide pick up and processing of high volume soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and Zuckerberg San Francisco General Hospital (ZSFGH) to enable compliance with Title 22 of the State of California Department of Health Code of Regulations, San Francisco Department of Public Health Infection Control Policies, and Joint Commission (accreditation) requirements, services which require laundry facilities which the City does not possess.

- B. Reason for the request for modification:

To extend the term by three years with a corresponding increase to the PSC amount. The extension is required to continue services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Experience in high volume laundry services to health care facilities. All services must comply with Title 22 of the State of California Department of Health Code of Regulations, San Francisco Department of Public Health Infection Control Policies, and Joint Commission on Accreditation of Health Organizations (JCAHO) requirements. Vendors must meet normal requirements for vendors doing business with the City and County of San Francisco.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2770, Senior Laundry Worker; 7355, Truck Driver;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The selected contractors have commercial laundry facilities that can process the laundry for Laguna Honda Hospital and San Francisco General Hospital.

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 classifications/positions that supported the laundry facility were eliminated. The classifications eliminated were: 2760 Laundry Worker, and 2780 Laundry Supervisor. Affected staffs were granted status in other classifications/positions as part of the agreement with SEIU or have been reassigned to other duties.

- 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 city does not have a laundry facility.

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.
Formal training for civil service employees is not included in this contract.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

- 7. Union Notification:** On 12/04/20, the Department notified the following employee organizations of this PSC/RFP request:
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Bldg Mtl & Constr Teamsters, L 853;

☒ 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# 4120 09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/01/2021

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, December 04, 2020 11:32 AM
To: Hale, Jacquie (DPH); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; kcartermartinez@cirseiu.org; ablood@cirseiu.org; Laxamana, Junko (BOS); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Meyers, Julie (HSA); Ricardo.lopez@sfgov.org; Basconillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Rossi, Ron (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4120 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 \$12,000,000 for services for the period January 1, 2021 – December 31, 2023. 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/4868>

Email sent to the following addresses: jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconillo@sfgov.org Ricardo.lopez@sfgov.org Julie.Meyers@sfgov.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org junko.laxamana@sfgov.org ablood@cirseiu.org kcartermartinez@cirseiu.org sbabaria@cirseiu.org abush@cirseiu.org emathurin@cirseiu.org jennifer.esteen@seiu1021.org

Hale, Jacquie (DPH)

From: Hale, Jacquie (DPH)
Sent: Friday, December 04, 2020 1:41 PM
To: dhart@teamsters853.org; dharrington@teamsters853.org
Cc: DHR-PSCCoordinator, DHR (HRD); Jacquie Hale (Jacquie.Hale@sfdph.org); Rossi, Ron (DPH)
Subject: Modification Request to PSC # 4120 09/10 - MODIFICATIONS

Tracking:	Recipient	Delivery	Read
	dhart@teamsters853.org		
	dharrington@teamsters853.org		
	DHR-PSCCoordinator, DHR (HRD)	Delivered: 12/4/2020 1:41 PM	
	Jacquie Hale (Jacquie.Hale@sfdph.org)	Delivered: 12/4/2020 1:41 PM	
	Rossi, Ron (DPH)	Delivered: 12/4/2020 1:41 PM	
	Hale, Jacquie (DPH)		Read: 12/4/2020 1:42 PM

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$12,000,000 for services for the period January 1, 2021 – December 31, 2023. For all Modification requests, there is a 7-Day notice to the union(s) prior to DHR Review.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/4868>

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4120 09/10)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Laundry services for Laguna Honda Hospital & San Francisco General HospitalFunding Source: General FundPSC Original Approved Amount: \$18,464,525PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)PSC Mod#1 Amount: \$9,000,000PSC Mod#1 Duration: 07/01/15-12/31/17 (2 years 26 weeks)PSC Mod#2 Amount: \$10,000,000PSC Mod#2 Duration: 12/31/17-12/31/20 (3 years 1 day)PSC Cumulative Amount Proposed: \$37,464,525PSC Cumulative Duration Proposed: 10 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Pick up and process soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH).

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

The laundry facility at SFGH was removed in 1994 because the building was a seismic hazard. The laundry facility at LHH was demolished in September 2003 to make way for the construction of the voter-approved LHH Replacement Project. The Department of Public Health, Laguna Honda Hospital will not re-build the laundry facility. On February 9, 2009, the long-standing dispute between SEIU and the City over the City not rebuilding Laguna Honda's laundry facility was resolved via an Arbitrator's award (see award attached). Accordingly, the Department of Public Health will have a continuing need to have an outside vendor to provide laundry services to support both Laguna Honda and San Francisco General Hospital. This request includes the laundry services for LHH and SFGH. Denial of this service will place both LHH and SFGH in danger of losing their accreditations and licenses, thereby jeopardizing third party reimbursement and their ability to serve San Franciscans.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
PSC #4167-07/08**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:

Laundry services are core support needed for the continued operation of the hospitals, as the Department does not have the facilities to perform these services.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Contractor(s) must provide pick up and processing of high volume soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and Zuckerberg San Francisco General Hospital (ZSFGH) to enable compliance with Title 22 of the State of California Department of Health Code of Regulations, San Francisco Department of Public Health Infection Control Policies, and Joint Commission (accreditation) requirements, services which require laundry facilities which the City does not possess.

B. Reason for the request for modification:

To extend the term by three years with a corresponding increase to the PSC amount. The extension is required to continue services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Experience in high volume laundry services to health care facilities. All services must comply with Title 22 of the State of California Department of Health Code of Regulations, San Francisco Department of Public Health Infection Control Policies, and Joint Commission on Accreditation of Health Organizations (JCAHO) requirements. Vendors must meet normal requirements for vendors doing business with the City and County of San Francisco.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2770, Senior Laundry Worker; 7355, Truck Driver;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The selected contractors have commercial laundry facilities that can process the laundry for Laguna Honda Hospital and San Francisco General Hospital.

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 classifications/positions that supported the laundry facility were eliminated. The classifications eliminated were: 2760 Laundry Worker, and 2780 Laundry Supervisor. Affected staffs were granted status in other classifications/positions as part of the agreement with SEIU or have been reassigned to other duties.

- 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 city does not have a laundry facility.

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.
Formal training for civil service employees is not included in this contract.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 08/15/16, the Department notified the following employee organizations of this PSC/RFP request:

SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Bldg Mtl & Constr Teamsters, L 853;

☒ 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# 4120 09/10

DHR Analysis/Recommendation:

12/05/2016

Commission Approval Required
conditions

Approved by Civil Service Commission with

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 3094 - 12/13)

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

Type of Service: As needed consulting/training for Medi-cal Administrative Activities (MAA) and Targeted case m

Funding Source: General Fund

PSC Original Approved Amount: \$20,000

PSC Original Approved Duration: 07/01/13 - 12/31/18 (5 years 26 weeks)

PSC Mod#1 Amount: \$10,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$95,000

PSC Mod#2 Duration: 03/01/18-02/28/21 (2 years 8 weeks)

PSC Mod#3 Amount: \$1,200,000

PSC Mod#3 Duration: 01/01/21-12/31/25 (4 years 43 weeks)

PSC Cumulative Amount Proposed: \$1,325,000

PSC Cumulative Duration Proposed: 12 years 26 weeks

1. Description of Work

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

The Contractor will provide as needed expert consultation and training on the very complex issues and procedures related to the City and DPH receiving reimbursement for services provided to patients/clients receiving services paid for by Federal monies administered through the State-medical Administrative Activities (MAA) and Targeted case Management (TCM) Programs. These programs allow DPH to receive approximately \$10 million dollars in revenue annually. This consultation consists of advising on validating staff time survey documentation, new issues anticipated from the programs transition to electronic claims submissions, and the expanded need and potential revenue possible with the advent of health care reform.

Scope Change

Modification #3 adds the services of the Host County of the consortium of Local Government Agencies (LGAs) which coordinates and administers the federal Medi-Cal Administrative Activities (CMAA) and Targeted Case Management (TCM) programs in California. These services include administration of tasks such as collection and disbursement of participation fees, maintenance of the CMAA/TCM trust fund, paying the State for administration and other costs, and engaging a CMAA/TCM consultant to support CMAA/TCM administration, coordinate with the State, and serve as liaison between the LGAs and the State on policy issues.

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

Cursory review of these programs shows the potential to increase claims significantly if they are submitted to the State in conformance with the States extremely detailed and very complex requirements. Otherwise, instructions on how to meet these requirements is only with the States

outdated and very basic State manual which since its last publication has been amended by more than 50 complex policies. Access to this consultant will enable DPH to submit better claims, resulting in expected increases in revenues as well as avoiding costly paybacks due to disallowed claims and knowledge transfer to the incumbent Civil Service employee.

- 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 3094 - 12/13

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

If there is a need.

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

The duration of the services will be in excess of five years as long as the City participates in the MAA-TCM program.

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

Training less than 20 hours per year on an as needed basis for State Manual and reporting understanding of the MAa/TCM Program

- B. Reason for the request for modification:

This Modification #3 increases the amount in order to establish a formal contract with the County of Santa Cruz, the Host County of the consortium of Local Government Agencies (LGAs) which coordinates and administers the federal Medi-Cal Administrative Activities (CMAA) and Targeted Case Management (TCM) programs in California. This formal contract replaces the previous arrangement, whereby San Francisco contracted with the State and paid the Host County directly without a contract. On behalf of the City and County of San Francisco, the Department of Public Health participates in a federal reimbursement program which aims to promote access to health services to residents through the provision of County-based Medi-Cal Administrative Activities (CMAA) and Targeted Case Management (TCM). Under this program, the Centers for Medicare & Medicaid Services (CMS) reimburses counties for a portion of the expense of administering the Medi-Cal program and providing Targeted Case Management for Medi-Cal- covered services. This results in nearly \$15 million in revenue annually. In California, the program is administered by the State Department of Health Care Services (DHCS) through a consortium of participating LGAs. The consortium selects a Host County to administer tasks such as collection and disbursement of participation fees, maintenance of the CMAA/TCM trust fund, paying the State for administration and other costs, and engaging a CMAA/TCM consultant to support CMAA/TCM administration, coordinate with the State, and serve as liaison between the LGAs and the State on policy issues. The current Host County is the County of Santa Cruz. In the past, SFDPH has executed separate agreements with DHCS to participate in the CMAA/TCM program, and handled payments to the Host County through direct payments. With the selection of the County of Santa Cruz as Host County, a formal contract between San Francisco and Santa Cruz is now required in order to comply with Santa Cruz's contracting requirements. (Note: The amount reflects the program's

billing practices, wherein the Host County fee is for billed in the current year for claims adjudicated in prior years.)

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Sufficient significant and broad experience in the MAA and TCM programs within California at the County level and Nationally to add value to the work of the current Civil Service Staff and to transfer knowledge to staff to reduce the need for consultants in the future.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The need for these services is intermittent and as-needed and very low volume.
- 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. There is not sufficient enough work to justify one FTE. The primary purpose of the contract is to augment the expertise of existing staff and provide knowledge transfer to existing staff.

6. Additional Information

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

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

7. **Union Notification:** On 01/20/21, 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: Jacquie.Hale@sfdph.org, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3094 - 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/01/2021

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Wednesday, January 20, 2021 3:18 PM
To: Hale, Jacquie (DPH); 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; kelly.rojas@sfdph.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 3094 - 12/13 - 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 \$1,200,000 for services for the period January 1, 2021 – December 31, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6685>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 3094 - 12/13)

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

Type of Service: As needed consulting/training for Medi-cal Administrative Activities (MAA) and Targeted case m

Funding Source: General Fund

PSC Original Approved Amount: \$20,000

PSC Original Approved Duration: 07/01/13 - 12/31/18 (5 years 26 weeks)

PSC Mod#1 Amount: \$10,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$95,000

PSC Mod#2 Duration: 03/01/18-02/28/21 (2 years 8 weeks)

PSC Cumulative Amount Proposed: \$125,000

PSC Cumulative Duration Proposed: 7 years 34 weeks

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

The Contractor will provide as needed expert consultation and training on the very complex issues and procedures related to the City and DPH receiving reimbursement for services provided to patients/clients receiving services paid for by Federal monies administered through the State-medical Administrative Activities (MAA) and Targeted case Management (TCM) Programs. These programs allow DPH to receive approximately \$10 million dollars in revenue annually. This consultation consists of advising on validating staff time survey documentation, new issues anticipated from the programs transition to electronic claims submissions, and the expanded need and potential revenue possible with the advent of health care reform.

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

Cursory review of these programs shows the potential to increase claims significantly if they are submitted to the State in conformance with the States extremely detailed and very complex requirements. Otherwise, instructions on how to meet these requirements is only with the States outdated and very basic State manual which since its last publication has been amended by more than 50 complex policies. Access to this consultant will enable DPH to submit better claims, resulting in expected increases in revenues as well as avoiding costly paybacks due to disallowed claims and knowledge transfer to the incumbent Civil Service employee.

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 3094 - 12/13

D. Will the contract(s) be renewed?

If there is a need.

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

The City and DPH continues to require expert consultation and training on complex issues and procedures relating to the City and DPH receiving reimbursement for services provided to patients/clients receiving services paid for by Federal monies administered through the State-Medical Administrative Activities (MAA) and Targeted Case Management (TCM) Programs. These services are as-needed and intermittent. The usage for the services are very low, if any.

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

Training less than 20 hours per year on an as needed basis for State Manual and reporting understanding of the MAa/TCM Program

- B. Reason for the request for modification:

The City and DPH continues to require expert consultation and training on complex issues and procedures relating to the City and DPH receiving reimbursement for services provided to patients/clients receiving services paid for by Federal monies administered through the State-Medical Administrative Activities (MAA) and Targeted Case Management (TCM) Programs. These services are as-needed and intermittent. The usage for the services are very low, if any.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Sufficient significant and broad experience in the MAA and TCM programs within California at the County level and Nationally to add value to the work of the current Civil Service Staff and to transfer knowledge to staff to reduce the need for consultants in the future.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The need for these services is intermittent and as-needed and very low volume.
- 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. There is not sufficient

enough work to justify one FTE. The primary purpose of the contract is to augment the expertise of existing staff and provide knowledge transfer to existing staff.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
20 hours per year on State Manual. 1823 Senior Admin Analysts.
- 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.
Current vendor

- 7. Union Notification:** On 02/27/18, 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: Jacquie.Hale@sfdph.org, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3094 - 12/13

DHR Analysis/Recommendation:

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 HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 46372 - 15/16)

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

Type of Service: Web-based Information Systems for Laguna Honda Hospital and Dept. of Aging and Adult

Funding Source: General Fund, federal and State

PSC Original Approved Amount: \$4,607,000

PSC Original Approved Duration: 11/01/15 - 12/31/19 (4 years 8 weeks)

PSC Mod#1 Amount: \$2,212,000

PSC Mod#1 Duration: 01/01/20-12/31/21 (2 years 1 day)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 01/01/23-06/30/24 (2 years 25 weeks)

PSC Cumulative Amount Proposed: \$6,819,000

PSC Cumulative Duration Proposed: 8 years 34 weeks

1. Description of Work

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

This contract provides a web-based application for Laguna Honda Hospital (LHH), which enables several database-related tools used by both the Department of Public Health (DPH) and Department of Aging and Adult Services (DAAS). For LHH, this enables a streamlined discharge planning and access to community-based services through a housing placement system, a Social Worker progress notes tool, Administrator-On-Duty reports, a Direct Access to Housing client database, a SF Homeless Outreach Team placement tool, and a tool called Community Options and Resource Engagement (CORE) to enable the Department on Adult and Aging Services to pull data from LHH, DPH and Community Living Fund data sets to create an integrated client management data system, as well as local data collection for DAAS to meet State and federal reporting requirements, a single point-of-entry intake system used by Hospital Discharge Planners, LHH Social Workers, Adult Protective Services Social Workers, Office of Aging Meal Providers, Home Health Providers and other community providers, a DAAS Wait List Tool, a Transitional Care Program intake tool, and DAAS Quality Management tools.

Scope Change

(1) Addition of services to enable phasing out of the contractor's SF Get Care patient discharge planning and placement system (proprietary software), including data extraction and conversion services for retention and archiving of patient records to enable data transfer to the Department's Electronic Health Record system (Epic), to support regulatory, billing, compliance, legal and medical records requirements; (2) adding contractor's proprietary software COVID Bed Tracking system, in order to continue services begun under a COVID emergency contract that will expire March 31, 2021.

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

The services under this PSC were formerly part of PSC 4062-04/05 for Programmatic and Information

Systems Support. The need for these services was originally recognized as DPH began to discharge many LHH residents in LHH, and has developed to provide the essential web-based software which enables several programs serving DPH's and DAAS's overlapping client populations. Denial of this request would severely limit both departments' ability to serve poor, elderly and homeless clients, and would likely result in noncompliance findings and resulting funding reductions due to lack of ability to place clients in appropriate residences in the community and inability to generate required data and reports.

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 46372 - 15/16

D. Will the contract(s) be renewed?

Yes.

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

(1) Phasing out of the current SF Get Care application is already underway and expected to be completed in FY 21-22; (2) the COVID Bed Tracking application (also proprietary software) is currently being provided under an emergency contract. As required under the Mayor's emergency declaration, in order to continue services, the Department must establish a non-emergency contract. The Department asks to extend the PSC to cover a 3.5-year contract term, April 1, 2021 through June 30, 2024, since the need to track patients provided with beds in response to COVID is likely to be needed beyond the initial response to the pandemic, due to the vulnerable nature of the population served (people who are homeless), the uncertainties of the effects of COVID virus variants, and the currently unpredictable sometimes long-term effects of the COVID virus. Tracking these beds is necessary to patient care, prevention efforts, and securing reimbursement for costs and increasing City revenues.

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:

Contractor will provide proprietary software which is its intellectual property and for which it is the exclusive distributor for the product and product support. City IT staff do not have the needed capacity to develop and maintain this critical, complex web-based software at present.

B. Reason for the request for modification:

Mod. #2 will extend the PSC term by 1 year and 6 months, and will add to the scope of services to phase out current services and add services now provided under an emergency contract for COVID Bed Tracking.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Provider must have the necessary knowledge, skills, experience and web-based software product(s)--and the ability to maintain and enhance those

products as required--to enable the integration of several different database systems tailored to the specific needs of DPH and DAAS.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide proprietary software which is its intellectual property and for which it is the exclusive distributor for the product and product support.

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.
City IT staff do not have the needed capacity to develop and maintain this critical, complex web-based software at present.
- 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. While there are civil service classifications which might be able to do this work, there is not the present capacity to perform it. However, this software provides efficient tools used by many civil service staff to enable them to perform effectively in providing client services.

6. Additional Information

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

7. **Union Notification:** On 01/26/21, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

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

Name: 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# 46372 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/01/2021

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Tuesday, January 26, 2021 4:41 PM
To: Hale, Jacquie (DPH); Laxamana, Junko (BOS); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 46372 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period January 1, 2023 – June 30, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14033>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com junko.laxamana@sfgov.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 # 46372 - 15/16)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Web-based Information Systems for Laguna Honda Hospital and Dept. of Aging and AdultFunding Source: General Fund, federal and StatePSC Original Approved Amount: \$4,607,000PSC Original Approved Duration: 11/01/15 - 12/31/19 (4 years 8 weeks)PSC Mod#1 Amount: \$2,212,000PSC Mod#1 Duration: 01/01/20-12/31/21 (2 years 1 day)PSC Cumulative Amount Proposed: \$6,819,000PSC Cumulative Duration Proposed: 6 years 8 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This contract provides a web-based application for Laguna Honda Hospital (LHH), which enables several database-related tools used by both the Department of Public Health (DPH) and Department of Aging and Adult Services (DAAS). For LHH, this enables a streamlined discharge planning and access to community-based services through a housing placement system, a Social Worker progress notes tool, Administrator-On-Duty reports, a Direct Access to Housing client database, a SF Homeless Outreach Team placement tool, and a tool called Community Options and Resource Engagement (CORE) to enable the Department on Adult and Aging Services to pull data from LHH, DPH and Community Living Fund data sets to create an integrated client management data system, as well as local data collection for DAAS to meet State and federal reporting requirements, a single point-of-entry intake system used by Hospital Discharge Planners, LHH Social Workers, Adult Protective Services Social Workers, Office of Aging Meal Providers, Home Health Providers and other community providers, a DAAS Wait List Tool, a Transitional Care Program intake tool, and DAAS Quality Management tools.

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

The services under this PSC were formerly part of PSC 4062-04/05 for Programmatic and Information Systems Support. The need for these services was originally recognized as DPH began to discharge many LHH residents in LHH, and has developed to provide the essential web-based software which enables several programs serving DPH's and DAAS's overlapping client populations. Denial of this request would severely limit both departments' ability to serve poor, elderly and homeless clients, and would likely result in noncompliance findings and resulting funding reductions due to lack of ability to place clients in appropriate residences in the community and inability to generate required data and reports.

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.
approved by CSC on 12-7-15

D. Will the contract(s) be renewed?

Yes.

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

The Department anticipates a need for these services through calendar year 2021.

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:

Contractor will provide proprietary software which is its intellectual property and for which it is the exclusive distributor for the product and product support. City IT staff do not have the needed capacity to develop and maintain this critical, complex web-based software at present.

B. Reason for the request for modification:

extend for two years

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Provider must have the necessary knowledge, skills, experience and web-based software product(s)--and the ability to maintain and enhance those products as required--to enable the integration of several different database systems tailored to the specific needs of DPH and DAAS.

B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1064, IS Prg Analyst-Principal;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide proprietary software which is its intellectual property and for which it is the exclusive distributor for the product and product support.

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.

City IT staff do not have the needed capacity to develop and maintain this critical, complex web-based software at present.

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. While there are civil service classifications which might be able to do this work, there is not the present capacity to perform it.

However, this software provides efficient tools used by many civil service staff to enable them to perform effectively in providing client services.

6. Additional Information

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

7. Union Notification: On 12/23/19, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21;

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

Name: 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# 46372 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/22/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Web-based Information Systems for Laguna Honda Hospital and Dept. of Aging and AdultFunding Source: General Fund, federal and StatePSC Duration: 4 years 8 weeksPSC Amount: \$4,607,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This contract provides a web-based application for Laguna Honda Hospital (LHH), which enables several database-related tools used by both the Department of Public Health (DPH) and Department of Aging and Adult Services (DAAS). For LHH, this enables a streamlined discharge planning and access to community-based services through a housing placement system, a Social Worker progress notes tool, Administrator-On-Duty reports, a Direct Access to Housing client database, a SF Homeless Outreach Team placement tool, and a tool called Community Options and Resource Engagement (CORE) to enable the Department on Adult and Aging Services to pull data from LHH, DPH and Community Living Fund data sets to create an integrated client management data system, as well as local data collection for DAAS to meet State and federal reporting requirements, a single point-of-entry intake system used by Hospital Discharge Planners, LHH Social Workers, Adult Protective Services Social Workers, Office of Aging Meal Providers, Home Health Providers and other community providers, a DAAS Wait List Tool, a Transitional Care Program intake tool, and DAAS Quality Management tools.

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

The services under this PSC were formerly part of PSC 4062-04/05 for Programmatic and Information Systems Support. The need for these services was originally recognized as DPH began to discharge many LHH residents in LHH, and has developed to provide the essential web-based software which enables several programs serving DPH's and DAAS's overlapping client populations. Denial of this request would severely limit both departments' ability to serve poor, elderly and homeless clients, and would likely result in noncompliance findings and resulting funding reductions due to lack of ability to place clients in appropriate residences in the community and inability to generate required data and reports.

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.

4062-04/05

D. Will the contract(s) be renewed?

Yes.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).**B. Explain the qualifying circumstances:**

Contractor will provide proprietary software which is its intellectual property and for which it is the exclusive distributor for the product and product support. City IT staff do not have the needed capacity to develop and maintain this critical, complex web-based software at present.

3. Description of Required Skills/Expertise**A. Specify required skills and/or expertise:** Provider must have the necessary knowledge, skills, experience and web-

based software product(s)--and the ability to maintain and enhance those products as required--to enable the integration of several different database systems tailored to the specific needs of DPH and DAAS.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide proprietary software which is its intellectual property and for which it is the exclusive distributor for the product and product support.

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.
City IT staff do not have the needed capacity to develop and maintain this critical, complex web-based software at present.
- 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. While there are civil service classifications which might be able to do this work, there is not the present capacity to perform it. However, this software provides efficient tools used by many civil service staff to enable them to perform effectively in providing client services.

6. Additional Information

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

7. Union Notification: On 08/24/2015, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

Name: 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# 46372 - 15/16

DHR Analysis/Recommendation:

Commission Approval Required

12/07/2015 DHR Approved for 12/07/2015

action date: 12/07/2015

Approved by Civil Service Commission