



London Breed
Mayor

Carol Isen
Human Resources Director

Date: April 16, 2021

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Joan Lubamersky, ADM
Junko Laxamana, BOS
Joyce Kimotsuki, CON
Amy Nuque, MTA
Shawndrea Hale/ Daniel Kwon, PUC
Jacquie Hale, DPH
Kimmie Wu, TTX

Subject: **Personal Services Contracts Approval Request**

This report contains twelve (12) 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
\$44,990,000	\$170,374,674	\$1,603,427,744

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Kimmie Wu
Treasurer/Tax Collector
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POSTING FOR

May 03, 2021

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
45942 - 20/21	GENERAL SERVICES AGENCY - CITY ADMIN	\$600,000.00	<p>This is a request for as-needed, after-hours, weekend and holiday emergency veterinary services. Services are needed between 5:30 pm and 8:30 am, which are the hours when Animal Care & Control (ACC) veterinary staff is off-duty. In addition, services may be needed on holidays between 8:30 am and 5:30 pm when City veterinary staff may not be on duty.</p> <p>The vendor may also accept custody animals from San Francisco Police Department responding to incidents involving animals where the owner/guardian is unavailable (e.g., in the hospital) or when the animal requires impound for safety purposes (stray, nuisance). The vendor will maintain medical records to ACC on each animal and transmit them electronically. The Department of Animal Care and Control (ACC) will pay only for work performed. ACC is preparing a Request for Proposal (RFP) for these services.</p>	July 1, 2021	December 31, 2026	REGULAR
43520 - 20/21	BOARD OF SUPERVISORS	\$500,000.00	<p>The Assessment Appeals Board (AAB) is a mission critical function of the Board of Supervisors and its business purpose is to independently decide disputes between the Assessor's Office and property owners. The Board of Equalization (BOE) Property Tax Rule Section 305(2) requires that, beginning January 1, 2022, any county offering online filing of an application should provide a mechanism for an agency authorization form to be submitted electronically with the application. The AAB currently offers online filing of application and must comply with the BOE rule by implementing changes to its online filing system for the electronic agency authorization form submission for the July 2 - September 15, 2022 filing period. As-needed system maintenance may be needed after the initial implementation.</p>	March 15, 2021	June 30, 2023	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
48330 - 20/21	CONTROLLER	\$1,200,000.00	<p>Proposed work is actuarial valuation and advisory services related to Government Accounting Standards Board (GASB) 73, 74 and 75. Proposers must have experience providing actuarial and consulting services to large, complex public sector clients. The requested Actuarial and Consulting services are highly specialized. Actuary firms providing these services must be familiar with Governmental Accounting Standards Board Statement Number 73, Accounting and Financial Reporting for Pensions and Related Assets that are not within the scope of GASB Statement 68, and Amendments to Certain Provisions of GASB 67 and 68; and Governmental Accounting Standards Board Statement Number 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans; and Governmental Accounting Standards Board Statement Number 75, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions. Proposers must be experienced handling large, multi-plan and multi-tier employers such as the City and County of San Francisco and have access to specialty expertise and complex information analysis tools.</p> <p>Governmental Accounting Standards Board (GASB) Statement Number 73, Accounting and Financial Reporting for Pensions and Related Assets that are not within the scope of GASB Statement 68, and Amendments to Certain Provisions of GASB 67 and 68, and Governmental Accounting Standards Board (GASB) Statement Number 74/75 (Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions) states in general that governments should account for and report the annual cost of other postemployment benefits (OPEB) and the outstanding obligations and commitments related to OPEB in the same manner as they currently do for pensions. These amounts should be produced by actuarial valuations performed in accordance with parameters established by the GASB Actuarial valuations generally should follow accepted actuarial practices as set forth by the Actuarial Standards Board.</p> <p>Contractor shall provide the City final formal GASB 73 and GASB 74/75 reports and information, including but not limited to:</p> <ul style="list-style-type: none"> • The necessary material for the Comprehensive Annual Financial Report to comply with GASB 73 and GASB 74/75 OPEB reporting and disclosure requirements, including for GASB 74/75 the Total OPEB Liability, service cost, Annual OPEB Expense, Deferred Inflows and Outflows of Resources related to OPEB, projected benefit payments, and actuarial gains and losses; • Summary of current plan provisions and information; • Summary of all assumptions used in calculations; 	April 15, 2021	June 30, 2027	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<ul style="list-style-type: none"> • Description of methods; • Summary of census data used for valuation; and • Prepare and Report full Crossover Tests. 			
36567 - 20/21	MUNICIPAL TRANSPORTATION AGENCY	\$150,000.00	This contractor will provide professional consulting services to assist the San Francisco Municipal Transportation Agency (SFMTA) in developing, preparing, and updating an Indirect Cost Allocation Plan (ICAP) as updated by the Office of Management and Budget (OMB) Circular A-87 (now 2 Code of Federal Regulations (CFR) 225) Central Service Cost Allocation Plans).	October 1, 2021	October 1, 2026	REGULAR
42129 - 20/21	MUNICIPAL TRANSPORTATION AGENCY	\$640,000.00	<p>Crash damage repair of Presidents' Conference Committee (PCC) #1063 including, but not limited to, the repair of front metalwork, front-end lighting and other attachment, roof, operator cab, electrical cabinet, front doors, and wiring. The Contractor will also conduct inspections of both trucks and middle portion of the car body to determine if unseen damage was done to those areas, at which point the Contractor will discuss with and seek approval of the San Francisco Municipal Transportation Agency (SFMTA) prior to the additional work being performed.</p> <p>The work shall be performed at the Contractor's facility, except for the acceptance testing requiring the SFMTA infrastructure. Subcontractors may perform specialty work, such as seats, truck inspection, and rebuild, etc., at their facilities, but the Contractor shall strictly monitor the quality of the work.</p> <p>The Contractor shall be responsible for transporting the streetcars from the SFMTA facility to the site of the rehabilitation work, including any transportation to subcontractors' facilities, as well as transporting the completed streetcars back to SFMTA's facility.</p>	April 1, 2021	December 31, 2023	REGULAR
42334 - 20/21	PUBLIC UTILITIES COMMISSION	\$500,000.00	<p>Consultant will provide expert advice, analysis, and assistance on planning for electric utility customer growth.</p> <p>Work products may include, but are not limited to the following: peer review of staff analyses, providing briefings and/or presentations, creating an actionable transition and growth implementation plan, and developing an organizational structure redesign plan.</p>	April 1, 2021	March 31, 2026	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
43135 - 20/21	PUBLIC UTILITIES COMMISSION	\$18,000,000.00	<p>PSC 47433-19/20 was approved by the Civil Service Commission on March 16, 2020 for the scope of work in this request. PSC 47433-19/20 expires on March 15, 2021, before execution of SFPUC Contract PRO-0172A-D. This request will allow the SFPUC to complete the execution of Contract PRO.0172A-D.</p> <p>SFPUC intends to award up to four (4) agreements, at \$4.5 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.</p>	August 28, 2021	August 27, 2026	REGULAR
49091 - 20/21	PUBLIC UTILITIES COMMISSION	\$1,000,000.00	<p>The proposed work includes providing goat grazing services for the San Francisco Public Utilities Commission (SFPUC). Large goat herds are required to graze brush, grass, forbs, saplings, branches, and weeds from a variety of locations throughout SFPUC lands including San Francisco locations, Right of Way lands, various watershed locations, and regional dams.</p> <p>The project requirements include a need for trained goat herders, goats, dogs, animal treatment experience, transportation of goats, portable trailer for herder to live in while on site, and method to supply water for goats. The grazing operations require supervision by a goat herder (Shepherd) and trained herding dog, both of whom must remain on site 24/7 for duration of the project(s).</p>	May 3, 2021	December 31, 2024	REGULAR
42408 - 20/21	PUBLIC HEALTH	\$20,000,000.00	<p>To serve as backup in order to be able to provide quality, culturally competent health care services year-round, 24 hours a day, 7 days a week through access to remote (telephone and video) interpreters for Zuckerberg San Francisco General Hospital, the Department's primary care and mental health clinics, Laguna Honda Hospital, Health at Home and other Department of Public Health (DPH) programs/locations. While the majority of services will be provided by telephone, as the technology matures and is adopted by the Department, the Department may develop programs that require remote video or other integrated forms of remote interpreting.</p>	March 1, 2020	December 31, 2025	REGULAR

TOTAL AMOUNT \$42,590,000

Posting For May 03, 2021

Proposed Modifications to Personal Services Contracts

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
40214 - 15/16 - MODIFICATIONS	May 3, 2021	PUBLIC HEALTH - DPH	\$0	\$3,100,000	The Department requires specialized, as-needed auditing services for various Department of Health (DPH) specialty programs, including a comprehensive program review by an independent program auditor of all aspects of the San Francisco General Hospital (SFGH) and DPH community/ambulatory care clinics using the 340B Drug Pricing Program, a federal program which requires drug manufacturers to provide outpatient drugs to eligible health care organizations/covered entities at significantly reduced prices, enabling covered entities such as SFGH to stretch scarce Federal resources, reach more eligible patients and provide more comprehensive services. Audit services for the 340B program will include all child sites and contract pharmacies, in order to ensure comprehensive program compliance. Services will include evaluation and validation of patient	12/31/2021	12/31/2026	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					eligibility; procurement, distribution, dispensing, and billing of 340B medications; compliance with GPO prohibitions; proper 340B database registration with Health Resources and Service Administration (HRSA); accurate 340B inventory and record keeping; drug diversion, and duplicate discount compliance. In addition DPH will also need speiclized Information technology service auditors for IT security systems focusing on protected health information, compliance with reimbursement programs, and meaningful use.			
36741 - 19/20 - MODIFICATIONS	May 3, 2021	TREASURER/TAX COLLECTOR -- TTX	\$1,000,000	\$1,200,000	The Office of the Treasurer and Tax Collector, Office of Financial Empowerment (OFE) is seeking to expand its one-on-one financial coaching program, Smart Money Coaching (SMC), to reach and meet the unique financial needs of at-risk transitional age youth (TAY), aged 16-24, including TAY experiencing homelessness. Smart Money Coaching will support TAY to build towards financial security through a number of strategies, including repairing and building their credit, accessing bank	03/19/2021	06/30/2023	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					accounts with no hidden fees or overdraft, utilizing direct deposit and bill payment to manage their funds, and accessing safe, affordable credit.			
44886 - 19/20 - MODIFICATIONS	May 3, 2021	TREASURER/TAX COLLECTOR -- TTX	\$1,400,000	\$1,670,000	The Office of the Treasurer and Tax Collector, Office of Financial Empowerment (OFE) is seeking to expand its one-on-one financial coaching program, Smart Money Coaching (SMC), to reach more residents in low-income communities and in communities with inequitable economic opportunity. The financial coaching service provider would have opportunities to support coaching across the City at City department sites, community-based organizations (CBOs) and other locations identified by the financial coaching service provider in partnership with OFE.	03/19/2021	06/30/2024	REGULAR

TOTAL AMOUNT \$2,400,000

**Regular/Continuing/Annual
Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Emergency veterinary care of shelter animals

Funding Source: General Fund

PSC Duration: 5 years 26 weeks

PSC Amount: \$600,000

1. Description of Work

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

This is a request for as-needed, after-hours, weekend and holiday emergency veterinary services. Services are needed between 5:30 pm and 8:30 am, which are the hours when Animal Care & Control (ACC) veterinary staff is off-duty. In addition, services may be needed on holidays between 8:30 am and 5:30 pm when City veterinary staff may not be on duty.

The vendor may also accept custody animals from San Francisco Police Department responding to incidents involving animals where the owner/guardian is unavailable (e.g., in the hospital) or when the animal requires impound for safety purposes (stray, nuisance). The vendor will maintain medical records to ACC on each animal and transmit them electronically. The Department of Animal Care and Control (ACC) will pay only for work performed. ACC is preparing a Request for Proposal (RFP) for these services.

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

ACC staff veterinarians are not available 24 hours per day, 7 days per week, 365 days per year. Medical emergencies occur while the staff veterinarians are unavailable to perform the services required. California Penal Code 597 requires prompt veterinary care for insured and sick animals. Denial of this request might result in the death or unnecessary suffering of animals in our care.

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

By contract and a Personal Services Contract (PSC) approved by the Civil Service Commission.

D. Will the contract(s) be renewed?

Likely, 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.

We are requesting authorization for a five and one half year duration for this PSC. ACC is especially busy during the end of the fiscal year, which is July 31. We are requesting a duration to the end of the calendar year, December 31. This will improve the efficiency of ACC administrative operations as well as medical care of the animals.

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:

Emergency veterinary services are provided only as-needed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Licensed Doctor of Veterinary Medicine and fully equipped and staffed animal hospital available to receive and treat animals 24/7/365.

B. Which, if any, civil service class(es) normally perform(s) this work? 2292, Shelter Veterinarian; 3375, Animal Health Technician;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor provides a fully equipped veterinary hospital.

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

Other City departments do not employ individuals who can perform this work

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

A. Explain why civil service classes are not applicable.

Civil service employees perform these services when they are available to do so. This request is for as-needed and emergency work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Civil service classifications exist and perform the work when available to do so.

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 12/18/2020, the Department notified the following employee organizations of this PSC/RFP request:

Physicians and Dentists - 8CC; SEIU 1021 Miscellaneous

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45942 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/03/2021

Receipt of Union Notification(s)

From: ahr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\); 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; tjenkins@uapd.com; jduritz@uapd.com; Lubamersky, Joan \(ADM\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lubamersky, Joan (ADM); 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; tjenkins@uapd.com; jduritz@uapd.com; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 45942 - 20/21
Date: Friday, December 18, 2020 3:36:57 PM

RECEIPT for Union Notification for PSC 45942 - 20/21 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 45942 - 20/21 for \$600,000 for Initial Request services for the period 07/01/2021 – 12/31/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15678> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)



OFFICE OF THE CITY ADMINISTRATOR



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

December 18, 2020

MEMORANDUM

TO: Honorable Civil Service Commission

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

SUBJ: Proposed Personal Services Contract (PSC) 45942 20.21
Duration Over Five Years
Department of Animal Care and Control (ACC)
As-needed Emergency Veterinary Care

We are writing to request authorization for a five- and one-half year duration for this PSC

ACC is especially busy during the end of the fiscal year, which is July 31. We are requesting a duration to the end of the calendar year, December 31. This will improve the efficiency of ACC administrative operations as well as medical care for the animals.

Thank you for your consideration.

Copy to: Virginia Donohue
Director, Animal Care and Control

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: BOARD OF SUPERVISORS -- BOS

Dept. Code: BOS

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

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

Type of Service: Software Development - Assessment Appeals Board

Funding Source: General Fund

PSC Amount: \$500,000

PSC Est. Start Date: 03/15/2021

PSC Est. End Date 06/30/2023

1. Description of Work

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

The Assessment Appeals Board (AAB) is a mission critical function of the Board of Supervisors and its business purpose is to independently decide disputes between the Assessor's Office and property owners. The Board of Equalization (BOE) Property Tax Rule Section 305(2) requires that, beginning January 1, 2022, any county offering online filing of an application should provide a mechanism for an agency authorization form to be submitted electronically with the application. The AAB currently offers online filing of application and must comply with the BOE rule by implementing changes to its online filing system for the electronic agency authorization form submission for the July 2 - September 15, 2022 filing period. As-needed system maintenance may be needed after the initial implementation.

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

This work is mandated by the Board of Equalization Property Tax Rule Section 305 (2). The denial of this request would force the Assessment Appeals Board to turn off its online filing system for all applicants and accept only paper applications by mail or walk-in, which would have a negative impact on the AAB's operations and workload in addition to inconvenience to the taxpayer.

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

This is a new requirement and the service has not been provided in the past.

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The work to upgrade the system will be completed by June 2022 and thereafter, the department will only need as-needed system maintenance.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: - Advanced proficiency with .NET web development technologies, including but not limited to C#, ASP.NET, Web Services, .NET Framework, and Visual Studio. - Advanced proficiency with web and ecommerce application development, architecture, and design. Proficient with HTML and CSS. - Advanced proficiency with SQL Query and SQL Server Database Applications. - Experience with configuration and maintenance

of web servers. - Experience with system monitoring tools.

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

The department has leveraged resources of other department through work order for the groundwork including a server upgrade and data cleanup. However, the department needs a developer with more advanced skills and expertise for the system upgrade and it is not available in house or through work order.

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

A. Explain why civil service classes are not applicable.

The work to upgrade the system will be completed by June 2022 and thereafter, the department will only need as-needed system maintenance.

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. N/A. It would not be necessary to adopt 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.
Yes. The developer will train the department's IT staff on the code implemented, usage from an end user perspective, administration details and ongoing management of software.

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

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

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

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

7. Union Notification: On 03/01/2021, 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: Laxamana, Junko Phone: 415-554-7704 Email: junko.laxamana@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place Room 244 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43520 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/03/2021

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of junko.laxamana@sfgov.org
Sent: Monday, March 1, 2021 8:40 AM
To: Laxamana, Junko (BOS); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Laxamana, Junko (BOS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43520 - 20/21

RECEIPT for Union Notification for PSC 43520 - 20/21 more than \$100k

The BOARD OF SUPERVISORS -- BOS has submitted a request for a Personal Services Contract (PSC) 43520 - 20/21 for \$500,000 for Initial Request services for the period 03/15/2021 – 06/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrDrupal/node/16128> 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: CONTROLLER -- CON

Dept. Code: CON

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

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

Type of Service: Independent Audit & Actuarial Services

Funding Source: General Fund

PSC Amount: \$1,200,000

PSC Est. Start Date: 04/15/2021

PSC Est. End Date 06/30/2027

1. Description of Work

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

Proposed work is actuarial valuation and advisory services related to Government Accounting Standards Board (GASB) 73, 74 and 75. Proposers must have experience providing actuarial and consulting services to large, complex public sector clients. The requested Actuarial and Consulting services are highly specialized. Actuary firms providing these services must be familiar with Governmental Accounting Standards Board Statement Number 73, Accounting and Financial Reporting for Pensions and Related Assets that are not within the scope of GASB Statement 68, and Amendments to Certain Provisions of GASB 67 and 68; and Governmental Accounting Standards Board Statement Number 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans; and Governmental Accounting Standards Board Statement Number 75, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions. Proposers must be experienced handling large, multi-plan and multi-tier employers such as the City and County of San Francisco and have access to specialty expertise and complex information analysis tools.

Governmental Accounting Standards Board (GASB) Statement Number 73, Accounting and Financial Reporting for Pensions and Related Assets that are not within the scope of GASB Statement 68, and Amendments to Certain Provisions of GASB 67 and 68, and Governmental Accounting Standards Board (GASB) Statement Number 74/75 (Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions) states in general that governments should account for and report the annual cost of other postemployment benefits (OPEB) and the outstanding obligations and commitments related to OPEB in the same manner as they currently do for pensions. These amounts should be produced by actuarial valuations performed in accordance with parameters established by the GASB Actuarial valuations generally should follow accepted actuarial practices as set forth by the Actuarial Standards Board.

Contractor shall provide the City final formal GASB 73 and GASB 74/75 reports and information, including but not limited to:

- The necessary material for the Comprehensive Annual Financial Report to comply with GASB 73 and GASB 74/75 OPEB reporting and disclosure requirements, including for GASB 74/75 the Total OPEB Liability, service cost, Annual OPEB Expense, Deferred Inflows and Outflows of Resources related to OPEB, projected benefit payments, and actuarial gains and losses;
- Summary of current plan provisions and information;
- Summary of all assumptions used in calculations;
- Description of methods;
- Summary of census data used for valuation; and
- Prepare and Report full Crossover Tests.

- B. Explain why this service is necessary and the consequence of denial:
Denial would prevent the City from complying with local and federal mandates.
- 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.
Provided in the past by independent actuarial valuation consultants and previously approved by the Civil Service Commission.
- D. Will the contract(s) be renewed?
The contract is anticipated to be 2 years and if the City is satisfied with services, then it is possible to renew the contract for up to 4 years.
- 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 Controller's Office requests that the PSC cover six years to cover the six-year contract, including options to renew. The reason for our request is that these services that are needed in order to meet Governmental Accounting Standards Board Actuarial Valuations requirements and recently enacted accounting legislation that covers six years.

2. Reason(s) for the Request

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

 Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).
- B. Explain the qualifying circumstances:
The work requires the services of independent actuarial valuation consultants.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The firm must provide a lead supervising actuary(ies) for both GASB 73 and GASB 74/75 work who meets or exceeds the following standards: a) Fellow or Associate of the Society of Actuaries and/or Fellow of the Conference of Actuaries in Public Practice and/or Member of the American Academy of Actuaries; and b) Minimum of five (5) years of experience as a supervising actuary including consulting services, experience analyses and valuations assignments; and c) For GASB 73 valuation, must have experience with major defined benefit retirement plans, including specific reference to involvement with public retirement systems.
- B. Which, if any, civil service class(es) normally perform(s) this work? 0922, Manager I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

The work requires the services of independent actuarial valuation consultants.

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

- A. Explain why civil service classes are not applicable.
Work must be performed by independent actuarial valuation consultants.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Work must be performed by independent actuarial valuation consultants.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No. Work must be performed by independent actuarial valuation consultants.
- 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. Cheiron contract will expire in FY 21. Cheiron was highest ranked proposer for GASB RFP and will start a new 2 year contract with option to extend for up to 4 years.

7. Union Notification: On 02/22/2021, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association

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

Name: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48330 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/03/2021

Receipt of Union Notification(s)

From: dh-psscordinator@sfgov.org on behalf of joyce.kimotsuki@sfgov.org
To: [Kimotsuki, Joyce \(CON\)](#); [Laxamana, Junko \(BOS\)](#); Criss@SFMEA.com; [camaguey@sfmea.com \(contact\)](mailto:camaguey@sfmea.com); Christina@SFMEA.com; staff@SFMEA.com; [Kimotsuki, Joyce \(CON\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48330 - 20/21
Date: Monday, February 22, 2021 6:18:58 PM

RECEIPT for Union Notification for PSC 48330 - 20/21 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 48330 - 20/21 for \$1,200,000 for Initial Request services for the period 04/15/2021 – 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/16135> 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)

TO: DHR
FROM: Joyce Kimotsuki
DATE: 2/22/2021
SUBJECT: 48330 - 20/21 5 years plus explanation memo

The Controller's Office requests that the PSC cover six years to cover the six-year contract, including options to renew. The reason for our request is that these services that are needed in order to meet Governmental Accounting Standards Board Actuarial Valuations requirements and recently enacted accounting legislation that covers six years.



City and County of San Francisco

Office of the Controller

REQUEST FOR PROPOSALS FOR Governmental Accounting Standards Board Actuarial Valuation Services CON | RFP 2020-22

CONTACT: Joyce Kimotsuki, CentralContracts@sfgov.org

Background

The City seeks proposals from firms demonstrating successful experience providing actuarial valuation and advisory services related to Government Accounting Standards Board (GASB) 73, 74 and 75. Proposers must have experience providing actuarial and consulting services to large, complex public sector clients.

The Proposer must provide a lead supervising actuary(ies) for both GASB 73 and GASB 74/75 work who meets or exceeds the following standards:

- Fellow or Associate of the Society of Actuaries and/or Fellow of the Conference of Actuaries in Public Practice and/or Member of the American Academy of Actuaries; and
- Minimum of five (5) years of experience as a supervising actuary including consulting services, experience analyses and valuations assignments; and
- For GASB 73 valuation, must have experience with major defined benefit retirement plans, including specific reference to involvement with public retirement systems.

Anticipated Contract Term & Budget

The anticipated contract term will be two (2) years with the option(s) to extend the contract for up to four (4) additional years. Proposer selected must be available to commence work on or before April 15, 2021. The not-to-exceed contract budget for each year is anticipated to be between \$100,000 to \$200,000 which includes up to an anticipated \$40,000 of as-needed financial modelling and advisory services per year. Proposers must submit a full 6-year budget in RFP Attachment V, Appendix B. All proposal budgets will be evaluated in accordance with RFP Section 5.3.4 Cost. The total anticipated 6-year budget including as-needed services is estimated to be between \$600,000 and \$1.2 million. The City will consider proposal budgets that exceed the annual not-to-exceed with Proposer's justification. Actual contract terms may vary, depending upon service and project needs at the City's sole, absolute discretion. Proposals providing a lower cost estimate are welcome due to the City's budgetary constraints. The City seeks proposals demonstrating an efficient, effective approach with measurable program deliverables and outcomes.

Intent of this Request for Proposals (RFP)

It is the intent of the City to identify the most responsive and qualified Proposer to negotiate a contract for GASB 73, 74/75 – Actuarial Valuations, Advisory and Consulting Services. The services needed may also include future GASB pronouncements that require actuarial valuations. Proposers are not guaranteed a contract and there is no minimum amount of contract guaranteed.

Important City's Supplier and Bidder Resources

City Supplier and Bidder Portal:

<https://sfcitypartner.sfgov.org/>

Job Aids for Proposal Submission via City Portal:

https://sfcitypartnersupport.sfgov.org/support/search?term=bid&authenticity_token=egAx%2FIZwyPsAvjDlggpmWzve1PpE9GL8uZW1gpHcvSg%3D

City's Sourcing Events (Bid Opportunities):

<https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>

Supplier Compliance Questions:

sfcitypartnersupport@sfgov.org

User Support tel. (415) 944-2442

Chapter 14B Local Business Enterprise Requirements

The Local Business Enterprise ("LBE") subconsulting requirement for this Request For Proposals (RFP) and resulting contract(s) has been waived. However, the City strongly encourages Proposals from qualified Small-or Micro-LBEs. Only firms that are certified as Small-or Micro-LBE firms by Deadline for RFP are eligible for rating bonuses. If your firm is not currently certified as a Small-or Micro-LBE (or there has been a lapse in LBE re-certification), please contact the LBE Certification Unit as soon as possible to ensure the required documents are available for review for eligibility of rating bonuses: Dalmar Ismail, Dalmar.Ismail@sfgov.org or (415) 581-2322.

Information about applying to become a certified LBE is at this link: <https://sfgov.org/lbecert>

To request an expedited review of Small-or Micro-LBE certification, please contact the Certification Unit of the Contract Monitoring Division (CMD). Include in your email and application for certification to CMD that certification is requested by 1-29-2020 for CON | RFP2020-22. Please note that requesting an expedited review does not guarantee certification by the proposal submission due date.

Schedule*		<p>CMD Form 2A, CMD Form 3 and CMD Form 4 (Joint Venture, if applicable) and CMD Form 5 must be submitted by the proposal submission deadline. The forms and detailed information about the 14B requirements can be found at this link:</p> <p>https://sfgov.org/cmd/sites/default/files/Documents/CMD%20Attachment%20%20-%208.01.16.pdf</p> <p><u>For questions regarding CMD requirements and RFP Attachment II, please immediately contact Dalmar Ismail at Dalmar.Ismail@sfgov.org.</u></p> <p>Submission of Proposals Requirements Proposals and all related materials, including all CMD forms, must be received by Deadline for RFP Proposals. Proposals must be submitted electronically using EITHER method:</p> <p>(1) Via the City's Supplier Portal listed under Sourcing Events ID 0000004839 "CON 2020-22 GASB Actuarial Valuation Services": https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx You must be a registered Bidder to apply to this RFP via the City's Supplier Portal so it is important to follow the instructions at the above links.</p> <p>OR</p> <p>(2) Via e-mail to CentralContracts@sfgov.org</p> <p>It is the responsibility of all Proposers to check this link for updates to the RFP: https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx</p>
RFP issued	12-24-20	
Deadline for RFP Questions	1-11-21 (1 pm PT)	
Informational Call on CMD & Attachment VI Requirements Tel. 1-415-906-4659 Code 802216892#	1-13-21 (11am PT)	
RFP Answers posted online	1-19-21	
Deadline for Courtesy email for Intent to Respond to CentralContracts@sfgov.org	1-20-21	
CMD Technical Assistance Period (via Dalmar.ismail@sfgov.org)	12-28-20 to 1-29-21	
Deadline for RFP Proposals	2-01-21 (1 pm PT)	
Interview for up to top 3 Proposers	2-16-21 to 02-19-21	
Contract award intent notification	3-1-21	
Contract begins	4-15-21	
It is highly recommended that Proposers attend the Informational Call on 1-13-2021 at 11am PT using Tel. 1-415-906-4659 Code 802216892#		
*Each date subject to change. All hours are Pacific Time. Check website for latest schedule.		

1. Introduction

1.1 General Terms Used in the RFP

The “Proposer” refers to any entity submitting a proposal to this Request for Proposals (“RFP”). The “Contractor” refers to the Proposer awarded a contract for services under this RFP. Other abbreviations used throughout this RFP include:

- **AOSD** – Accounting Operations and Supplier Division (AOSD) of the Controller’s Office
- **CAFR** – Comprehensive Annual Financial Report
- **City** – The City and County of San Francisco
- **GASB** – Government Accounting Standards Board
- **GASB 73** – Governmental Accounting Standards Board Statement Number 73 is for Accounting and Financial Reporting for Pensions and Related Assets that are not within the scope of GASB Statement 68, and Amendments to Certain Provisions of GASB 67 and 68
- **GASB 74** – Governmental Accounting Standards Board Statement Number 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans
- **GASB 75** – Governmental Accounting Standards Board Statement Number 75 Accounting and Financial Reporting for Postemployment Benefits Other than Pensions.
- **Crossover Test** – Measures how long the trust’s assets will be sufficient to pay plan benefits and determines the single equivalent discount rate.
- **HSS** – Health Service System
- **OPEB** – Other Postemployment Benefits Other than Pensions
- **System** – Health Service System
- **RHCTF** – Retiree Health Care Trust Fund
- **SFERS** – San Francisco Employees’ Retirement System

1.2 Background of the City and County of San Francisco

Background of the City

San Francisco is the fourth largest city in California and serves as a center for business, commerce and culture for the West Coast. The City and County of San Francisco (“City”), established by Charter in 1850, is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City’s powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independent elected officials serving as the executive authority. The services provided by the City include public protection, public transportation, construction and maintenance of all public facilities, water, parks, public health systems, social services, planning, tax collection, and many others.

1.3 Companies Headquartered in Certain States

Subject to certain exceptions, Proposers are hereby advised that this Contract is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into a contract with a contractor that has its headquarters in a state that has enacted a law or laws that perpetuate discrimination against LGBT people and/or has enacted a law that prohibits abortion prior to the viability of the fetus, or a contractor that will perform any or all of the work on the contract in such a state. Chapter 12X requires

the City Administrator to maintain a list of such states, defined as “Covered States” under Administrative Code Sections 12X.2 and 12X.12. The list of Covered States is available on the website of the City Administrator at this link: <http://sfgov.org/oca/qualify-do-business>. Proposers will be required to certify compliance with Chapter 12X as part of its proposal, unless the City determines that a statutory exception applies.

1.4 Statement of Need for Actuarial Valuations, Advisory and Consulting Services

The City seeks proposals from firms demonstrating successful experience in providing actuarial and consulting services to provide GASB 73 and 74/75 Valuation Services as well as additional as needed actuarial advisory and consulting services. The services needed may also include future GASB pronouncements that require actuarial valuations.

The requested Actuarial and Consulting services are highly specialized. Actuary firms providing these services must be familiar with Governmental Accounting Standards Board Statement Number 73, Accounting and Financial Reporting for Pensions and Related Assets that are not within the scope of GASB Statement 68, and Amendments to Certain Provisions of GASB 67 and 68; and Governmental Accounting Standards Board Statement Number 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans; and Governmental Accounting Standards Board Statement Number 75, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions. Proposers must be experienced handling large, multi-plan and multi-tier employers such as the City and County of San Francisco and have access to specialty expertise and complex information analysis tools.

The firm must provide a lead supervising actuary(ies) for both GASB 73 and GASB 74/75 work who meets or exceeds the following standards:

- a) Fellow or Associate of the Society of Actuaries and/or Fellow of the Conference of Actuaries in Public Practice and/or Member of the American Academy of Actuaries; and
- b) Minimum of five (5) years of experience as a supervising actuary including consulting services, experience analyses and valuations assignments; and
- c) For GASB 73 valuation, must have experience with major defined benefit retirement plans, including specific reference to involvement with public retirement systems.

1.5 GASB 73 and 74/75 Valuation Services

Governmental Accounting Standards Board (GASB) Statement Number 73, Accounting and Financial Reporting for Pensions and Related Assets that are not within the scope of GASB Statement 68, and Amendments to Certain Provisions of GASB 67 and 68, and Governmental Accounting Standards Board (GASB) Statement Number 74/75 (Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions) states in general that

governments should account for and report the annual cost of other postemployment benefits (OPEB) and the outstanding obligations and commitments related to OPEB in the same manner as they currently do for pensions. These amounts should be produced by actuarial valuations performed in accordance with parameters established by the GASB Actuarial valuations generally should follow accepted actuarial practices as set forth by the Actuarial Standards Board.

Contractor shall provide the City final formal GASB 73 and GASB 74/75 reports and information, including but not limited to:

- The necessary material for the Comprehensive Annual Financial Report to comply with GASB 73 and GASB 74/75 OPEB reporting and disclosure requirements, including for GASB 74/75 the Total OPEB Liability, service cost, Annual OPEB Expense, Deferred Inflows and Outflows of Resources related to OPEB, projected benefit payments, and actuarial gains and losses;
- Summary of current plan provisions and information;
- Summary of all assumptions used in calculations;
- Description of methods;
- Summary of census data used for valuation; and
- Prepare and Report full Crossover Tests.

1.6 Roles of City Departments in this RFP and resulting contracts

The primary mission of the Controller's Office Accounting Operations and Supplier Division (AOSD) is to review and control the financial and accounting transactional activities of the City. The division certifies contracts, pays suppliers, approves personnel requisitions and reviews, monitors, controls, and projects departmental expenditures on a continuous basis to assess overall fiscal condition. The division is responsible for producing the City's annual audited financial statements including the Comprehensive Annual Financial Report (CAFR), the Single Audit Report, and other reports required by federal, state, and local regulations. Other functions include developing and maintaining, accounting policies and procedures. AOSD staff will manage contracts awarded.

2. Scope of Work

This scope of work is a general guide to the work the City expects to be performed, and is not a complete listing of all services that may be required or desired.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the services requested within this RFP, as well as for previous and future projects, the selected Contractor's findings and data may be shared by the City with other City contractors, as deemed appropriate by the City.

Selected Proposers will work closely with City staff, composed of staff from the Controller's Office, Health Service System, and Retirement among other City departments.

Successful completion of the following shall be established by negotiated Agreements between the City and Contractor:

2.1 GASB 73 and 74/75 Valuation Reports and As-Needed Consulting and Advisory Services.

The Contractor selected shall perform GASB 73 and 74/75 valuation services and other as needed actuarial advisory and consulting services. Required services include:

2.1.1 Actuarial Services

Perform GASB 73 and GASB 74/75 – Actuarial Valuations and necessary material for the Comprehensive Annual Financial Report (CAFR) to comply with GASB OPEB reporting and disclosure requirement for the fiscal years ending June 30, 2021 and 2022 (June 30, 2020 data). The Contractor shall perform the actuarial valuations in accordance with accepted actuarial practices as set forth by the American Academy of Actuaries.

Tasks (may include, but are not limited to):

1. Prepare the necessary material for the Comprehensive Annual Financial Report (CAFR) to comply with GASB 73 Reports for additional pension reporting not covered under GASB 68, as amended, and GASB OPEB 74/75 reporting and disclosure requirements.
2. Prepare and review project plan with the City.
3. Prepare draft data request templates with all required elements, clearly labeled as mandatory and ideal.
4. Perform and report Crossover Tests for GASB 74/75.
5. Review the methods and assumptions to be used in the GASB 73 and the GASB 74/75 valuations and document them for City review and approval.
6. Facilitate a “kick-off” meeting to include all of above and discussion of expectations for final deliverables. Meetings may be done remotely, or in-person if in accordance to COVID-19 requirements.
7. Prepare a final data request template.
8. Review the data for internal consistency and reasonableness compared to the prior valuation, but will not perform a complete audit of the data. Contractor shall use and validate the data analyses compiled by the City, HSS and SFERS. Contractor shall provide constructive feedback on any data deficiencies or gaps and compile a list of outstanding data needed to complete the projects.
9. Communicate any data gaps identified to the City in a timely manner.
10. Prepare final reports in accordance with GASB 73 and GASB 74/75.
11. Provide a formal public presentation of the reports. Please note that in-person presentations will be in accordance to COVID-19 requirements and done remotely, if needed. However, in-person presentations are anticipated in the future.

Deliverables (may include, but are not limited to):

2.1.2 As-Needed Actuarial Advisory and Consulting Services

Provide additional actuarial advisory and consulting services on an as-needed basis, as determined and requested by the City. Any as-needed services are subject to the City's review and approval of scope and budget, including staffing, timeline, deliverables, and costs.

Tasks (may include, but are not limited to):

1. Perform financial modelling as-needed.
2. Perform actuarial services as required to be in compliance with GASB pronouncements.
3. Perform other as needed actuarial, advisory and consulting services.

3. City-Proposer Communications

There will not be a Pre-Proposal Conference for this RFP. Proposers are specifically directed NOT to contact any employees or officials of the City other than those specifically designated in this RFP and its Attachments. Unauthorized contact may be cause for rejection of proposals at the City's sole and absolute discretion.

3.1 Deadline for RFP Questions

Please e-mail any questions to CentralContracts@sfgov.org. No oral questions will be accepted. Questions, in accordance with the below schedule, must be in writing and received before the **Deadline for RFP Questions**. No questions will be accepted after this time with the exception of those concerning City vendor compliance. All inquiries should include the number and title of the RFP. Substantive replies will be memorialized in written addenda to be made part of this RFP. This RFP will only be governed by information provided through written addenda.

3.2 Summary of Information Requested and Presented

A summary of all addenda, questions and answers pertaining to this RFP will be posted on the City's website at the following link listed under View Opportunities, "CON | RFP2020-22 GASB Actuarial Valuation Services":

<https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>

It is the Proposers' responsibility to check this Website for any updates. The City recommends that Proposers check the Website for updates on a daily basis at a minimum.

3.3 City Communication Following Receipt of Proposals

The City may contact the Proposers for clarification or correction of minor errors or deficiencies in their proposals prior to deeming a proposal as non-responsive. Clarifications are "limited exchanges" between the City and a Proposer for the purpose of clarifying certain aspects of the proposals, and do not give a Proposer the opportunity

to revise or modify its proposal. Minor errors or deficiencies are defined as those that do not materially impact the City's evaluation of the proposal. For information regarding the City's Evaluation Process, see RFP Section 5 - Evaluation Criteria.

4. Proposal Submission Requirements

4.1 Time and Place for Submission of Proposals

Proposals and all related materials, including all CMD forms, must be received by **Deadline for RFP Proposals**.

Proposals must be submitted electronically using EITHER method:

- (1) Via the City's Supplier Portal listed under Event ID 0000004839 View Opportunities, "CON | RFP2020-22 GASB Actuarial Valuation Services":
<https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>

OR

- (2) Via e-mail to CentralContracts@sfgov.org

4.2 Proposal Package

Complete, but concise proposals, are recommended for ease of review by the Evaluation Team. Proposals should provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Marketing and sales type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled.

For word processing documents, City prefers that text be unjustified (i.e., with a ragged-right margin) and use a sans serif font (e.g., Arial, and not Times Roman). Please include a Table of Contents.

Proposal Item Checklist
<p>RFP Attachment I – Acknowledgement of RFP Terms and Conditions</p> <p>RFP Attachment II – Contract Monitoring Division’s (CMD) Local Business Enterprise Forms</p> <ol style="list-style-type: none"> 1. Form 2A – CMD Contract Participation Form (if requesting a rating bonus) 2. Form 3 – CMD Compliance Affidavit 3. Form 4 – CMD Joint Venture Form (if applicable) 4. Form 5 – CMD Employment Form <p>RFP Attachment III – City’s Administrative Requirements</p> <p>RFP Attachment IV – City’s Agreement Terms and Conditions</p> <p>RFP Attachment V – Proposal Template – including Prior Project Descriptions (Word)</p> <p>RFP Attachment VI – “Cost Template for Proposers” tab on Excel template must be completed for Table 1, Table 2, and Table 3.</p> <p>Each Attachment must include all documents submitted for that Attachment in one, separate, complete file. Each of these separate files must be titled with Proposer’s name and Attachment number (e.g., ABC Company Attachment I, ABC Company Attachment II), in that specific order. Each file should include signatures, where applicable.</p> <p>Proposers are advised to review RFP Attachments I through IV <u>before</u> beginning work on Proposal Template in RFP Attachment V and Cost Template in RFP Attachment VI to ensure that City’s requirements can be met.</p>
<p>For Notification Purposes Only: RFP Attachment VII – Notification of Submission of Proposal (SF Ethics Commission)</p>

4.3 CONTENT

Proposers interested in responding to this RFP must submit the information required in Section 5, in the order specified in Attachment V: Proposal Template. Even if using an alternative format for your proposal, the information in Attachment V must be included in the order specified to be scored appropriately.

Proposals received under this RFP that fail to address each of the requested items in sufficient and complete detail to substantiate that the Proposer can meet the City’s Minimum Qualifications, will be deemed non-responsive and will not be considered for contract award. Note that proposals stating, “to be provided upon request” or “to be determined” or the like, or that do not otherwise provide the information requested (left blank) are not acceptable and shall be deemed non-responsive.

4.4 Sunshine Ordinance; Public Records

All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67).

4.4.1 Proposals to RFQs, contracts, and all other records of communications between the City and Proposers shall be open to inspection immediately after a contract has been awarded. Nothing in this Administrative Code 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 benefit until and unless that person or organization is awarded the contract or benefit.

4.4.2 If the City receives a Public Records Request ("Request") pertaining to this solicitation, City will use its best efforts to notify the affected Proposer(s) ("Proposers") of the Request and to provide the Proposer with a description of the material that the City deems responsive and the due date for disclosure ("Response Date"). If the Proposer asserts that some or all of the material requested contains or reveals valuable trade secret or other information belonging to the Proposer that is exempt from disclosure and directs the City in writing to withhold such material from production ("Withholding Directive"), then the City will comply with the Withholding Directive on the condition that the Proposer seeks judicial relief on or before the Response Date. Should Proposer fail to seek judicial relief on or before the Response Date, the City shall proceed with the disclosure of responsive documents.

5. Minimum Qualifications & Evaluation Process

This section describes the guidelines used for analyzing and evaluating the proposals. It is the City's intent to select Proposer(s) for contract negotiations that will provide the best overall service package to the City inclusive of fee considerations. Proposers selected for contract negotiations are not guaranteed a contract. This RFP does not in any way limit the City's right to solicit contracts for similar or identical services if, in the City's sole and absolute discretion, it determines the proposals are inadequate to satisfy its needs. There are two phases to the evaluation process. City and CMD staff first perform an Initial Screening as described in Section 5.1. Proposals that pass the Initial Screening process (5.1) including Minimum Qualifications (5.2) will proceed to the Evaluation of Firms (that met Minimum Qualifications) described in Section 5.3.

5.1 Initial Screening

The City will review each proposal for initial determination on responsiveness and acceptability in an Initial Screening process. Elements reviewed during the Initial Screening include, without limitation: compliance with CMD submission requirements; compliance with Minimum Qualification requirements (Section 5.2), compliance with format requirements, proposal completeness, and verifiable references.

Proposals are not scored during the Initial Screening process. Initial Screening is a pass/fail determination as to whether a proposal meets the threshold requirements

described above. By **Deadline for RFP Proposals**, any proposal that does not demonstrate that Proposer meets requirements in Section 5.1 will not be eligible for consideration in the Evaluation of Firms (that met Minimum Qualifications) described below in Section 5.3. The City reserves the right to request clarification from the Proposer prior to rejecting a proposal for failure to meet the Initial Screening requirements. Clarifications are “limited exchanges” between the City and a Proposer for the purpose of clarifying certain aspects of the proposal, and will not give a Proposer the opportunity to revise or modify its proposal.

5.1.1 Local Business Enterprise Requirements and Outreach

The CMD Attachment 2 forms will be reviewed during the Initial Screening, which is prior to the Evaluation of Firms (that met Minimum Qualifications). **Each solicitation process under this RFP requires a new submittal of CMD Attachment 2 forms** that can be downloaded at the following link:

<http://sfgov.org/cmd/sites/default/files/Documents/CMD%20Attachment%202%20-%20208.01.16.pdf>

More information regarding these requirements can be found at:

<http://www.sfgov.org/cmd>

5.1.1.1 CMD documents due by Deadline for RFP Proposals

There is no Contract Monitoring Division Local Business Enterprise subcontracting requirements for this RFP. However, Proposers shall submit the following documents by the **Deadline for RFP Proposals**:

1. Form 2A – CMD Contract Participation Form (if requesting a rating bonus)
2. Form 3 – CMD Compliance Affidavit
3. Form 4 – CMD Joint Venture Form (if applicable)
4. Form 5 – CMD Employment Form

If your firm fails to submit the correct 5.1.1.1 CMD documentation by **Deadline for RFP Proposals**, the proposal may be determined to be non-responsive, rejected, not evaluated, and Proposers will not be eligible for contract award. If you have any questions regarding the CMD LBE requirements, **please contact Dalmar Ismail, the CMD Contract Compliance Officer at dalmar.ismail@sfgov.org**.

Local Business Enterprise Goals and Outreach

The requirements of the Local Business Enterprise (LBE) and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the S.F. Administrative Code as it now exists or as it may be amended in the future (collectively the “LBE Ordinance”) shall apply to this solicitation. More information regarding these requirements can be found at: <http://www.sfgov.org/cmd>

LBE Sub-Consultant Participation Requirement

Please refer to San Francisco Administrative Code Chapter 14B and *CMD Attachment 2, Requirements for Architecture, Engineering, & Professional Services Contracts* for information concerning the City's LBE program.

The S.F. Administrative Code Chapter 14B Local Business Enterprise (LBE) **subcontracting requirement** for this RFP and resulting contracts is **waived**.

LBE Participation and Rating Bonuses

CMD-certified Small or Micro LBEs, SBA-LBEs, and certified non-profit organizations may be eligible for a LBE rating bonus if the LBE is CMD-certified in the discipline specified in the RFP Proposal. A firm must be certified at the time and date proposals are due in order to review the LBE rating bonus.

The City strongly encourages proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating bonuses will be in effect for the award of this project for any Proposers who are certified as a Small or Micro-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 (415) 581-2310. The rating bonus applies at each phase of the selection process. The application of the rating bonus is as follows:

A 10% rating bonus will apply to any proposal submitted by a CMD certified Small or Micro-LBE. Pursuant to Section 14B.7(E), a 5% rating bonus will be applied to any proposal from an SBA-LBE, except that the 5% rating bonus shall not be applied at any stage if it would adversely affect a Small or Micro-LBE proposer or a JV with LBE participation.

The rating bonus for a Joint Venture ("JV") with LBE participation that meets the requirements of Section 2.02 in Attachment 2, Requirements for Architecture, Engineering & Professional Services, as follows: excess of \$10,000 and Less Than or Equal to \$10,000,000:

- a. 10% for each JV among Small and/or Micro LBE prime proposers.
- b. 5% for each JV which includes at least 35% (but less than 40%) participation by Small and/or Micro-LBE prime proposers.
- c. 7.5% for each JV that includes 40% or more in participation by Small and/or Micro-LBE prime proposers.

The rating bonus will be applied by adding 5%, 7.5%, or 10% (as applicable) to the score of each firm eligible for a bonus for purposes of determining the highest ranked firm. Pursuant to Chapter 14B.7(F), SBA-LBEs are not eligible for the rating bonus when joint venturing with a non LBE firm. However, if the SBA-LBE joint ventures with a Micro-LBE or a Small-LBE, the joint venture will be entitled to the joint venture rating bonus only to the extent of the Micro-LBE or Small-LBE participation described in Section 2.01B.4b. and c. above.

Joint Venture Rating Bonus. If applying for a rating bonus 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.

5.2 Minimum Qualifications

The Minimum Qualifications are used by the City to determine whether the Proposer and the proposed staff identified to complete all tasks specified in the scope of work have had experience on projects comparable to the services the City is requesting. Any proposal that does not demonstrate that the Proposer meets these minimum qualifications by [Deadline for RFP Proposals](#) will be considered non-responsive and will not be evaluated or eligible for award of any subsequent contract(s).

The Proposer certifies that:

- A. RFP ATTACHMENTS: It has completed the requirements and submitted the forms described in RFP Attachments I, II, III, IV, V including Prior Project Descriptions, and VI (Tables 1, 2 and 3 in Excel Cost Proposal Template) as part of proposal, as applicable.
- B. EXPERIENCE:
 1. It has submitted a minimum of one (1) and a maximum of two (2) Actuarial Valuations, Advisory and Consulting Prior Project Descriptions in accordance with RFP Attachment V, Section B, clearly demonstrating successful completion of GASB 73 project(s) within the last five (5) years of the date of this RFP (successful completion means project outcomes have been assessed by client).
 2. It has submitted a minimum of one (1) and a maximum of two (2) Actuarial Valuations, Advisory and Consulting Prior Project Descriptions in accordance with RFP Attachment V, Section B, clearly demonstrating successful completion GASB 74/75 project(s) within the last five (5) years of the date of this RFP (successful completion means project outcomes have been assessed by client).
 3. It has submitted a minimum of one (1) and a maximum of two (2) Sample GASB 73 Report(s) that includes a detailed project plan similar to services requested by the City within the last five (5) years of the date of this RFP (successful completion means project outcomes have been assessed by client).

4. It has submitted a minimum of one (1) and a maximum of two (2) Sample GASB 74/75 Report(s) that includes a detailed project plan similar to services requested by the City within the last five (5) years of the date of this RFP (successful completion means project outcomes have been assessed by client).

C. STAFFING:

The proposal clearly demonstrates that the lead supervising actuarial staff (e.g., project manager or technical staff) proposed to be assigned to the City's project individually had a similar role in a minimum of one (1) of the Prior Project Descriptions.

The Proposer must provide lead supervising actuarial staff for both GASB 73 and GASB 74/75 work who meets or exceeds the following standards:

- a) Fellow or Associate of the Society of Actuaries and/or Fellow of the Conference of Actuaries in Public Practice and/or Member of the American Academy of Actuaries; and
- b) Minimum of five (5) years of experience as a supervising actuary including consulting services, experience analyses and valuations assignments; and
- c) For GASB 73 valuation, must have experience with major defined benefit retirement plans, including specific reference to involvement with public retirement systems.

5.3 Stage 1: Written Proposal Evaluation Criteria (100 points)

Proposals will be evaluated in accordance with the information provided by the Proposer in RFP Attachment V and the criteria below.

5.3.1 Proposer Firm Qualifications (25 points)

- a) Appropriateness of Proposer's firm history and structure, number of years in business, including total staff size and composition, organizational structure, and ownership structure to services under this RFP. **(5 Points)**
- b) Proposer's firm experience providing services comparable to those requested to large, complex public sector clients; Proposer's familiarity with the City and County of San Francisco's health benefit plans and legislation. **(5 Points)**
- c) Relevance of Proposer's Prior Project Descriptions to services under this RFP. **(5 Points)**
- d) Proposer's general capacity and local resources to provide the services under this RFP. Please provide what you consider to be your firm's specialties, strengths, and limitations. **(5 Points)**
- e) Proposer's involvement in any business litigation or other legal proceedings relating to actuarial, advisory and consulting activities in last five (5) years;

Proposer's involvement in investigations by any regulatory authorities in last five (5) years. **(5 Points)**

5.3.2 Proposer Staff Qualifications (25 points)

- a) Clarity and appropriateness of proposed staffing structure, including proposed staff organization chart for GASB 73 and GASB 74/75 work. **(10 Points)**
- b) Clarity and appropriateness of proposed staff roles and responsibilities, and applicability of proposed staff qualifications and education. The Proposer must provide a lead supervising actuary(ies) for both GASB 73 and GASB 74/75 work who meets or exceeds the following standards: Fellow or Associate of the Society of Actuaries and/or Fellow of the Conference of Actuaries in Public Practice and/or Member of the American Academy of Actuaries; and Minimum of five (5) years of experience as a supervising actuary including consulting services, experience analyses and valuations assignments for major defined benefit retirement plans, including specific reference to involvement with public retirement systems; and for GASB 73 valuation, must have experience with major defined benefit retirement plans, including specific reference to involvement with public retirement systems. **(10 Points)**
- c) Commitment to provide continuity of qualified staff through completion of services. **(5 Points)**

5.3.3 Project Approach (35 points)

a) Work plan/approach demonstrates understanding of the project and the tasks to be performed:

- 1) Work plan/approach demonstrates experience performing GASB 73 Valuations. **(5 points)**
 - 2) Work plan/approach demonstrates experience performing GASB-74/75 Valuations with multiple tiers of employees, with multiple classes of employees and with over thirty thousand (30,000) active employees. **(5 points)**
 - 3) Work plan/approach demonstrates understanding of San Francisco's health care benefits, legislation and the City's Health Service System (HSS) and Retirement (SFERS). **(5 points)**
- b) Demonstrates ability to complete project in a timely manner. **(5 Points)**
 - c) Has appropriate expectations and/or assumptions of client involvement or level of effort, including review, approval and other communication protocols necessary to successfully complete the services; has knowledgeable questions and data or other City resource requests to successfully complete the services. **(5 Points)**
 - d) Has developed sufficient expertise or methodology to create competitive differences that will be beneficial to the City. **(10 Points)**

**5.3.4 Project Cost (5 points) – Proposer must complete Attachment VI –
- Cost Template for Proposers (Excel, Tab 1)**

The City seeks proposals demonstrating an efficient, effective approach with measurable deliverables and outcomes.

The City intends to award a contract to the Proposer(s) that will provide the best overall proposal(s) to the City inclusive of qualifications and cost considerations. The City reserves the right to accept other than the lowest cost and to reject all proposals that are not responsive to this RFP.

- The City will negotiate costs and work effort with the selected Proposer to develop a firm fixed price for the contract utilizing a blended hourly rate to compensate Proposer for all services, travel, lodging, meals, miscellaneous and any other expenses related to the completion of services. Additional and separate cost reimbursement will not be provided by the City.
- Provide standard hourly billing rates by staff name/role in Attachment VI.
- Note that hourly rates provided shall apply to any and all as-needed services requested by the City for the full contract period under this RFP, as applicable. Please see RFP Attachment I, Section 13.

Project Cost Scoring Criteria

Cost Template is sufficiently detailed, reasonable and appropriate for the work involved.

Tables 1, 2, and 3 are mandatory to complete in order to meet Minimum Qualifications.

Tables 1 and 2 are mandatory to complete and will be scored.

Table 3 is mandatory to complete and will NOT be scored. You may

Scores will be based on 6-year Total from Table 1 and Table 2 in Attachment VI – Cost Template for Proposers (Excel, Tab 1).

The proposal with the lowest cost (across the 6 years) will receive all 5 points.

Points will be assigned to all other proposals by dividing the lowest cost (across the 6 years) by the other proposal's cost and multiplying by 5 points.

For example:

Proposal 1 is \$ 600,000 for 6 years.

Proposal 2 is \$ 900,000 for 6 years.

Proposal 3 is \$1,200,000 for 6 years.

Proposal 4 is \$1,500,000 for 6 years.

Proposal 1 is scored 5 points.

Proposal 2 is scored \$600,000 divided by \$900,000 = 0.67 multiplied by 5 points = 3.33 points.

Proposal 3 is scored \$600,000 divided by \$1,200,000 = 0.5 multiplied by 5 points = 2.5 points.

Proposal 4 is score \$600,000 divided by \$1,500,000 = 0.4 multiplied by 5 points = 2 points.

Hourly Rates for Consultants for As-Needed Services in Table 3 will not be scored.

If Proposer is selected for contract negotiations, then Hourly Rates to be negotiated.

Cost Template Tab 1 is for Proposers to complete for proposal submission.
Cost Template Tab 2 shows a Sample of Completed Table 1 and Table 2.

5.3.5 Completeness of Proposal Submission (10 points)

The City will not accept any Proposer's content under RFP Section 5.3.5. Any content submitted under RFP Section 5.3.5 will not be reviewed or evaluated.

This section will be scored based on materials submitted for RFP Section 5.1 to RFP Section 5.3.4 based on the following criteria:

- a) Proposal conforms with RFP requirements and concisely but comprehensively addresses RFP requirements; and
- b) Proposal is professionally presented and contains organized content and format.

5.4 Stage 2: Contractor Selection Processes

Evaluation (Total Possible Points of 200) and Selection Process

RFP Written Proposal & Interview Evaluation with Total Possible Points of 200

Written Proposal Evaluation	100 points
Interview Evaluation	100 points
Total Possible Points	200 points

5.4.1 RFP Interview Evaluation with Total Possible Points of 100

City representatives will serve as the Evaluation Team responsible for evaluating Proposals and Interviews. Following the RFP Written Proposal Evaluation process, the top three of the highest scoring Proposers that score over 70 points, will be invited to remote interviews with the Evaluation Team. Interviews will consist of standard questions asked of all selected Proposers and will be worth 100 points based on a set of criteria established following review of written proposals. The 100 points possible awarded for interviews will be separate from the 100 points awarded during the Written

Proposal Evaluation process. The 100 points possible awarded for interviews will be added to the 100 possible points awarded during the Written Proposal Evaluation process for a total of 200 points. The lead supervising actuarial staff members that will be assigned to the project should be present for the interview. Following Written Proposal Evaluation and Interview Evaluation, the highest ranked scoring Proposer will be selected for contract negotiations.

5.4.2 Reference Checks

Reference checks, including, but not limited to, prior clients as indicated in RFP Attachment V Prior Project Description(s), may be used to confirm the applicability of Proposer experience to the services the City is requesting and the quality of services and staffing provided to prior clients, as well as adherence to schedules/budgets and Proposer's problem-solving, project management and communication abilities, as well as performance on deliverables and outcomes, and effectiveness in meeting or exceeding project objectives. If reference checks deem that information included in a Prior Project References or elsewhere in the proposal is untruthful, then the City will reject the proposal.

5.4.3 Release and Waiver Agreement

To effectuate the candid completion of the reference check above, Proposer is required to sign the *RFP Attachment I, Section 14, Release of Liability*.

5.4.4 Intent to Award and Contract Negotiations; Other Terms and Conditions

The City will select the most qualified and responsive Proposer with whom City staff will commence contract negotiations. If a satisfactory contract cannot be negotiated in a reasonable time with the selected Proposer, then the City, in its sole discretion, may terminate negotiations and begin contract negotiations with the next highest scoring Proposer it deems qualified. The City, in its sole discretion, may terminate negotiations and utilize additional contractor solicitation and/or selection methods, or it may determine that no contract or project will be pursued.

The selection of any Proposer for contract negotiations shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiation and approvals before the City may be legally bound thereby.

There is no guarantee of a minimum amount of work or compensation for any Proposer selected for contract negotiations. Contractor shall work on a task order basis, with an engagement agreement to be negotiated for each task specifying the due date.

The City reserves the right to accept other than the lowest price offer and to reject all proposals.

The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to a firm's projects before and throughout the contract term. The City reserves the right at any time to approve, disapprove, or modify proposed project plans, timelines and deliverables, provided that all modifications are within the scope of services sought by this RFP.

Proposer Team must fulfill the City's administrative requirements for doing business with the City and become a compliant supplier prior to contract award. Fulfillment is defined as completion, submission, and approval by applicable City agencies of the forms and requirements referenced in *RFP Attachment III*.

6. Protest Procedures

6.1 Protest of RFP Terms

Failure of a Proposer to comply with the protest procedures set forth in this section will render a protest inadequate and non-responsive and will result in rejection of the protest.

Should a prospective Proposer object on any ground to any provision or legal requirement set forth in the RFP (including all Appendices and all Addenda), including but not limited to Protests based on allegations that i) the RFP is unlawful in whole or in part; ii) one or more of the requirements of the RFP is onerous, unfair, or unclear; iii) the structure of the RFP does not provide a correct or optimal process for the solicitation of the Services; iv) the RFP contains one or more ambiguity, conflict, discrepancy or other error; or v) the RFP unnecessarily precludes alternative solutions to the Services or project at issue, the prospective Proposer must provide timely written notice of Protest as set forth below.

By 5:00 p.m. PST on the third (3rd) working day of the issuance of the RFP, any Proposer may submit a written notice of Protest via email to CentralContracts@sfgov.org as directed by *Section 6.1*. Protests or notices of Protests delivered orally (e.g., by telephone) will not be considered.

The Protest shall state the basis for the Protest, refer to the specific requirement or portion of the RFP at issue, and shall describe the modification to the RFP sought by the prospective Proposer. The Protest shall also include the name, address, telephone number, and email address of the person representing the prospective Proposer. If required, the City may extend the proposal submittal deadline to allow sufficient time to review and investigate the Protest and issue Addenda to incorporate any necessary changes to the RFP.

The failure of a Proposer to object in the manner set forth in this Section shall constitute a complete and irrevocable waiver of any such objection.

6.2 Protest of Non-Responsiveness Determination

By 5:00 p.m. PST on the fifth (5th) working day of the City's issuance of a notice of non-responsiveness, any Proposer 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 by email (fax is not acceptable) as directed in Section 6.5. Such notice of protest must be received by the City on or before 5 p.m. PST of the fifth (5th) working day following the City's issuance of the notice of non-responsiveness.

The notice of protest must include a written statement specifying in detail each and every reason 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.

6.3 Protest of Elimination at the End of Stage 1

Within five (5) working days of the City's issuance of a notice of the three (3) highest scoring Proposers moving to Stage 2 of the evaluation process, any Proposer that has submitted a proposal, and believes that the City incorrectly has selected another Proposer for participation in Stage 2 of the evaluation process, may submit a written notice of protest by e-mail (fax is not acceptable) as directed in Section 6.5. Such notice of protest must be received by the City on or before 5 p.m. PST of the fifth (5th) working day after the City's issuance of the notice of up to the three (3) highest scoring proposals.

The notice of protest must include a written statement specifying in detail each and every reason 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. If a protest is received under this section, it will not restrict the City's ability to proceed with Stage 2 of the evaluation process while it evaluates the submitted protest.

6.4 Protest of Contract Award

By 5:00 p.m. PST on the fifth (5th) working day of the City's issuance of a Notice of Intent to Award a Contract, any proposer 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 as directed in Section 6.5. Such notice of protest must be received by the City on or before 5 p.m. PST of the fifth (5th) working day after the City's issuance of the Notice of Intent to Award a Contract.

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.

6.5 Delivery of Protests

All protests must be received by the specified dates and time deadlines specified in *Section 6.1, 6.2, 6.3 and 6.4*. Protests or notice of protests made orally (e.g., by telephone) or by fax will not be considered.

Protests must be delivered via:

Email: CentralContracts@sfgov.org

6.5 Protest Review

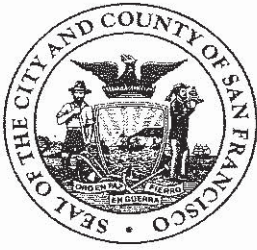
The Controller's Office will confirm receipt of notice of protest by Proposer which must be submitted in accordance to Section 6.1, 6.2, 6.3, 6.4 and 6.5.

If a Proposer submits a complete and timely protest, the Controller's Office will review notice of protest soon after receipt of the protest to determine validity of notice, including but not limited to: i) receipt by due date; ii) inclusion of a written statement specifying in detail each and every one of the grounds asserted for the protest; iii) signed by an individual authorized to represent the Proposer; iv) citation of the law, rule, local ordinance, procedure, or RFP provision on which the protest is based; and v) specification of facts and evidence sufficient for the City to determine the validity of the protest.

A Proposer may not rely on a Protest submitted by another Proposer but must timely pursue its own Protest.

The City, at its discretion, may make a determination regarding a protest without requesting further documents or information from the Proposer who submitted the protest. Accordingly, the initial protest must include all grounds of protest and all supporting documentation or evidence reasonably available to the prospective Proposer at the time the protest is submitted. If the Proposer later raises new grounds or evidence that were not included in the initial protest, but which could have been raised at that time, then the City may not consider such new grounds or new evidence.

If the notice of protest is determined to be valid, the Controller's Office shall review facts and evidence to determine the outcome of the protest, citing any applicable laws, rules, ordinances, procedures, and/or provisions. The review shall be an informal process, conducted by the Controller's Office or its designee, and will be based upon the information submitted by the Proposer in its protest letter. The Controller's Office may seek input from the City Attorney's Office, Office of Contract Administration, Contract Monitoring Division, and/or other City departments as needed or appropriate. The Controller's Office or its designee will notify the Proposer in writing of its decision at the conclusion of the review. The Controller's Office or its designee shall make the final determination regarding the outcome of the protest. The decision of the Controller's Office or its designee is final.



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

SCOTT R. HELDFOND
PRESIDENT

Sent via Electronic Mail

April 25, 2014

E. DENNIS NORMANDY
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

DOUGLAS S. CHAN
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 40541-13/14; 45651-13/14; 47563-13/14; 48070-13/14; 42815-13/14; 44350-13/14; AND 4025-09/10.

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

At its meeting of **April 21, 2014** the Civil Service Commission had for its consideration the above matter.

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

The Commission took the following actions:

- 1) Approved PSC #40541-13/14, with the amendment that the contract clearly states that the training has already occurred and has been completed for the project. (Vote of 5 to 0)
- 2) Approved PSC #45651-13/14, but for an initial term of five years only, with an option to extend. (Vote of 5 to 0)
- 3) Continued consideration of PSC #48070-13/14 until the proper bargaining representative has received notice. (Vote of 5 to 0)
- 4) Approved PSC # 42815-13/14. (Vote of 5 to 0)
- 5) Approved the request for all remaining PSCs (PSC numbers 47569-13/14, 44350-13/14 and 4025-09/10). Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

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

CIVIL SERVICE COMMISSION



JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Cynthia Avakian, Airport Commission
Jacquie Hale, Department of Public Health
Karen Henderson, Mayor's Office of Housing & Community Development
Mary Hom, Controller's Office
Sung Kim, Department of Public Works
Ben Rosenfield, Controller's Office
Jaci Fong, Contract Administrator
Commission File
Chron

POSTING FOR

~~April 7, 2014~~

April 21, 2014

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

2014-04-21

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
40541 - 13/14	AIRPORT COMMISSION	\$200,000.00	This request is to complete the remaining portions of the Airport's Closed-Circuit Television (CCTV) Security System Enhancements project which began in 2011. The project will integrate the existing security video management system (VMS) with a new event management system (EMS). The Contractor will implement and integrate these new software systems within the Airport's existing network structure. Integrator must be familiar with the Airport's existing software and hardware systems supporting aviation security requirements and be able to provide technical services after implementation and acceptance of new system if needed.	April 21, 2014	April 20, 2015
45651 - 13/14	CONTROLLER	\$17,000,000.00	Perform annual financial audit services and report on the financial statements for the City's Comprehensive Annual Financial Report (CAFR), the City's Single Audit, and departments/funds; perform other required compliance audits of grants, projects, and funds of other City departments; perform actuarial studies of the City's General Liability and Workers Compensation reserves; and perform additional audit procedures. See additional attachment for a list of departments/funds.	April 1, 2015	May 31, 2023 Approved for 5 years
47569 - 13/14	CONTROLLER	\$1,200,000.00	The City and County of San Francisco (City) seeks a vendor to provide installation, configuration and implementation services for the Oracle Identity Management (IM) solution. IM will provide public internet access from outside of the City's firewall to eMerge PeopleSoft. It includes account management, provisioning from PeopleSoft, identity validation, self-service password resets, delegated administration to departments, single sign-on, an anti-fraud engine, a Lightweight Directory Access Protocol (LDAP) standards-compliant directory to host identities of non-active City employees, and audit tools.	May 1, 2014	May 1, 2016
48070 - 13/14	PUBLIC HEALTH	\$6,504,869.00	Represent eligible clients who are uninsured, underinsured, or at risk of losing insurance to pursue or maintain Supplemental Security Income/Supplemental Disability Income/Cash Assistance for Immigrants (SSI/SSDI/CAPI) income and corresponding Medi-Cal/Medicare coverage, thus providing them with improved access to healthcare and the financial means to stabilize their living situation. Legal assistance to client in moving disabled residents on to SSI and SSDI benefits by providing specialized SSI consultative and advocacy services and Human Immunodeficiency Virus (HIV) Health Services benefits counseling.	April 1, 2014	June 30, 2018
42815 - 13/14	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$700,000.00	Consultants will perform a full range of highly specialized environmental services in conformance with the provisions of the California Environmental Quality Act (CEQA) for the Rehabilitation and Detention Facility (RDF) project. The RDF project aims to replace County Jails #3 and #4 (828 beds), currently located on the 6th and 7th floors at the Hall of Justice (HOJ) building at 850 Bryant Street, by constructing a new multi-story facility (640 beds) on an adjacent site. Consultants will prepare a variety of technical reports including aesthetics/visual, air quality, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support the environmental analysis.	May 1, 2014	November 1, 2016
44350 - 13/14	MAYOR	\$500,000.00	The Mayor's Office of Housing and Community Development (MOHCD) of the City and County of San Francisco is seeking proposals from qualified consultants to provide a range of environmental services related to the acquisition of land for the development of affordable housing. The funds to be used for potential acquisition are subject to regulation by 24 Code of Federal Regulations (CFR) Part 85. The services may include one or more of the following: Environmental Site Assessments (ESAs) Phase I, II and	July 1, 2014	June 30, 2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLERDept. Code: CONType of Request: Initial Modification of an existing PSC (PSC # 45651 - 13/14)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Independent Audit and Actuarial ServicesFunding Source: Annual Appropriation BudgetPSC Original Approved Amount: \$17,000,000PSC Original Approved Duration: 04/01/15 - 05/31/23 (8 years 8 weeks)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 04/01/20-03/31/25 (1 year 43 weeks)PSC Mod#2 Amount: \$8,000,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$498,000PSC Mod#3 Duration: 02/17/21-03/31/27 (2 years)PSC Cumulative Amount Proposed: \$25,498,000PSC Cumulative Duration Proposed: 12 years 2 days**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Perform annual financial audit services and report on the financial statements for the City's Comprehensive Annual Financial Report (CAFR), the City's Single Audit, and departments/funds; perform other required compliance audits of grants, projects, and funds of other City departments; perform actuarial studies of the City's General Liability and Workers Compensation reserves; and perform additional audit procedures. See additional attachment for a list of departments/funds.

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

The City is required to have annual financial and compliance audits and auditing services performed by independent public accounting firms in compliance with City Charter Sections 2.115 and 9.117, and federal Single Audit contract and grant provisions. Denial would prevent the City from complying with local and federal mandates.

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, PSC45651-13-14 & PSC4075-08-09

D. Will the contract(s) be renewed?

Yes. If the Controller's Office is satisfied up to 7 years

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 anticipated contract term is 4 years, plus option to extend for total of 7 years.

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

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

Explain the qualifying circumstances:

Independent auditors are required that cannot be done by City staff.

B. Reason for the request for modification:

Modification is needed to extend the PSC by 2 years to 3/31/2027 and to increase the PSC amount by \$498,000 to address work needed to comply with unanticipated new government accounting legislation. Cumulative time and amount increase is less than 50% of original PSC.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Certified Public Accountants that has successfully provided Independent Audit Services to at least three (3) cities and/or counties, at least two (2) of which are located in California within the last five (5) years of the date of this Request for Proposals (RFP). Lead staff proposed to be assigned to the City's project(s) must individually have had a similar lead role on the two (2) California engagements in California. See Attachment for more details.

B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Per federal and local regulations, the work must be performed by independent Certified Public Accountants.

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 requires the services of independent Certified Public Accountants.

6. Additional Information

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

No.

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

No training because need independent auditors for this type of audit work.

- C. Are there legal mandates requiring the use of contractual services?
City Charter Sections 2.115 and 9.117
- 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.
City Charter Sections 2.115 and 9.117
- 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.
Existing contractors may apply to new solicitation

7. Union Notification: On 02/17/21, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Management & Superv Local 21;

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

Name: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

Address: City Hall Room 306, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45651 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/01/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Indirect Cost Allocation Plan Analytical Support Services

Funding Source: General Funds

PSC Duration: 5 years 1 day

PSC Amount: \$150,000

1. Description of Work

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

This contractor will provide professional consulting services to assist the San Francisco Municipal Transportation Agency (SFMTA) in developing, preparing, and updating an Indirect Cost Allocation Plan (ICAP) as updated by the Office of Management and Budget (OMB) Circular A-87 (now 2 Code of Federal Regulations (CFR) 225) Central Service Cost Allocation Plans).

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

An Indirect Cost Allocation Plan (ICAP) is required to be able to recover indirect costs from Federal, State, and Local grants. If an ICAP is not prepared, the SFMTA could risk losing grant funds for non-compliance with the requirements of the Office of Management and Budget (OMB circular A-87 (now 2 CFR 225) Central Service Cost Allocation Plans).

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.

4137-11/12 XMod2 on August 15, 2016

D. Will the contract(s) be renewed?

Yes, this study is required to be conducted annually to determine reimbursement rates based on prior Fiscal Year actual expenditures.

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 SFMTA's Indirect Cost Allocation Plan (ICAP) process takes place annually and is a federal requirement. Services to assist in the development and preparation of the ICAP are not available within the City, and it is best practice to obtain independent, third-party financial advisory services to develop an ICAP that is in compliance with federal regulatory requirements. A five-year duration will provide the stability that is necessary for annual ICAP development.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The SFMTA has determined that the contractor possesses the highly specialized analytical expertise and regulatory knowledge necessary for the work being requested. Further, given that ICAP development only takes place during a portion of the year it is not advised to build internal expertise.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor must have the knowledge, skills, and ability to develop and prepare an Indirect Cost Allocation Plan (ICAP) according to the requirements of the Office of Management and Budget (OMB circular A-87 (now 2 CFR 225) Central Service Cost Allocation Plans).

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 services are not available within the City, and it is best practice to obtain independent, third-party financial advisory services to contribute to the development of an ICAP that is in compliance with federal regulatory requirements.

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

A. Explain why civil service classes are not applicable.

The scope of this service requires special software applications; expertise and familiarity with the requirements of various grantors (i.e. Federal Transit Administration (FTA), Caltrans, San Francisco County Transportation Authority (SFCTA); familiarity with the industry standards for developing an ICAP; and specialized knowledge regarding Federal, State, and Local administrative rules, including requirements of the Office of Management and Budget (OMB circular A-87 (now 2 CFR 225) Central Service Cost Allocation Plans).

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this service requires special software applications; expertise and familiarity with the requirements of various grantors (i.e. FTA, Caltrans, SFCTA); familiarity with the industry standards for developing an ICAP; and specialized knowledge regarding Federal, State, and Local administrative rules, including requirements of the Office of Management and Budget (OMB circular A-87 (now 2 CFR 225) Central Service Cost Allocation Plans). Additionally, development of the ICAP only takes place during a portion of the year and the associated analytical support work is intermittent.

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. ICAP development does not require training from contractors.

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

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

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

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

7. Union Notification: On 03/04/2021, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 36567 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 05/03/2021

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Thursday, March 4, 2021 11:43 AM
To: Nuque, Amy; sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; 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; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; Osha Ashworth; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 36567 - 20/21

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

RECEIPT for Union Notification for PSC 36567 - 20/21 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 36567 - 20/21 for \$150,000 for Initial Request services for the period 10/01/2021 – 10/01/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/16161> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4137 - 11/12)

Type of Approval: [] Expedited [x] Regular ([] Omit Posting)

Type of Service: Consultant for Indirect Cost Allocation Plan

Funding Source: Operating, Fed, & State Funds

PSC Original Approved Amount: \$120,000 PSC Original Approved Duration: 07/01/12 - 09/30/17 (5 years 13 w
PSC Mod#1 Amount: \$55,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: \$150,000 PSC Mod#2 Duration: 08/16/16-09/30/21 (4 years 1 day)
PSC Cumulative Amount Proposed: \$325,000 PSC Cumulative Duration Proposed: 9 years 13 weeks

1. Description of Work

A. Scope of Work:

The Contractor will provide professional consulting services to the San Francisco Municipal Transportation Agency (SFMTA) to assist the SFMTA in developing, preparing, and updating Indirect Cost Allocation Plans based on the Federal Office of Management and Budget (OMB) 2 CFR Part 225 - Cost Principles for State, Local and Indian Tribal Governments (OMB A-87).

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

A plan is required to be able to recover indirect costs from Federal, State & Local grants. The SFMTA could lose grant funds for non-compliance with the requirements of OMB, 2 CFR Part 225 - Cost Principles for State, Local and Indian Tribal Governments (OMB A-87) if an Indirect Cost Allocation Plan is not prepared.

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 #4137-11/12.

D. Will the contract(s) be renewed? Yes. This study is required to be conducted annually to determine reimb

2. Union Notification: On 05/18/16, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4137 - 11/12

DHR Analysis/Recommendation:

08/15/2016

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 08/15/2016

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractor must have knowledge, skills and ability to develop and prepare a Cost Allocation Plan according to the requirements of the Office of Management & Budget (OMB) , 2 CFR Part 225 - Cost Principles for State, Local and Indian Tribal Governments (OMB A-87), Central Services Cost Allocation Plans

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 yes, explain:

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The scope of this service requires specialized software applications; expertise and familiarity with the requirements of various grantors (i.e., FTA, Caltrans, SFCTA); familiarity with industry standards; and specialized knowledge regarding Federal, State and Local administrative rules, including Office of Management & Budget (OMB) , 2 CFR Part 225 - Cost Principles for State, Local and Indian Tribal Governments (OMB A-87), Central Services Cost Allocation Plans.

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

No. This service is required only once a year.

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 is required with this once a year service. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 05/18/16 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Historic Presidents' Conference Committee (PCC) Streetcar #1063 Wreck Repair

Funding Source: Local Funds and Local Sales Tax

PSC Duration: 2 years 39 weeks

PSC Amount: \$640,000

1. Description of Work

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

Crash damage repair of Presidents' Conference Committee (PCC) #1063 including, but not limited to, the repair of front metalwork, front-end lighting and other attachment, roof, operator cab, electrical cabinet, front doors, and wiring. The Contractor will also conduct inspections of both trucks and middle portion of the car body to determine if unseen damage was done to those areas, at which point the Contractor will discuss with and seek approval of the San Francisco Municipal Transportation Agency (SFMTA) prior to the additional work being performed.

The work shall be performed at the Contractor's facility, except for the acceptance testing requiring the SFMTA infrastructure. Subcontractors may perform specialty work, such as seats, truck inspection, and rebuild, etc., at their facilities, but the Contractor shall strictly monitor the quality of the work.

The Contractor shall be responsible for transporting the streetcars from the SFMTA facility to the site of the rehabilitation work, including any transportation to subcontractors' facilities, as well as transporting the completed streetcars back to SFMTA's facility.

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

PCC #1063 was involved in a collision in January 2018. The crash damage to the front end of the car is significant enough to prevent the release of the streetcar back into revenue service since the collision. Denial of this request will impact the 5-year plan to offer increased service to the E/F-Line. This will consequently negatively impact SFMTA's operating budget due to increase overtime work.

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

Similar services have been provided in the past for the crash damage repair of Breda light rail vehicles (LRV2/3). PSC # 4133 09/10 was approved on 05/17/2010

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.

not applicable

2. Reason(s) for the Request

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

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

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

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

B. Explain the qualifying circumstances:

This is a design, furnish, and repair contract implemented on a one-time basis only and requires the contractor to provide a warranty on the equipment and installation. While the classifications exist for this type of work, SFMTA does not have the facilities or system processes in-house to implement the work that is required by the project.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The skills and expertise required for these contracts include, but are not limited to knowledge and experience of rail design standards and best practices; knowledge and experience in design, integration, and installation of propulsion, braking, door systems, and electrical systems of historical rail equipment. In the execution of the aforementioned skills and expertise, knowledge of welding, painting, machining, and finishing are needed.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 7306, Automotive Body & Fender Wrk; 7319, Electric Motor Repairer; 7332, Maintenance Machinist; 7345, Electrician; 7346, Painter; 7390, Welder; 9195, Light Rail Vehicle Equip Eng; 9195, Light Rail Vehicle Equip Eng; 9196, Sr Light Rail Veh Equip Eng; 7371, Electical Transit System Mechanic;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, The Contractor will use their facility for all project work. They will also have all major system rehabilitation work done by the certified Original Equipment Manufacturer (OEM) repair shops with OEM parts, tools, and certified mechanics that enable the Contractor to support the warranty requirements of the SFMTA contract.

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

SFMTA has considered bringing this work in-house but will need to assign facilities and personnel dedicated to a separate unit to perform this work. Additionally, SFMTA does not have the in-house design capability, parts resourcing supply lines, integration experience, and other such dedicated resources necessary for this type of work. The timeframe to have this vehicle available for use within the next 12 months would be delayed in the creation and implementation of this new functioning work unit within the SFMTA.

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

- A. Explain why civil service classes are not applicable.
This is a design, furnish, and install contract implemented on a one-time basis only and requires the contractor to provide a 1-year warranty on the equipment and installation.
- 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 classifications exist, but SFMTA does not have the facilities, design capability, parts resourcing supply lines, integration experience, or system processes in-house to implement the work in the grand scale demand that is required by the project.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. This work consists of the repair of PCC #1063 using materials and equipment already familiar to SFMTA in regards to operation and maintenance.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

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

7. Union Notification: On 02/10/2021, the Department notified the following employee organizations of this PSC/RFP request:
Automotive Machinists, Local 1414; Electrical Workers, Local 6; Painters, Local 4; 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42129 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/03/2021

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Wednesday, February 10, 2021 2:56 PM
To: Nuque, Amy; Laxamana, Junko (BOS); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; cityworker@sfcwu.org; Osha Ashworth; khughes@ibew6.org; Mjayne@iam1414.org; agonzalez@iam1414.org; speedy4864@aol.com; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42129 - 20/21

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

RECEIPT for Union Notification for PSC 42129 - 20/21 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 42129 - 20/21 for \$640,000 for Initial Request services for the period 04/01/2021 – 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:

<http://apps.sfgov.org/dhrdrupal/node/16083> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

May 19, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4132-09/10 THROUGH 4140-09/10; 4065-05/06; 4061-08/09; 4141-09/10; AND 4067-09/10.

At its meeting of May 17, 2010 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to: Postpone PSC #4140-09/10 to the meeting of June 21, 2010; Approve request for all remaining proposed personal services contracts. Notify the offices 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.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Jesusa Bushong, San Francisco Fire Department
- Micki Callahan, Human Resources Director
- Shamica Jackson, Public Utilities Commission
- Florence Kyaun, Public Utilities Commission
- William Lee, Emergency Management
- Mary Ng, Department of Human Resources
- Commission File
- Chron

POSTING FOR
5/17/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4132-09/10	27	Airport Commission	Regular	\$900,000	Ongoing representation of the Airport in Washington, D.C., for federal issues involving aviation legislation, security mandates and funding opportunities.	6/30/2015
4133-09/10	35	Municipal Transportation Agency	Regular	\$34,459,621	The scope of this project is to rebuild eight (8) Light Rail Vehicles (LRVs) of the San Francisco Municipal Transportation Agency's (SFMTA's) which, due to traffic related accidents, have sustained major structural damages and are also missing a majority of components and assemblies because of utilization as replacement parts for other operable vehicles. Two of these vehicles will be modified and fitted with a brand new Ansaldo Breda Spa (ABS) propulsion and control systems. ABS is the original equipment manufacturer of Original Equipment Manufacturer (OEM) for the LRVs and the new propulsion and control system.	6/30/2015
4134-09/10	77	Emergency Management	Regular	\$1,300,000	The contractor will assist Bay Area counties and cities with developing plans for the screening, processing and distribution of donations in and out of the metropolitan area on a mass scale after a major catastrophic event. The contractor will provide follow-up planning and documents that will be added to the Bay Area wide Regional Emergency Coordination Plan (RECP). The contractor will deliver a region-wide donations management plan annex to the RECP, and develop planning templates for Bay Area cities and counties.	6/30/2012
4135-09/10	77	Emergency Management	Regular	\$200,000	The EMS Fellow program provides opportunities to experienced physicians to prepare them for work in the nation's emergency rooms and disaster medical systems. As part of the program the physicians work at both SFGH and the EMS Agency where they manage projects that enhance the City's ability to manage medical emergencies and build capability within our medical system. The PSC enables the City to utilize grant funds to partner with UCSF (who is currently under contract to provide physicians to SFGH) and financially support this important program. It is a sole source contract due to the need for both academic affiliation and the need to utilize the same physician contractor that the City already has.	6/30/2013
4136-09/10	77	Emergency Management	Regular	\$400,000	The UASI seeks a vendor to develop a Bay Area and statewide patient distribution, receiving and evacuation plan to ensure the continuity of care and integration of multiple resources in the event of a large scale medical or public health emergency, or major natural disaster.	3/31/2011

POSTING FOR
5/17/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4137-09/10	77	Emergency Management	Regular	\$80,000	The consultant will develop the City's Tactical Interoperable Communications Plan (TICP), in accordance with the standards developed by the Federal Department of Homeland Security. The consultant will review current public safety communications plans, the policies and procedures documented in the plans, and review existing system documentation to formulate the TICP. The consultant will facilitate stakeholder meetings with a communications advisory committee, made up of department representatives of users of the public safety communications systems. The consultant will document deficiencies in the current operational environment. Finally, the consultant will deliver a plan that documents the communications capabilities across all City Departments, and with the City's regional mutual aid partners.	5/1/2011
4138-09/10	40	Public Utilities Commission	Regular	\$150,000	SFPUC is seeking to retain the services of Micro Local Business Enterprises (LBE) to increase the participation of local and regional construction firms and trade associations for the advancement of all SFPUC Capital Improvement Projects, including WSP, Waste Water, and Power. Services include, but are not limited to: i) conducting outreach to local and regional contractors to create partnerships; ii) facilitating compliance with HRC's 12B Equal Benefit Ordinance and 14B LBE subcontracting goals; iii) educating non-union contractors to ensure compliance with SFPUC's Project Labor Agreement; iv) educating potential bidders and proposers on employment and job training opportunities to ensure the inclusion and participation of a diverse and well trained workforce; v) identifying, maintaining and developing new local and regional stakeholders to engender goodwill in communities impacted by SFPUC's construction programs; and vi) assisting with training and development of labor relations staff.	5/20/2012
4139-09/10	40	Public Utilities Commission	Regular	\$5,334,000	Contract work will consist of designing, manufacturing and installation of stator core, windings and rehabilitation or replacement work on the rotor for two (2) hydro-generation units at Moccasin Powerhouse. The modifications will also increase the capacity of the units from 57.5 MegaVars to a new rating of 61 MegaVars. This Design-Build seeks approval for the value of the designing, manufacturing and installation services.	6/30/2013

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: Implementation Advising for Public Utility Expansion (CS-1232)

Funding Source: Power Enterprise Operating Budget

PSC Duration: 5 years

PSC Amount: \$500,000

1. Description of Work

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

Consultant will provide expert advice, analysis, and assistance on planning for electric utility customer growth.

Work products may include, but are not limited to the following: peer review of staff analyses, providing briefings and/or presentations, creating an actionable transition and growth implementation plan, and developing an organizational structure redesign plan.

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

This service is necessary as the SFPUC Power Enterprise needs expert experience and assistance in efforts to expand its customer base and make strategic investments in electric infrastructure. Leveraging expertise in maintaining and growing a public electric utility is essential to the Power Enterprise's long-term financial stability. Denial of this service could hinder the enterprise's ability in making strategic planning decisions.

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

This service has not been provided in the past.

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The consultant will be assisting the Power Enterprise with its current strategic planning efforts. This effort requires expertise in maintaining and growing a publicly-owned electric utility. There will not be a need for the consultant to stay on long-term.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: - Expertise in managing publicly owned utilities (specifically aspects of strategic planning, process re-design, development, and customer growth) - Expert knowledge in asset operations and maintenance - Expert knowledge in bundled electric service provision

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?

None. 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 scope cannot be performed by civil service staff as this work will not be needed long-term. The scope of this work needs to be performed by someone with executive management experience with publicly-owned utilities.

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 work requires expert level experience for a short term.

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.
Yes. The Consultant will be working directly with staff. Through peer review of internal staff work product and provision of recommendations, SFPUC staff will benefit from the industry expertise of the Consultant. Additionally, the process improvements and recommendations will be utilized by internal staff to improve the efficiency and effectiveness of our utility operations as we transition to expanded public utility operations.”

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

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

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

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

7. Union Notification: On 03/19/2021, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42334 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/03/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org
To: Irwin.William; cmoyer@nccrc.org; Frigault.Noah (HRC); sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel.Rachel (DEM); laborers261@gmail.com; Laxamana.Junko (BOS); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbalaria@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; 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; Basconcello.Kathy; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Irwin.William; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42334 - 20/21
Date: Friday, March 19, 2021 3:38:28 PM

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RECEIPT for Union Notification for PSC 42334 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42334 - 20/21 for \$500,000 for Initial Request services for the period 04/01/2021 – 03/31/2026. 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/16165> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: As-Needed Engineering Design Services (PRO.0172.A-D)

Funding Source: SFPUC Individual Projects

PSC Duration: 5 years

PSC Amount: \$18,000,000

1. Description of Work

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

PSC 47433-19/20 was approved by the Civil Service Commission on March 16, 2020 for the scope of work in this request. PSC 47433-19/20 expires on March 15, 2021, before execution of SFPUC Contract PRO-0172A-D. This request will allow the SFPUC to complete the execution of Contract PRO.0172A-D.

SFPUC intends to award up to four (4) agreements, at \$4.5 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed. The areas of expertise needed include geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design.

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 47433-19/20 was approved by the Civil Service Commission on March 16, 2020 for the scope of work in this request. PSC 47433-19/20 expires on March 15, 2021, before execution of SFPUC Contract PRO-0172A-D. This request will allow the SFPUC to complete the execution of Contract PRO.0172A-D. These services have been previously approved under PSC #49415 - 16/17, PRO.0076.

D. Will the contract(s) be renewed?

No

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

not applicable

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized engineering is required that is not normally performed by engineers in these current civil service classifications, such as geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design. Services will also be utilized when the need for engineering

design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., DPW).

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities; and power facilities. Areas of expertise needed include geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5364, Engineering Associate 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

These As-needed Services will be utilized when specialized engineering is required that is not normally performed by engineers in these current civil service classifications, such as geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., DPW and other City departments).

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

- A. Explain why civil service classes are not applicable.
Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized engineering is required that is not normally performed by engineers in these current civil service classifications, such as geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., DPW).
- 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. Engineers are needed to perform engineering design for projects, but this level of resources is not a long term need, warranting hiring of additional personnel.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. There is no training under this Agreement because the work will not be transitioned back to the City given that the work is only needed on an as-needed basis and such expertise is not found within City 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 02/24/2021, 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: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43135 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/03/2021

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 # 43135 - 20/21
Date: Wednesday, February 24, 2021 4:16:20 PM

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

RECEIPT for Union Notification for PSC 43135 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 43135 - 20/21 for \$18,000,000 for Initial Request services for the period 08/28/2021 – 08/27/2026. 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/16139> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Engineering Design Services (PRO.0172.A-D)Funding Source: SFPUC Individual ProjectsPSC Duration: 5 yearsPSC Amount: \$18,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

SFPUC intends to award up to four (4) agreements, at \$4.5 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed. The areas of expertise needed include geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design.

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

These services have been previously approved under PSC #49415 - 16/17, PRO.0076.

D. Will the contract(s) be renewed?

No.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized engineering is required that is not normally performed by engineers in these current civil service classifications, such as geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., DPW).

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities; and power facilities. Areas of expertise needed include geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5364, Engineering Associate 1;

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

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

These As-needed Services will be utilized when specialized engineering is required that is not normally performed by engineers in these current civil service classifications, such as geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., DPW and other City departments).

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

A. Explain why civil service classes are not applicable.

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized engineering is required that is not normally performed by engineers in these current civil service classifications, such as geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., DPW).

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. Engineers are needed to perform engineering design for projects, but this level of resources is not a long term need, warranting hiring of additional personnel.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. There is no training under this Agreement because the work will not be transitioned back to the City given that the work is only needed on an as-needed basis and such expertise is not found within City 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 01/23/2020, 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@sfgwater.org

Address: 525 Golden Gate Avenue 8th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47433 - 19/20

DHR Analysis/Recommendation:

action date: 03/16/2020

Commission Approval Required

Approved by Civil Service Commission

03/16/2020 DHR Approved for 03/16/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 49415 - 16/17)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Engineering Design Services (PRO.0076)Funding Source: SFPUC Individual ProjectsPSC Original Approved Amount: \$9,000,000PSC Original Approved Duration: 04/17/18 - 03/14/23 (4 years 47 weeks)PSC Mod#1 Amount: \$3,000,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$6,000,000PSC Mod#2 Duration: no duration addedPSC Cumulative Amount Proposed: \$18,000,000PSC Cumulative Duration Proposed: 4 years 47 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Public Utilities Commission (SFPUC) has awarded three (3) agreements, at \$4 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering are needed to complete utility engineering projects.

This modification is necessary because both PRO.0076.B and PRO.0076.C were used to provide services to provide assessments and/or design repairs to SFPUC facilities at Moccasin damaged by the March 2018 Storm Event.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, SFPUC design projects cannot be completed.

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

This service is currently being provided by PSC No. 49415-16/17.

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:

Contract No. PRO.0076 is a Public Works As-Needed Professional Services Contract subject to a maximum Contract term of not more than five years per the administrative code.

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:

Engineers in current civil classifications perform some of the more routine engineering work. These as-needed services will be utilized when specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, and corrosion engineering. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., DPW).

B. Reason for the request for modification:

This modification is necessary because both PRO.0076.B and PRO.0076.C were used to provide services to provide assessments and/or design repairs to SFPUC facilities at Moccasin damaged by the March 2018 Storm Event.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities, and power facilities. Areas of expertise needed include geotechnical engineering, building information modeling, transient hydraulic analysis, and trenchless technology.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5364, Engineering Associate 1;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Engineers in current civil classifications perform some of the more routine engineering work. These as-needed services will be utilized when specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, and corrosion engineering. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., DPW). Other City departments, such as Public Works, will be contacted prior to utilizing any of the requested funding if the work does not solely fall under the "specialty" category.

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: Engineers are needed to perform specialized engineering design for projects and to provide support during peak work load. Note that for specialized engineering services such as Building Information Modeling (BIM), for example,

SFPUC staff are independently undergoing training and SFPUC is also trying to hire new staff with BIM expertise. As soon as SFPUC (or other City Departments) has the resources that has BIM expertise, we will no longer use the As-Needed Engineering Contracts for these particular 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 contact? If so, please explain what that will entail; if not, explain why not.
There is no training under this Agreement because the work will not be transitioned back to the City given that the work is only needed on an as-needed basis and such expertise is not found within City staff. However, note that for specialized engineering services such as BIM, for example, SFPUC staff are independently undergoing training and SFPUC is also trying to hire new staff with BIM expertise. As soon as SFPUC (or other City Departments) has the resources that has BIM expertise, we will no longer use the As-Needed Engineering Contracts for these particular services.

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

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

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

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

7. Union Notification: On 02/12/19, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49415 - 16/17

DHR Analysis/Recommendation: 03/18/2019

Commission Approval Required
03/18/2019 DHR Approved for 03/18/2019

Approved by Civil Service Commission

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: Goat Grazing (190121)

Funding Source: Water Enterprise Operating Budget

PSC Duration: 3 years 34 weeks

PSC Amount: \$1,000,000

1. Description of Work

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

The proposed work includes providing goat grazing services for the San Francisco Public Utilities Commission (SFPUC). Large goat herds are required to graze brush, grass, forbs, saplings, branches, and weeds from a variety of locations throughout SFPUC lands including San Francisco locations, Right of Way lands, various watershed locations, and regional dams.

The project requirements include a need for trained goat herders, goats, dogs, animal treatment experience, transportation of goats, portable trailer for herder to live in while on site, and method to supply water for goats. The grazing operations require supervision by a goat herder (Shepherd) and trained herding dog, both of whom must remain on site 24/7 for duration of the project(s).

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

The service is required due to the critical need to reduce risk from fires and reduce the spreading of non-native invasive plants on SFPUC watershed and rights of way lands. There are various locations on SFPUC lands that require plant removal that cannot be done with mechanical means. The consequences of denial is dramatically increased fire danger and invasive species spreading throughout SFPUC lands, and the communities (including critical infrastructure and housing) in the region.

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

This service was provided in the past through OCA contracts, and this request will enable these critical services to continue. This is the first time SFPUC has been requested to get an approved PSC for the work.

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):

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

B. Explain the qualifying circumstances:

This work is needed only during a few months to help reduce the risk from wildfires and the spreading of invasive plant species.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The required skill and expertise for this scope includes the need for Goat

grazing experience, including demonstrated experience with large scale grazing projects. Documentation related to herd health management practices (vaccinations, etc.) is also required. The skills and expertise required for herding goats also includes being able to manage all of the complexities of developing and managing goat herds, the ability to effectively manage large goat herds safely, and to transport large quantities of goats from location to location.

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?

Not Applicable.

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

A. Explain why civil service classes are not applicable.

Goat herding requires goat handlers and goat herds, as well as trained dogs. Civil Service staff are not equipped to get the experience and training necessary to effectively manage large goat herds. Civil Service staff also do not have access to facilities to store and actively manage goat herds when the goats are not needed for fire risk reduction and non-native species control efforts.

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 would not be feasible or practical to adopt a new civil service class to perform the work due to the need to actively manage and raise herds of goats (they number in the 100's) for utilization for the required 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 contact? If so, please explain what that will entail; if not, explain why not.

No. Training will not be provided.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 03/29/2021, 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: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49091 - 20/21

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/03/2021

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org
To: [Irwin, William](mailto:Irwin.William); cmoyer@nccrc.org; [Frigault, Noah \(HRC\)](mailto:Frigault.Noah); sfdpoa@icloud.com; Mjayne@iam1414.org; [Emanuel, Rachel \(DEM\)](mailto:Emanuel.Rachel); laborers261@gmail.com; [Laxamana, Junko \(BOS\)](mailto:Laxamana.Junko); jennifer.eesteen@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 \(HSA\)](mailto:Meyers.Julie); seichenberger@local39.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; [Basconcello, Kathy](mailto:Basconcello.Kathy); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmlalocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; [Irwin, William](mailto:Irwin.William); DHR-PSCCoordinator, [DHR \(HRD\)](mailto:DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49091 - 20/21
Date: Monday, March 29, 2021 5:14:17 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 49091 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49091 - 20/21 for \$1,000,000 for Initial Request services for the period 05/03/2021 – 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/16275> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Remote Interpreters for the Department of Public Health

Funding Source: General Funds, Federal and State funds

PSC Duration: 5 years 43 weeks

PSC Amount: \$20,000,000

1. Description of Work

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

To serve as backup in order to be able to provide quality, culturally competent health care services year-round, 24 hours a day, 7 days a week through access to remote (telephone and video) interpreters for Zuckerberg San Francisco General Hospital, the Department's primary care and mental health clinics, Laguna Honda Hospital, Health at Home and other Department of Public Health (DPH) programs/locations. While the majority of services will be provided by telephone, as the technology matures and is adopted by the Department, the Department may develop programs that require remote video or other integrated forms of remote interpreting.

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

The Department has an ongoing need for remote interpreting to supplement on-site staff interpreters. The Department operates an integrated health network comprised of two hospitals and a citywide network of health clinics. The patients/clients served speak a large variety of languages and require interpretation services in order to receive quality, culturally competent health care. Denial will seriously impact the ability of the Department to deliver services, and may expose the Department to significant regulatory risk if the interpreter is not available or if the interpreter is not skilled in the provision of medical interpreting.

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

Currently services are provided under a contract administered by City and County Office of Civic Engagement and Immigrant Affairs under PSC 43235-13/14. Due to the volume of interpreting needed by DPH, at the Office's request, DPH will execute its own contract for these services.

D. Will the contract(s) be renewed?

Yes, as the need continues and funding is available.

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

The duration of the PSC is nearly 6 years because the Department expects the need for these services to continue, so that we may provide culturally competent services covering the full range of 30+ languages needed to be able to serve all potential patients, to provide services to patients who are not able to physically receive DPH services and would benefit from receiving services remotely but require interpretation, to align the PSC duration with contractor selection processes and insure cash flow at the beginning of the final fiscal year of the PSC's duration.

2. Reason(s) for the Request

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

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

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

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

B. Explain the qualifying circumstances:

The Department has immediate need to provide remote interpreters, due to the increased need for these services as part of DPH's response to the COVID-19 pandemic and to meet the challenges posted by the pandemic as more services are provided remotely to reduce potential exposure to the virus, as well as peak workloads created by changes in patient/client demographics and unexpected staff shortages. DPH does not have the capacity to provide interpreter services in all of the many languages required to provide culturally competent, quality health care services to the diverse population and residents who need services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Interpreters must be skilled in phone-based medical interpreting services and must be able to provide two-way, real time interpretation in a multitude of languages; experience in medical and hospital based interpreting is essential; knowledge of common healthcare delivery requirements, procedures and concerns, such as the Health Insurance Portability and Accountability Act (HIPAA) and patient privacy rules and regulations is also required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2586, Health Worker 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide its own equipment and facilities necessary to provide the services.

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

The Department had successfully hired 7 new staff interpreters in the first quarter of 2021. We will continue our hiring effort with the hope to bring in additional 2-3 new interpreters by end of June 2021.

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

- A. Explain why civil service classes are not applicable.
Current civil service staff (2586 Health Worker II) provide in-person, video-conferencing, and telephone interpretation. However, telephone-based interpreters are needed to handle overflow service requests during high traffic hours and after midnight, and to provide the language capacity needed to provide services at Zuckerberg San Francisco General Hospital and coordination of services to all DPH community clinics by telephone.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The Department has hired and is in the process of hiring additional interpreters to meet the demand. The Department is actively working with Human Resources to expedite the hiring process to fill all vacancies.

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 of civil service staff is included under 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.
No.

7. **Union Notification:** On 02/08/2021, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous

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

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

Address: 1380 Howard Street, Room 421b San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42408 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/03/2021

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Monday, February 8, 2021 10:45 AM
To: Hale, Jacquie (DPH); Meyers, Julie (HSA); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42408 - 20/21

RECEIPT for Union Notification for PSC 42408 - 20/21 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 42408 - 20/21 for \$20,000,000 for Initial Request services for the period 03/01/2020 – 12/31/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15901> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMINDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # 43235 - 13/14)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Telephonic Language Interpretation 24/7/365Funding Source: General FundPSC Original Approved Amount: \$5,000,000 PSC Original Approved Duration: 07/01/14 - 06/30/18 (4 years)PSC Mod#1 Amount: \$2,499,999 PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$7,499,999 PSC Cumulative Duration Proposed: 4 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

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

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

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

These services are required by the San Francisco Language Access Ordinance, which was adopted by the Board of Supervisors and signed into law by the Mayor on June 15 2001, and amended by the Board and approved by the Mayor in August 2009. Chapter 91 of the City's Administrative Code requires all city departments to provide the same level of service to Limited English Speaking Persons (LESP) as they provide to English Speakers in each language that meets certain language thresholds. Denial would result in making implementation of Chapter 91 very difficult for most City departments, and departments doing so without these services may incur significant costs or be subject to liability.

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

Services have been provided in the past through earlier PSC request. See 43235 - 13/14

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:

The Board of Supervisors amended the Language Access Ordinance in 2015 and the full extent of the law now applies to all City departments that provide information or services to the public. New departments had an 18-month timeline to implement requirements to be in compliance. The Office of Civic Engagement and Immigrant Affairs plans to issue a new Request for Qualifications (RFQ) after we determine actual usage by nearly City 60 departments, offices and programs. This contract is five years or longer because the current contract authorization will allow the City to evaluate usage and do a RFQ that reflects actual needs and will generate appropriate responses from potential vendors.

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:

Services used on an as needed basis when City employees are not available to provide them. Additionally, translation services are available in world languages not available from City employees, e.g., Nepali.

B. Reason for the request for modification:

Additional work to perform; add funds and duration

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: 1) Certification by the State of California Certified and/or American Standards for Testing and Materials (2) Trained in customer service skills (3) Certified for legal and medical interpretation (4) Trained in specific knowledge areas specified by the City of San Francisco, including cultural and linguistic competency.

B. Which, if any, civil service class(es) normally perform(s) this work? 1324, Customer Service Agent; 1326, Customer Service Agent Supv; 1408, Principal Clerk; 1410, Chief Clerk; 1840, Junior Management Assistant; 2586, Health Worker 2; 2903, Eligibility Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. This may include dual-handset analog phones, video-conferencing equipment, listening devices, and other language translation equipment.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The tasks performed under contract are those for when city employees are not available or when special skills or equipment are necessary.
- 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. City employees would be required to have special certification and tasks are performed as needed.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No training will be provided. Language line services will be available when City employees (who are already trained and have the ability to translate) are not available to do so.
- 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 11/03/16, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous;

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

Name: 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# 43235 - 13/14

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 11/28/2016

Civil Service Commission Action:

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Telephonic Language Interpretation 24/7/365

Funding Source: General Fund

PSC Amount: \$5,000,000

PSC Est. Start Date: 07/01/2014

PSC Est. End Date 06/30/2018

1. Description of Work

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

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

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

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

These services are required by the San Francisco Language Access Ordinance, which was adopted by the Board of Supervisors and signed into law by the Mayor on June 15 2001, and amended by the Board and approved by the Mayor in August 2009. Chapter 91 of the City's Administrative Code requires all city departments to provide the same level of service to Limited English Speaking Persons (LESP) as they provide to English Speakers in each language that meets certain language thresholds. Denial would result in making implementation of Chapter 91 very difficult for most City departments, and departments doing so without these services may incur significant costs or be subject to liability.

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

These services were performed under PSC 4065-09/10

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).

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

B. Explain the qualifying circumstances:

Services used on an as needed basis when City employees are not available to provide them. Additionally, translation services are available in world languages not available from City employees, e.g., Nepali.

3. Description of Required Skills/Expertise

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

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

City employees perform these services currently, though not those requiring special expertise or translation equipment.

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

- A. Explain why civil service classes are not applicable.
The tasks performed under contract are those for when city employees are not available or when special skills or equipment are necessary.
- 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. City employees would be required to have special certification and tasks are performed as needed.

6. Additional Information

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

7. Union Notification: On 04/22/2014, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous

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

Name: 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# 43235 - 13/14

DHR Analysis/Recommendation:

action date: 06/02/2014

Commission Approval Required

Approved by Civil Service Commission

06/02/2014 DHR Approved for 06/02/2014

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 40214 - 15/16)

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

Type of Service: Independent Auditors for Specialized IT and Healthcare Programs

Funding Source: General Fund

PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 10/01/15 - 12/31/19 (4 years 13 weeks)

PSC Mod#1 Amount: \$600,000 PSC Mod#1 Duration: 09/01/17-06/30/20 (25 weeks 6 days)

PSC Mod#2 Amount: \$1,000,000 PSC Mod#2 Duration: 09/23/19-12/31/21 (1 year 26 weeks)

PSC Mod#3 Amount: no amount added PSC Mod#3 Duration: 12/31/21-12/31/26 (5 years 1 day)

PSC Cumulative Amount Proposed: \$3,100,000 PSC Cumulative Duration Proposed: 11 years 13 weeks

1. Description of Work

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

The Department requires specialized, as-needed auditing services for various Department of Health (DPH) specialty programs, including a comprehensive program review by an independent program auditor of all aspects of the San Francisco General Hospital (SFGH) and DPH community/ambulatory care clinics using the 340B Drug Pricing Program, a federal program which requires drug manufacturers to provide outpatient drugs to eligible health care organizations/covered entities at significantly reduced prices, enabling covered entities such as SFGH to stretch scarce Federal resources, reach more eligible patients and provide more comprehensive services. Audit services for the 340B program will include all child sites and contract pharmacies, in order to ensure comprehensive program compliance. Services will include evaluation and validation of patient eligibility; procurement, distribution, dispensing, and billing of 340B medications; compliance with GPO prohibitions; proper 340B database registration with Health Resources and Service Administration (HRSA); accurate 340B inventory and record keeping; drug diversion, and duplicate discount compliance. In addition, DPH will also need specialized Information technology service auditors for IT security systems focusing on protected health information, compliance with reimbursement programs, and meaningful use.

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

This service is necessary to ensure 340B program compliance and continued participation in the program. The requirements of the program are specialized and complex, requiring specific expertise to ensure compliance. The consequences of denial are severe, as the Health Resources and Service Administration (HRSA) of the US Department of Health and Human Services can revoke the covered

entity's (DPH's/SFGH's) participation in the program if non-compliance is found. Without the 340B program, DPH will incur a large increase in drug expenses, estimated to be \$3-\$4 million annually. HRSA expects covered entities to conduct annual independent audits to ensure contract pharmacies are following program compliance requirements. Further, IT programs in the area of compliance with privacy and protected health information, as well as compliance with all meaningful use requirements require an independent auditor.

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 40214 - 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:

The duration requested is more than 5 years because the Department has a continuous need for independent auditors for specialized IT and healthcare programs.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

The City does not have auditors with sufficient expertise to audit the very specialized and complex 340B Drug Pricing program. The federal regulatory agency for the program, the Health Resource Services Administration (HRSA) requires an annual independent audit, so the City may not audit itself.

B. Reason for the request for modification:

This modification is to extend the contract in order to accommodate a new contract award. This is a no cost modification, term only.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: * Specialization in 340B auditing * Experience in 340B program audits and program compliance evaluations for Disproportionate Share Hospitals (DSHs), Community Health Clinics (CHCs), and contract pharmacies * Onsite experience with covered entities during HRSA audits * Experience with preparation of a corrective action plan for potential HRSA audit findings * Experience with up to date requirements for IT security * Experience with up to date requirements for meaningful use requirements

B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III; 1867, Auditor I;

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

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

Not Applicable

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

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

There are currently no civil service classes that have the expertise and experience in 340B program compliance. In addition, HRSA expects covered entities to conduct annual independent audits.

- 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 would not be practical to adopt a new civil service class to perform this work because the expertise and experience in 340B program compliance cannot be attained by the time the audits need to be conducted. It would also not meet HRSA's expectation of having an independent auditor evaluate the contract pharmacy procedures.

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.

There is no training of civil service employees under 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.

No.

7. **Union Notification:** On 03/23/21, 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# 40214 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/03/2021

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Tuesday, March 23, 2021 11:04 AM
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; Lee, Arlene (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 40214 - 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 December 31, 2021 – December 31, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/10045>

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 # 40214 - 15/16)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Independent Auditors for Specialized IT and Healthcare ProgramsFunding Source: General FundPSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 10/01/15 - 12/31/19 (4 years 13 weeks)PSC Mod#1 Amount: \$600,000 PSC Mod#1 Duration: 09/01/17-06/30/20 (25 weeks 6 days)PSC Mod#2 Amount: \$1,000,000 PSC Mod#2 Duration: 09/23/19-12/31/21 (1 year 26 weeks)PSC Cumulative Amount Proposed: \$3,100,000 PSC Cumulative Duration Proposed: 6 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Department requires specialized, as-needed auditing services for various Department of Health (DPH) specialty programs, including a comprehensive program review by an independent program auditor of all aspects of the San Francisco General Hospital (SFGH) and DPH community/ambulatory care clinics using the 340B Drug Pricing Program, a federal program which requires drug manufacturers to provide outpatient drugs to eligible health care organizations/covered entities at significantly reduced prices, enabling covered entities such as SFGH to stretch scarce Federal resources, reach more eligible patients and provide more comprehensive services. Audit services for the 340B program will include all child sites and contract pharmacies, in order to ensure comprehensive program compliance. Services will include evaluation and validation of patient eligibility; procurement, distribution, dispensing, and billing of 340B medications; compliance with GPO prohibitions; proper 340B database registration with Health Resources and Service Administration (HRSA); accurate 340B inventory and record keeping; drug diversion, and duplicate discount compliance. In addition DPH will also need speiclized Information technology service auditors for IT security systems focusing on protected health information, compliance with reimbursement programs, and meaningful use.

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

This service is necessary to ensure 340B program compliance and continued participation in the program. The requirements of the program are specialized and complex, requiring specific expertise to ensure compliance. The consequences of denial are severe, as the Health Resources and Service Administration (HRSA) of the US Department of Health and Human Services can revoke the covered entity's (DPH's/SFGH's) participation in the program if non-compliance is found. Without the 340B program, DPH will incur a large increase in drug expenses, estimated to be \$3-\$4 million annually. HRSA expects covered entities to conduct annual independent audits to ensure contract pharmacies

are following program compliance requirements. Further, IT programs in the area of compliance with privacy and protected health information, as well as compliance with all meaningful use requirements require an independent auditor.

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 40214 - 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:

The duration requested is more than 5 years because the Department has a continuous need for independent auditors for specialized IT and healthcare programs.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

The City does not have auditors with sufficient expertise to audit the very specialized and complex 340B Drug Pricing program. The federal regulatory agency for the program, the Health Resource Services Administration (HRSA) requires an annual independent audit, so the City may not audit itself.

B. Reason for the request for modification:

The modification is to extend the duration and increase the amount of the PSC by \$1,000,000.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: * Specialization in 340B auditing * Experience in 340B program audits and program compliance evaluations for Disproportionate Share Hospitals (DSHs), Community Health Clinics (CHCs), and contract pharmacies * Onsite experience with covered entities during HRSA audits * Experience with preparation of a corrective action plan for potential HRSA audit findings * Experience with up to date requirements for IT security * Experience with up to date requirements for meaningful use requirements

B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III; 1867, Auditor I;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

There are currently no civil service classes that have the expertise and experience in 340B program compliance. In addition, HRSA expects covered entities to conduct annual independent audits.

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 would not be practical to adopt a new civil service class to perform this work because the expertise and experience in 340B program compliance cannot be attained by the time the audits need to be conducted. It would also not meet HRSA's expectation of having an independent auditor evaluate the contract pharmacy procedures.

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.

There is no training of civil service employees under 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.

No.

7. Union Notification: On 09/23/19, 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# 40214 - 15/16

DHR Analysis/Recommendation:

11/18/2019

Commission Approval Required

Approved by Civil Service Commission

11/18/2019 DHR Approved for 11/18/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request: Initial Modification of an existing PSC (PSC # 36741 - 19/20)

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

Type of Service: Smart Money Coaching-Transitional Age Youth

Funding Source: General funds

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 04/01/20 - 06/30/21 (1 year 12 weeks)

PSC Mod#1 Amount: \$100,000

PSC Mod#1 Duration: no duration added

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

PSC Mod#2 Duration: 03/19/21-06/30/23 (2 years)

PSC Cumulative Amount Proposed: \$1,200,000

PSC Cumulative Duration Proposed: 3 years 12 weeks

1. Description of Work

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

The Office of the Treasurer and Tax Collector, Office of Financial Empowerment (OFE) is seeking to expand its one-on-one financial coaching program, Smart Money Coaching (SMC), to reach and meet the unique financial needs of at-risk transitional age youth (TAY), aged 16-24, including TAY experiencing homelessness. Smart Money Coaching will support TAY to build towards financial security through a number of strategies, including repairing and building their credit, accessing bank accounts with no hidden fees or overdraft, utilizing direct deposit and bill payment to manage their funds, and accessing safe, affordable credit.

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

This service is important to financially support at-risk transitional age youth receiving supportive services from the City such as workforce training and housing, many whom are coming in with financial issues and barriers. We are integrating SMC with the Department of Homelessness and Supportive Housing (HSH)'s Rising Up initiative to support 500 youth with rapid rehousing and workforce. Financial stability is key to ensuring housing and workforce stability so youth can build self-sufficiency over time. This is a specialized service and requires working with an organization that has financially trained and certified coaches with expertise in working with the TAY population to effectively support their financial needs.

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

Yes, PSC 36741-19/20

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:
Add money.

2. Reason(s) for the Request

- A. Display all that apply

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

The service is very technical and not enough financial coaches are yet needed to create a civil service class to perform this work. Coaches must be certified.

- B. Reason for the request for modification:

Adding time and money.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The required skills and expertise include: • Knowledge and/or assessment of the financial service and coaching needs of the proposed service area and a successful track record to providing solutions and services most appropriate to addressing the specific needs of clients in the proposed service area. • Experience with data tracking and reporting to government agencies and the ability to track, manage and report on critical data points for each client. • Financial coaches must be Certified Financial Counselors through the National Association of Certified Credit Counselors (NACCC) by start of service. • A minimum of three (3) years of experience working with at-risk transitional age youth (TAY) and successfully supporting them to resolve financial barriers and achieve positive financial outcomes
- B. Which, if any, civil service class(es) normally perform(s) this work? 2589, Health Program Coordinator 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The services are highly specialized and require individuals trained and certified as financial coaches.
- 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 service is very technical and not enough financial coaches are yet needed to create a civil service class to perform this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
There will be no training as services must be performed by certified financial coaches with specialized 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.
Yes we are working with the same contractor from the original PSC

7. Union Notification: On 03/19/21, 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: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 36741 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/03/2021

Receipt of Union Notification(s)

From: [Wu, Kimmie \(TTX\)](#)
To: [Wentworth, Amanda \(TTX\)](#)
Subject: FW: Receipt of Modification Request to PSC # 36741 - 19/20 - MODIFICATIONS
Date: Monday, March 22, 2021 8:34:00 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, March 19, 2021 4:36 PM
To: Wu, Kimmie (TTX) <kimmie.wu@sfgov.org>; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 36741 - 19/20 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The TREASURER/TAX COLLECTOR -- TTX has submitted a modification request for a Personal Services Contract (PSC) for \$1,000,000 for services for the period March 19, 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/14587>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTORDept. Code: TTX

Type of Request: Initial Modification of an existing PSC (PSC # 36741 - 19/20)

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

Type of Service: Smart Money Coaching-Transitional Age YouthFunding Source: General and State fundsPSC Original Approved Amount: \$.100,000PSC Original Approved Duration: 01/01/20 - 06/30/21
(1 year 25 weeks).PSC Mod#1 Amount: \$.100,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$.200,000PSC Cumulative Duration Proposed: 1 year 25 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of the Treasurer and Tax Collector, Office of Financial Empowerment (OFE) is seeking to expand its one-on-one financial coaching program, Smart Money Coaching (SMC), to reach and meet the unique financial needs of at-risk transitional age youth (TAY), aged 16-24, including TAY experiencing homelessness. Smart Money Coaching will support TAY to build towards financial security through a number of strategies, including repairing and building their credit, accessing bank accounts with no hidden fees or overdraft, utilizing direct deposit and bill payment to manage their funds, and accessing safe, affordable credit.

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

This service is important to financially support at-risk transitional age youth receiving supportive services from the City such as workforce training and housing, many whom are coming in with financial issues and barriers. We are integrating SMC with the Department of Homelessness and Supportive Housing (HSH)'s Rising Up initiative to support 500 youth with rapid rehousing and workforce. Financial stability is key to ensuring housing and workforce stability so youth can build self-sufficiency over time. This is a specialized service and requires working with an organization that has financially trained and certified coaches with expertise in working with the TAY population to effectively support their financial needs.

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

Yes, PSC 36741-19/20

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:

Add money.

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

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

The service is very technical and not enough financial coaches are yet needed to create a civil service class to perform this work. Coaches must be certified.

B. Reason for the request for modification:

Add money.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The required skills and expertise include: • Knowledge and/or assessment of the financial service and coaching needs of the proposed service area and a successful track record to providing solutions and services most appropriate to addressing the specific needs of clients in the proposed service area. • Experience with data tracking and reporting to government agencies and the ability to track, manage and report on critical data points for each client. • Financial coaches must be Certified Financial Counselors through the National Association of Certified Credit Counselors (NACCC) by start of service. • A minimum of three (3) years of experience working with at-risk transitional age youth (TAY) and successfully supporting them to resolve financial barriers and achieve positive financial outcomes
- B. Which, if any, civil service class(es) normally perform(s) this work? 2589, Health Program Coordinator 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The services are highly specialized and require individuals trained and certified as financial coaches.
- 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 service is very technical and not enough financial coaches are yet needed to create a civil service class to perform this work.

6. Additional Information

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

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

7. Union Notification: On 02/19/20, 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: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 36741 - 19/20

DHR Analysis/Recommendation:

06/01/2020

Commission Approval Required conditions

Approved by Civil Service Commission with

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request: Initial Modification of an existing PSC (PSC # 44886 - 19/20)

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

Type of Service: TTX-Smart Money Coach-Low Income

Funding Source: General Funds

PSC Original Approved Amount: \$270,000

PSC Original Approved Duration: 07/01/20 - 06/30/22 (1 year 52 weeks)

PSC Mod#1 Amount: \$1,400,000

PSC Mod#1 Duration: 03/19/21-06/30/24 (2 years 1 day)

PSC Cumulative Amount Proposed: \$1,670,000

PSC Cumulative Duration Proposed: 4 years

1. Description of Work

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

The Office of the Treasurer and Tax Collector, Office of Financial Empowerment (OFE) is seeking to expand its one-on-one financial coaching program, Smart Money Coaching (SMC), to reach more residents in low-income communities and in communities with inequitable economic opportunity. The financial coaching service provider would have opportunities to support coaching across the City at City department sites, community-based organizations (CBOs) and other locations identified by the financial coaching service provider in partnership with OFE.

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

This service is important to financially support residents in low-income neighborhoods, communities with banking deserts, and for populations with the highest rates of economic disparities. This is a specialized service and requires working with an organization that has financially trained and certified coaches with expertise in working with low-income populations to effectively support their financial needs.

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

Yes, PSC 44886-19/20

D. Will the contract(s) be renewed?

Potentially.

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

2. Reason(s) for the Request

A. Display all that apply

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

The service is very technical and not enough financial coaches are yet needed to create a civil service class to perform this work. Coaches must be certified.

B. Reason for the request for modification:

Adding time and money.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The required skills and expertise include: • Knowledge and/or assessment of the financial service and coaching needs of the proposed service area and a successful track record to providing solutions and services most appropriate to addressing the specific needs of clients in the proposed service area. • Experience with data tracking and reporting to government agencies and the ability to track, manage and report on critical data points for each client. • Financial coaches must be Certified Financial Counselors through the National Association of Certified Credit Counselors (NACCC) by start of service. • A minimum of three (3) years of experience working with residents in low-income communities and communities with inequitable economic opportunity • A minimum of three (3) years of experience working with the specific neighborhood(s) (Bayview-Hunters Point, Treasure Island, Tenderloin, South of Market) and/or communities (African American/Black, Hispanic/Latinx, Pacific Islander, Native American) identified in your proposal.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2589, Health Program Coordinator 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: NO

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The services are highly specialized and require individuals trained and certified as financial coaches.
- 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 service is very technical and not enough financial coaches are yet needed to create a civil service class to perform this work.

6. Additional Information

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

No.

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

There will be no training as services must be performed by certified financial coaches with specialized 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.

Yes, we are using the same contractor for PSC 44886-19/20

7. Union Notification: On 03/19/21, 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: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44886 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/03/2021

Receipt of Union Notification(s)

From: [Wu, Kimmie \(TTX\)](#)
To: [Wentworth, Amanda \(TTX\)](#)
Subject: FW: Receipt of Modification Request to PSC # 44886 - 19/20 - MODIFICATIONS
Date: Monday, March 22, 2021 8:34:07 AM

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, March 19, 2021 4:51 PM
To: Wu, Kimmie (TTX) <kimmie.wu@sfgov.org>; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 44886 - 19/20 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The TREASURER/TAX COLLECTOR -- TTX has submitted a modification request for a Personal Services Contract (PSC) for \$1,400,000 for services for the period March 19, 2021 – 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/16225>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR -- TTXDept. Code: TTXType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: TTX-Smart Money Coach-Low IncomeFunding Source: General FundsPSC Duration: 2 years 18 weeksPSC Amount: \$270,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of the Treasurer and Tax Collector, Office of Financial Empowerment (OFE) is seeking to expand its one-on-one financial coaching program, Smart Money Coaching (SMC), to reach more residents in low-income communities and in communities with inequitable economic opportunity. The financial coaching service provider would have opportunities to support coaching across the City at City department sites, community-based organizations (CBOs) and other locations identified by the financial coaching service provider in partnership with OFE.

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

This service is important to financially support residents in low-income neighborhoods, communities with banking deserts, and for populations with the highest rates of economic disparities. This is a specialized service and requires working with an organization that has financially trained and certified coaches with expertise in working with low-income populations to effectively support their financial needs.

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.

It has not been provided in the past.

D. Will the contract(s) be renewed?

Potentially.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

The service is very technical and not enough financial coaches are yet needed to create a civil service class to perform this work. Coaches must be certified.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The required skills and expertise include: • Knowledge and/or assessment of the financial service and coaching needs of the proposed service area and a successful track record to providing solutions and services most appropriate to addressing the specific needs of clients in the proposed service area. • Experience with data tracking and reporting to government agencies and the ability to track, manage and report on critical data points for each client. • Financial coaches must be Certified Financial Counselors through the National Association of Certified Credit Counselors (NACCC) by start of service. • A minimum of three (3) years of experience working with residents in low-income communities and communities with inequitable economic opportunity • A minimum of three (3) years of experience working with the specific neighborhood(s) (Bayview-Hunters Point, Treasure Island, Tenderloin, South of Market) and/or communities (African American/Black, Hispanic/Latinx, Pacific Islander, Native American) identified in your proposal.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2589, Health Program Coordinator 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: NO

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

TTX Office of Financial Empowerment staff manage the Smart Money Coaching program and receive funding from City departments to offer one-on-one financial coaching to those living, working or receiving services in San Francisco. OFE has invested staff time and resources to oversee SMC expansion, strategy, management and evaluation and ensure quality of service provided. But given the nature of the work the City has outsourced the technical skills and expertise required for the actual one-one-one financial coaching service by contracting with qualified, trained, certified coaches.

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

- A. Explain why civil service classes are not applicable.
The services are highly specialized and require individuals trained and certified as financial coaches.
- 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 service is very technical and not enough financial coaches are yet needed to create a civil service class to perform this work.

6. Additional Information

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

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

7. Union Notification: On 02/19/2020, 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: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44886 - 19/20

DHR Analysis/Recommendation:

action date: 05/18/2020

Commission Approval Required

Approved by Civil Service Commission

05/18/2020 DHR Approved for 05/18/2020