



London Breed
Mayor

Carol Isen
Human Resources Director

Date: September 3, 2021

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Cynthia Avakian, AIR
Brett Conner, CHF
Joan Lubamersky, ADM
David Kashani, ENV
Ian Hart, HRD
Genie Wong, POL
Marcus Lange, LIB
Alexander Burns, DPW
Jolie Gines, TIS
Amy Nuque, MTA
Arlene Lee, DPH
Shawndrea Hale / Daniel Kwon, PUC

Subject: **Personal Services Contracts Approval Request**

This report contains eighteen (18) 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 21/22 to date:

Total of this Report	YTD Expedited Approvals FY2021-2022	Total for FY2021-2022
\$67,155,661	\$77,572,596	\$511,047,329

Cynthia Avakian
Airport Commission
Contracts Administration Unit
P.O. Box 8097
San Francisco, CA 94128
(650) 821-2014

Brett Conner
Children; Youth & Their Families
1390 Market St., Ste. 900
San Francisco, CA 94102
(628) 652-7109

Joan Lubamersky
City Administration
1 Dr. Carlton B. Goodlett Pl., Rm. 362
San Francisco, CA 94102
(415) 554-4859

David Kashani
Environment
1155 Market St., 3rd Floor
San Francisco, CA 94103
(415) 355-3704

Ian Hart
Human Resources
1 South Van Ness Ave., 4th Floor
San Francisco, CA 94103
(415) 557-4912

Genie Wong
Police
1245 3rd St., 6th Floor
San Francisco, CA 94158
(415) 837-7208

Marcus Lange
Public Library
100 Larkin St.
San Francisco, CA 94102
(415) 557-4214

Alexander Burns
Public Works
49 South Van Ness Ave., Ste. 1600
San Francisco, CA 94103
(415) 554-6411

Jolie Gines
Technology
1 South Van Ness Ave., 2nd Floor
San Francisco, CA 94103
(628) 652-5074

Amy Nuque
Municipal Transportation Agency
1 South Van Ness Ave., 6th Floor
San Francisco, CA 94103
(415) 646-2802

Arlene Lee
Public Health
1380 Howard St.,
San Francisco, CA 94103
(415) 255-3492

Shawndrea Hale / Daniel Kwon
Public Utilities Commission
525 Golden Gate Ave., 8th Floor
San Francisco, CA 94102
SH: (415) 551-4540
DK: (415) 934-5722

Table of Contents
PSC Submissions

Regular PSCs	Department	Page
48203 – 20/21	Airport Commission	1
49504 – 20/21	Children; Youth & Their Families	9
11945 – 20/21	City Administration	19
44642 – 21/22	Environment	32
47203 – 21/22	Environment	49
47090 – 20/21	Human Resources	78
47158 – 21/22	Police	87
43786 – 20/21	Public Library	95
41601 – 20/21	Public Utilities Commission	123
41365 – 20/21	Public Works	130
46837 – 21/22	Technology	141
 Modification PSCs		
47124 – 15/16	Airport Commission	153
47099 – 20/21	Municipal Transportation Agency	168
42463 – 19/20	Police	178
33742 – 17/18	Public Works	187
46130 – 20/21	Public Health	197
41289 – 16/17	Public Health	206
36961 – 17/18	Public Utilities Commission	217

POSTING FOR

September 20, 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
48203 - 20/21	AIRPORT COMMISSION	\$5,000,000.00	To operate as an international port of entry, San Francisco International Airport ("SFO" or "Airport") requires the services of the United States Customs and Border Protection ("CBP"), a division of the Department of Homeland Security, for inspection services. CBP is charged with regulating and facilitating international trade, collecting import duties, and enforcing U.S. regulations including trade, customs, and immigration.	August 16, 2021	December 31, 2026	REGULAR
49504 - 20/21	CHILDREN; YOUTH & THEIR FAMILIES	\$1,500,000.00	The Department of Children, Youth and Their Families wishes to provide its staff with content-specific training and engagement in organizational and staff development efforts that increases their ability to understand and address the needs of the City's children, youth and families and the nonprofit agencies we fund to serve them. Potential trainings under consideration include racial equity, trauma informed systems and Results Based Accountability. Potential organizational and staff development efforts may include assistance with the department's implementation of the Office of Racial Equity's racial equity action planning process as well as other efforts designed to engage staff for the purposes of organizational improvement. The department will regularly assess staff training and organizational development needs throughout the course of our funding cycle and when deemed necessary will bring in content area experts to work with staff. General professional development opportunities in subjects currently offered by the Department of Human Resources will not be considered under this request; the department will continue to utilize the City's services in these circumstances.	July 1, 2021	June 30, 2026	REGULAR
11945 - 20/21	GENERAL SERVICES AGENCY - CITY ADMIN	\$10,000,000.00	The Office of Contract Administration (OCA), on behalf of all City departments, hereby requests that the Civil Service Commission (CSC) grant Continuing Approval for three narrowly defined categories pertaining to proprietary software and equipment. These three	July 1, 2021		CONTINUED

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>categories are: (1) Proprietary Cloud Based Software, (2) Proprietary Software Support and (3) Proprietary Equipment Installation and maintenance. Each of these three categories is narrowly defined in the attached memorandum titled "Definitions for Continuing Approval of Prop Software and Equipment".</p> <p>If a contract qualifies for one of these three categories, the department may elect to use this Continuing Approval in lieu of obtaining its own approval. In so doing, the department shall be required to report its election when submitting its contract for OCA review. Upon reporting its election when submitting its contract, all applicable unions shall be immediately notified of said election by email. Additionally, OCA shall produce a report such elections on a quarterly basis to CSC or, upon request, on a more frequent basis. Specifically, OCA will report the Department Name, Contract ID, Supplier ID, Contract Amount, Service Type and Contract End Date.</p> <p>PLEASE SEE CONTINUATION OF THIS RESPONSE ON MEMORANDM ATTACHED</p>			
44642 - 21/22	ENVIRONMENT	\$1,000,000.00	<p>In response legislation SB 458 & AB 54 , the program aims to increase the convenience of recycling of California Redemption Value (CRV) beverage containers, and return the associated CRV deposit value to CCSF consumers. The program will deploy a mobile recycling system utilizing individually identified bags and electronic payment within 72 hours.</p> <p>This program requires the existence and ongoing operation of a certified CRV recycling center, in accordance with CalRecycle regulations. Our Planet Recycling (OPR) is the only certified recycling center in CCSF and has agreed to operate during the program time period up to June 2025.</p> <p>State funds from CalRecycle are the sole source of funds utilized in the project.</p>	July 1, 2021	June 30, 2025	REGULAR
47203 - 21/22	ENVIRONMENT	\$200,000.00	Assist Environment Staff in providing assessment, training, and coaching on racial equity to support the department's racial equity initiative.	July 1, 2021	June 30, 2025	REGULAR
47090 - 20/21	HUMAN RESOURCES	\$12,525,000.00	Provide Workers' Compensation medical bill review, utilization review, and medical case management services on a case-by-case basis for the City & County of San Francisco and San Francisco Municipal	July 1, 2021	June 30, 2030	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			Transportation Authority's self-insured Workers' Compensation programs.			
47158 - 21/22	POLICE	\$400,000.00	The Veterinarian will provide routine and emergency medical care for upto twenty horses assigned to the San Francisco Police Department's (SFPD) Mounted Unit. Services will include, but not be limited to, approximately 15 visits per year and pre-purchase horse examinations.	July 1, 2022	June 30, 2026	REGULAR
43786 - 20/21	PUBLIC LIBRARY	\$289,661.00	Provide support (via in person, phone, or email), and training to SFPL staff to ensure proper usage of operating system, equipment and parts. Provide quarterly routine and preventive maintenance review and report of the automated materials handling systems and associated equipment. Each maintenance review shall include the following services: Inspection and health check Adjustment of parts Replacement of wearing parts System optimization Check of controls system Review of the spare parts inventory Service report	September 1, 2021	August 31, 2025	REGULAR
41601 - 20/21	PUBLIC UTILITIES COMMISSION	\$5,000,000.00	The contractor will remove and dewater grit from digesters. The contractor is then responsible for transportation and disposal of this material.	September 15, 2021	September 14, 2026	REGULAR
41365 - 20/21	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$17,000,000.00	Public Works is seeking a qualified Architectural and Engineering (A/E) Team led by an Executive Architect to provide architectural, engineering, and related services to design a new Fire Training Facility for the San Francisco Fire Department (SFFD). The project will relocate the SFFD's existing training sites to a single site located at 1236 Carroll Avenue, San Francisco, CA 94124.	December 1, 2021	December 1, 2028	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
46837 - 21/22	GENERAL SERVICES AGENCY - TECHNOLOGY	\$4,500,000.00	VMware Technical Account Managers and Engineers will assist City Staff in implementing VMware Server Virtualization software products and work with City Staff to maximize the efficiency and utilization of VMware Products. These services require technical expertise and knowledge of proprietary VMware software products that City Staff do not have. Engineering services may be utilized on a project basis, as needed. Technical Account Managers are assigned to specific Departments to work with City Engineers. Department of Technology is submitting this Request for Citywide Services as part of a new Enterprise License Agreement which will be available for use by all City Departments.	January 1, 2022	December 31, 2024	REGULAR

TOTAL AMOUNT \$57,414,661

POSTING FOR

September 20, 2021

PROPOSED PERSONAL SERVICES CONTRACTS – Modifications

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
47124 - 15/16 - MODIFICATIONS	September 20, 2021	AIRPORT COMMISSION -- AIR	\$0	\$85,000,000	Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport design and management expertise are required to manage the design and construction of the Superbay Hangar Fire Protection System Replacement Project (Project). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the Project. This Project will address the currently nonfunctional fire suppression systems through full system replacement within the hangar and system components auxiliary to the hangar, including the existing fire suppression pump house, storage tanks, and new utilities infrastructure required	09/30/2021	09/30/2022	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					to support the new fire suppression system and meet National Fire Protection Association (NFPA) requirements.			
47099 - 20/21 - MODIFICATIONS	September 20, 2021	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$4,875,000	\$9,775,000	Selected contractors will provide specialized, as-needed services to engage the public on transportation projects. This will include services such as, designing strategies and approaches that enable diverse, culturally competent public participation, arranging public events and meetings, facilitating focus groups, and compiling notes and records for follow-up and documentation; while conforming to The San Francisco Municipal Transportation Agency's (SFMTA) established standards for conducting public outreach and engagement on its capital projects and programs.	08/01/2021	06/30/2027	REGULAR
42463 - 19/20 - MODIFICATIONS	September 20, 2021	POLICE -- POL	\$325,000	\$500,000	Marine 10 is a 2009 44' Mooseboat aluminum catamaran response vessel operated by the San Francisco Police Department(SFPD)Marine Unit. Marine 10 has accumulated approximately 2300 hours on the current Cummins QSC 8.3L	02/01/2022	01/31/2023	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p>Marine Diesel engines. These engines have been plagued with reliability issues necessitating replacement with a more durable propulsion system. Marine 10 is expected to be able to operate a minimum of 600 hours annually while operating at 75%-85% of throttle for 80%-90% of these operational hours.</p> <p>Scope Change: We now have a more accurate and complex added scope of work that will include retrofitting the swim ladder, relocating the tow reel and replacing the plastic deck hatches with metal ones.</p>			
33742 - 17/18 - MODIFICATIONS	September 20, 2021	GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW	\$41,000	\$137,000	<p>Provide consulting services in support of a strategic initiative surrounding employee engagement and workplace satisfaction. Consultant will design, develop, and administer all aspects of a workplace culture survey for San Francisco Public Works employees with the objective of detecting overall employee satisfaction while achieving a high employee participation rate. Consultant will use survey response data to produce a concise,</p>	07/01/2022	12/31/2023	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					comprehensive executive summary of findings along with an analysis to assist Department in seeking additional information and feedback for potential improvement actions.			
46130 - 20/21 - MODIFICATIONS	September 20, 2021	PUBLIC HEALTH -- DPH	\$4,000,000	\$5,000,000	Contractor(s) will provide expert resources such as epidemiologists, Senior Epidemiologists, Analysts and Senior Analysts in the area of Contract Tracing. Contractor(s) will assist the Department in training, data modeling, strategic planning, program development and program evaluation specific to contact tracing.	10/01/2021	07/31/2023	REGULAR
41289 - 16/17 - MODIFICATIONS	September 20, 2021	PUBLIC HEALTH -- DPH	\$0	\$5,000,000	The contractors(s) will provide access to a variety of online applications such as Health Information Exchanges which collect, store, benchmark clinical outcomes, share data between providers, and provide online educational and or reference resources to the Department of Public Health.	11/01/2021	12/31/2026	REGULAR
36961 - 17/18 - MODIFICATIONS	September 20, 2021	PUBLIC UTILITIES COMMISSION -- PUC	\$500,000	\$500,000	The San Francisco Public Utilities Commission (SFPUC), as an owner, operator and user of the Bulk Electric System is subject to North American	11/11/2021	11/10/2031	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					Electric Reliability Corporation (NERC) and Regional Reliability Standards. One such requirement is that the SFPUC needs the services of a California Independent System Operator (CAISO) to serve as Hetch Hetchy Water & Power's (HHWP) Planning Coordinator. The California Independent System Operator (CAISO) is the sole source available to provide these regulatory required services. Under the proposed agreement HHWP would pay the CAISO an annual service fee for being its Planning Coordinator and providing Planning Coordinator services consistent with the applicable NERC Reliability Standards.			

TOTAL AMOUNT \$9,741,000

Regular/Continuing/Annual Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: U. S. Customs and Border Protection Services

Funding Source: Airport Operating Funds

PSC Amount: \$5,000,000

PSC Est. Start Date: 08/16/2021

PSC Est. End Date 12/31/2026

1. Description of Work

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

To operate as an international port of entry, San Francisco International Airport ("SFO" or "Airport") requires the services of the United States Customs and Border Protection ("CBP"), a division of the Department of Homeland Security, for inspection services. CBP is charged with regulating and facilitating international trade, collecting import duties, and enforcing U.S. regulations including trade, customs, and immigration.

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

In 2006, CBP issued its first set of customs facility standards, calling them "Airports Technical Design Standards" ("ATDS"). The ATDS serve as the primary reference document for airport operators to build and maintain CBP space at airport facilities. As of the 2017 ATDS amendment, airport operators are now responsible for providing all necessary hardware and data cabling for data processing systems and for funding the acquisition of all automated data processing equipment necessary to support both CBP operations and operational support computer systems. The Air and Marine Operations within the CBP serves as the law enforcement office with primary responsibility to detect, interdict, and prevent acts of terrorism and the unlawful movement of people, illicit drugs, and other contraband across the borders of the U. S. in the air and maritime environment. CBP's Office of Information and Technology ("OIT") installs and maintains all the data and processing system hardware used by CBP officers. CBP's Local Area Network operates on a circuit dedicated solely to CBP and connects to the CBP National Data Center. All data entered and/or stored on OIT equipment belongs to the U.S. and is confidential and protected information. CBP's OIT provides support staff with specialized knowledge in CBP's computer network; remote monitoring and diagnostics of computer systems; and engineering and maintenance unique to the airport industry. This work requires expertise in the integration of CBP's computer networks and systems, complete familiarization in Customs and Immigration protocols and procedures for passport control and for use of their specialized equipment such as passport readers, fingerprint scanners, biometric cameras, etc. Denial of this request would render SFO non-compliant to the obligation of airport operators under the current CBP ATDS.

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 request. Prior work was prepared via a purchase order process.

D. Will the contract(s) be renewed?

Yes, if these services are needed at the Airport in the future.

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

The five year term will align with the resulting contract.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

To operate as an international port of entry, SFO requires the services of the CBP for inspection services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: CBP certified technical experts to include desktop technicians, network engineers, and systems engineers. CBP serves as the law enforcement office with primary responsibility to detect, interdict, and prevent acts of terrorism and the unlawful movement of people, illicit drugs, and other contraband across the borders of the U. S. in the air and maritime environment.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; Q002, Police Officer; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

City and County of San Francisco staff of any classification cannot perform these services for the CBP.

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

- A. Explain why civil service classes are not applicable.
City and County of San Francisco staff of any classification cannot perform these services for the CBP.
- 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.

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

**7. Union Notification: On 06/22/2021, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; SFPOA - Q2-Q50**

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48203 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/20/2021

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Tuesday, June 22, 2021 5:11 PM
To: Cynthia Avakian (AIR); Laxamana, Junko (BOS); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48203 - 20/21

RECEIPT for Union Notification for PSC 48203 - 20/21 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 48203 - 20/21 for \$5,000,000 for Initial Request services for the period 08/16/2021 – 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/16598> 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

Cynthia Avakian (AIR)

From: Cynthia Avakian (AIR)
Sent: Tuesday, June 22, 2021 6:04 PM
To: tony@sfpoa.org
Cc: DHR-PSCCoordinator (DHR-PSCCoordinator@sfgov.org)
Subject: FW: Receipt of Notice for new PCS over \$100K PCS # 48203 - 20/21

Greetings Tony Montoya,

To operate as an international port of entry, San Francisco International Airport ("SFO" or "Airport") requires the services of the United States Customs and Border Protection ("CBP"), a division of the Department of Homeland Security, for inspection services. CBP is charged with regulating and facilitating international trade, collecting import duties, and enforcing U.S. regulations including trade, customs, and immigration.

I submitted this request in the DHR PSC Database today, but the SF Police Officers' Association wasn't noticed. The link to the request is in the email below.

Please let me know if you have further questions.

Thanks and Stay Safe,

Cynthia Avakian

Director, Contracts | Chief Information Officer's Office San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128 or San Francisco International Airport | North Shoulder Building – Airport Commission Offices | San Francisco, CA 94128 (for overnight deliveries) Tel 650-821-2014 | flysfo.com (preferred pronouns: she/her/hers)

Facebook | Twitter | YouTube | Instagram | LinkedIn

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of cynthia.avakian@flysfo.com
Sent: Tuesday, June 22, 2021 5:11 PM
To: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PCS # 48203 - 20/21

RECEIPT for Union Notification for PSC 48203 - 20/21 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 48203 - 20/21 for \$5,000,000 for Initial Request services for the period 08/16/2021 – 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:

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F16598&data=04%7C01%7Ccynthia.avakian%40flysfo.com%7Cd1154afeb26042d7fed708d935dc802d%7C22d5c2cfce3e443d9a7fdfcc0231f73f%7C0%7C0%7C637600046261931853%7CUnknown%7CTWfpbGZsb3d8eyJWIjojMC4wLjAwMDAiLCJQIjojV2luMzliLCJBTiI6lk1haWwiLCJXVCi6Mn0%3D%7C2000&data=vXiliPA%2FXN%2FKzlh%2BnkprCLMw4FPsQThojcxO7oo8O60%3D&reserved=0> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify

From: Cynthia Avakian (AIR)

To: tracym@sfpoa.org

Cc: DHR-PSCCoordinator (DHR-PSCCoordinator@sfgov.org); tony@sfpoa.org

Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 48203 - 20/21

Date: Tuesday, June 22, 2021 6:10:00 PM

Greetings Tracy McCray,

Just FYI. I'm forwarding this request to contract out for U. S. Customs and Border Protection inspections at SFO to you since Tony is out of the office. We can wait until Tony returns July 5th to answer any questions he may have.

Please let me know if you have further questions.

Thanks and Stay Safe,

Cynthia Avakian

Director, Contracts | Chief Information Officer's Office

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

San Francisco International Airport | North Shoulder Building – Airport Commission Offices | San Francisco, CA 94128 (for overnight deliveries)

Tel 650-821-2014 | flysfo.com

(preferred pronouns: she/her/hers)

Facebook | Twitter | YouTube | Instagram | LinkedIn

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

From: Cynthia Avakian (AIR)

Sent: Tuesday, June 22, 2021 6:04 PM

To: tony@sfpoa.org

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

Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 48203 - 20/21

Greetings Tony Montoya,

To operate as an international port of entry, San Francisco International Airport ("SFO" or "Airport") requires the services of the United States Customs and Border Protection ("CBP"), a division of the Department of Homeland Security, for inspection services. CBP is charged with regulating and facilitating international trade, collecting import duties, and enforcing U.S. regulations including trade, customs, and immigration.

I submitted this request in the DHR PSC Database today, but the SF Police Officers' Association wasn't noticed. The link to the request is in the email below.

Please let me know if you have further questions.

Thanks and Stay Safe,

Cynthia Avakian

Director, Contracts | Chief Information Officer's Office San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128 or San Francisco International Airport | North Shoulder Building –

Airport Commission Offices | San Francisco, CA 94128 (for overnight deliveries) Tel 650-821-2014 |

flysfo.com (preferred pronouns: she/her/hers)

Facebook | Twitter | YouTube | Instagram | LinkedIn

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

From: dhrrpscordinator@sfgov.org <dhrrpscordinator@sfgov.org> On Behalf Of

cynthia.avakian@flysfo.com

Sent: Tuesday, June 22, 2021 5:11 PM

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

<junko.laxamana@sfgov.org>; WendyWong26@yahoo.com; wendywong26@yahoo.com;

tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org;

Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhrrpscordinator@sfgov.org>

Subject: Receipt of Notice for new PCS over \$100K PSC # 48203 - 20/21

RECEIPT for Union Notification for PSC 48203 - 20/21 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 48203 - 20/21 for \$5,000,000 for Initial Request services for the period 08/16/2021 – 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:

[https://gcc02.safelinks.protection.outlook.com/?](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F16598&data=04%7C01%7Ccynthia.avakian%40flysfo.com%7Cd1154afeb26042d7fed708d935dc802d%7C22d5c2cfce3e443d9a7dfcc0231f73f%7C0%7C0%7C637600046261931853%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IklhaWwiLCJXVCi6Mn0%3D%7C2000&sdata=vXiLiPA%2FXN%2FKzlh%2BnkprCLMw4FPsQThojcxO7oo8O60%3D&reserved=0)

[url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F16598&data=04%7C01%7Ccynthia.avakian%40flysfo.com%7Cd1154afeb26042d7fed708d935dc802d%7C22d5c2cfce3e443d9a7dfcc0231f73f%7C0%7C0%7C637600046261931853%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IklhaWwiLCJXVCi6Mn0%3D%7C2000&sdata=vXiLiPA%2FXN%2FKzlh%2BnkprCLMw4FPsQThojcxO7oo8O60%3D&reserved=0](http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F16598&data=04%7C01%7Ccynthia.avakian%40flysfo.com%7Cd1154afeb26042d7fed708d935dc802d%7C22d5c2cfce3e443d9a7dfcc0231f73f%7C0%7C0%7C637600046261931853%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IklhaWwiLCJXVCi6Mn0%3D%7C2000&sdata=vXiLiPA%2FXN%2FKzlh%2BnkprCLMw4FPsQThojcxO7oo8O60%3D&reserved=0)

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CHILDREN; YOUTH & THEIR FAMILIES -- CHF

Dept. Code: CHF

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

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

Type of Service: Content-Specific Organizational Development Staff Training

Funding Source: Children and Youth Fund

PSC Amount: \$1,500,000

PSC Est. Start Date: 07/01/2021

PSC Est. End Date 06/30/2026

1. Description of Work

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

The Department of Children, Youth and Their Families wishes to provide its staff with content-specific training and engagement in organizational and staff development efforts that increases their ability to understand and address the needs of the City's children, youth and families and the nonprofit agencies we fund to serve them. Potential trainings under consideration include racial equity, trauma informed systems and Results Based Accountability. Potential organizational and staff development efforts may include assistance with the department's implementation of the Office of Racial Equity's racial equity action planning process as well as other efforts designed to engage staff for the purposes of organizational improvement. The department will regularly assess staff training and organizational development needs throughout the course of our funding cycle and when deemed necessary will bring in content area experts to work with staff. General professional development opportunities in subjects currently offered by the Department of Human Resources will not be considered under this request; the department will continue to utilize the City's services in these circumstances.

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

In order to address the complex and dynamic practice of youth development, the Department of Children, Youth and Their Families is required to maintain a high degree of staff knowledge and training in areas specific to the field. Our interest is in providing our staff with continuous learning opportunities in subjects that directly affect their work. Additionally, the department actively assesses internal work conditions and is interested in utilizing content and facilitation experts to engage our staff for these processes in a safe and meaningful way. Without training, our department will not be able to provide the nonprofits we support -- which serve historically under-served communities -- with the highest possible degree of service and oversight. Without organizational development support the department will not be able to effectively engage staff in a manner that provides high quality actionable feedback, thus hindering our ability to improve our internal workplace conditions.

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 staff training activities were supported through PSC 44754 - 15/16.

D. Will the contract(s) be renewed?

Depending on the training subject and the areas of expertise of our suppliers, some contracts are expected to be one-time only while others will be extended. This determination will be based on department and grantee needs.

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

The department expects to utilize these services throughout the next five years, in line with its five-year funding cycle timeline.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

These services will be for short-term engagements with department staff, and required on a periodic basis as deemed necessary by department leadership.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Representative areas of expertise for which the department may seek assistance include content-specific program practices, racial equity, results-based accountability, nonprofit grantmaking, trauma-informed systems, technical training, nonprofit administration, and executive coaching.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 1803, Performance Analyst I; 1805, Performance Analyst II; 1830, Perf Analyst III Project Mgr;

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 requires service providers with high levels of expertise in areas not central to other City departments. The training required is not currently present in any existing job classifications or departments.

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

A. Explain why civil service classes are not applicable.

The City does not currently offer staff trainings in the specific areas sought by this PSC, nor is it feasible to develop this expertise.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Due to the specificity of the expertise, and limited scope of any individual assignment, it is not feasible to adopt a new civil service class for 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.
Yes. This contract is specifically for the training of department employees of the following classifications: 0922, 0923, 0931, 0952, 0962, 1052, 1054, 1224, 1402, 1408, 1450, 1654, 1634, 1670, 1822, 1823, 1824, 1825, 1840, 1842, 9770, 9772, 9774, and 9775. The number of hours will vary from year to year based on department need.

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

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

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

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

7. Union Notification: On 06/10/2021, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: Brett Conner Phone: 628-652-7109 Email: brett.conner@dcyf.org

Address: 1390 Market Street, Suite 900 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49504 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/20/2021

Receipt of Union Notification(s)

Conner, Brett (CHF)

From: dhr-psccordinator@sfgov.org on behalf of brett.conner@dcyf.org
Sent: Thursday, June 10, 2021 12:10 PM
To: Conner, Brett (CHF); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Frigault, Noah (HRC); 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; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Laxamana, Junko (BOS); Criss@sfmea.com; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; Conner, Brett (CHF); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49504 - 20/21

RECEIPT for Union Notification for PSC 49504 - 20/21 more than \$100k

The CHILDREN; YOUTH & THEIR FAMILIES -- CHF has submitted a request for a Personal Services Contract (PSC) 49504 - 20/21 for \$1,500,000 for Initial Request services for the period 07/01/2021 – 06/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/16549> 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)



Maria Su, Psy.D.
Executive Director



London N. Breed
Mayor

Attachment to PSC #49504 - 20/21

Content-Specific Organizational Development Staff Training

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

In order to address the complex and dynamic practice of youth development, the Department of Children, Youth and Their Families is required to maintain a high degree of staff knowledge and training in areas specific to the field. Our interest is in providing our staff with continuous learning opportunities in subjects that directly affect their work. Additionally, the department actively assesses internal work conditions and is interested in utilizing content and facilitation experts to engage our staff for these processes in a safe and meaningful way. Without training, our department will not be able to provide the nonprofits we support -- which serve historically under-served communities -- with the highest possible degree of service and oversight. Without organizational development support the department will not be able to effectively engage staff in a manner that provides high quality actionable feedback, thus hindering our ability to improve our internal workplace conditions.

Will the contract(s) be renewed?

Depending on the training subject and the areas of expertise of our suppliers, some contracts are expected to be one-time only while others will be extended. This determination will be based on department and grantee needs.

What efforts has the department made to obtain these services through available resources within the City?:

The department requires service providers with high levels of expertise in areas not central to other City departments. The training required is not currently present in any existing job classifications or departments.

Describe Training including number of hours. Indicate occupational type of employees. If no training, please explain.

This contract is specifically for the training of department employees of the following classifications: 0922, 0923, 0931, 0952, 0962, 1052, 1054, 1224, 1402, 1408, 1450, 1654, 1634, 1670, 1822, 1823, 1824, 1825, 1840, 1842, 9770, 9772, 9774, and 9775. The number of hours will vary from year to year based on department need.

-continued-

Is there a plan to transition this work back to the City? Please explain why or why not - historical PSC please answer.

No. The department plans to utilize external contractors for this work.

What support will the department provide to help build internal capacity to do this work? -historical PSC, please answer.

Following these capacity development engagements, the department expects its staff to hold this knowledge and serve as internal trainers for new staff going forward. New contractors will only be sought in situations where new training needs are identified.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CHILDREN; YOUTH & THEIR FAMILIES -- CHF Dept. Code: CHFType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Content-Specific Department Staff TrainingFunding Source: Children and Youth Fund PSC Duration: 5 years
PSC Amount: \$1,250,000 PSC Est. Start Date: 07/01/2016 PSC Est. End Date: 06/30/2021**1. Description of Work****A. Scope of Work:**

The Department of Children, Youth and Their Families wishes to provide its staff with content-specific training in subjects that directly address the community it serves, as well as the needs of the nonprofit organizations it supports. Some examples of training subjects currently under consideration are racial equity and results-based accountability. The department will regularly assess staff training needs throughout the course of our finding cycle and when deemed necessary will bring in content area experts to work with staff. General professional development opportunities in subjects currently offered by the Department of Human Resources will not be considered under this request; the department will continue to utilize the City's services in these circumstances.

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

In order to address the complex and dynamic practice of youth development, the Department of Children, Youth and Their Families is required to maintain a high degree of staff knowledge and training in areas specific to the field. Our interest is in providing our staff with continuous learning opportunities in subjects that directly affect their work. Without this training, our department will not be able to provide the nonprofits we support -- which serve historically under-served communities -- with the highest possible degree of service and oversight.

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.
See attachment

D. Will the contract(s) be renewed? See attachment

2. Union Notification: On 05/03/2016, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 44754 - 15/16

DHR Analysis/Recommendation:

08/01/2016

Commission Approval Required

DHR Approved for 08/01/2016

Approved by Civil Service Commission

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Representative areas of expertise for which the department may seek assistance include content-specific program practices, racial equity, results-based accountability, nonprofit grantmaking, technical training, and executive coaching.

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

1232,1237,9706,9708,

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 City does not currently offer staff trainings in the specific areas sought by this PSC, nor is it feasible to develop this expertise.

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

Due to the specificity of the expertise, and limited scope of any individual assignment, it is not feasible to adopt a new civil service class for this work.

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

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

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 07/08/2016 BY:

Name: Brett Conner Phone: 628-652-7109 Email: brett.conner@dcyf.org

Address: 1390 Market Street, Suite 900 San Francisco, CA 94102

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: "Proprietary Cloud Software, Software Support and Equipment Installation and Maintenance"

Funding Source: Various

PSC Amount: \$10,000,000

PSC Est. Start Date: 07/01/2021

PSC Est. End Date continued

1. Description of Work

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

The Office of Contract Administration (OCA), on behalf of all City departments, hereby requests that the Civil Service Commission (CSC) grant Continuing Approval for three narrowly defined categories pertaining to proprietary software and equipment. These three categories are: (1) Proprietary Cloud Based Software, (2) Proprietary Software Support and (3) Proprietary Equipment Installation and maintenance. Each of these three categories is narrowly defined in the attached memorandum titled "Definitions for Continuing Approval of Prop Software and Equipment".

If a contract qualifies for one of these three categories, the department may elect to use this Continuing Approval in lieu of obtaining its own approval. In so doing, the department shall be required to report its election when submitting its contract for OCA review. Upon reporting its election when submitting its contract, all applicable unions shall be immediately notified of said election by email. Additionally, OCA shall produce a report such elections on a quarterly basis to CSC or, upon request, on a more frequent basis. Specifically, OCA will report the Department Name, Contract ID, Supplier ID, Contract Amount, Service Type and Contract End Date.

PLEASE SEE CONTINUATION OF THIS RESPONSE ON MEMORANDM ATTACHED

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

Historically, CSC did not require departments to seek CSC review for Proprietary Cloud Based Software, Proprietary Software Maintenance and Proprietary Equipment Installation and Maintenance. In recent years, CSC has revised its position. This shift has meant that every City contract for proprietary software and equipment must now be reviewed by CSC. The purpose of this request, therefore, is to carve out these three very limited category of services, recognizing that even if presented to CSC on an individual contract by contract basis, CSC would find that Civil Service employees may not legally perform them without either (A) violating the software manufacturer's copyrights, trademarks, trade secrets, and patents or (B) voiding the equipment manufacturer's warranties. Should this request be denied, therefore, City staff will expend unnecessary time and resources on achieving what can be done on a Continuing Approval basis, coupled with regular reporting.

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.

N/A

D. Will the contract(s) be renewed?

N/A

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):

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

REASON FOR CHECKING OTHER:

Civil Service employees may not legally perform these narrowly defined services without either (A) violating the software manufacturer's copyrights, trademarks, trade secrets, and patents or (B) voiding the equipment manufacturer's warranties. Should this request be denied, therefore, City staff will expend unnecessary time and resources on achieving what can be done on a Continuing Approval basis, coupled with regular reporting

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: In order for Civil Service employees to be permitted to perform these narrowly defined services, software manufacturers would have to grant City employees access to the manufacturer's copyrights, trademarks, trade secrets, and/or patents and equipment manufacturers would have to agree to not void the equipment manufacturer's warranties should the maintenance and installation be performed by City employees.
- 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 from resources within the City.

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

- A. Explain why civil service classes are not applicable.
Civil Service employees may not legally perform these narrowly defined services without either (A) violating the software manufacturer's copyrights, trademarks, trade secrets, and patents or (B) voiding the equipment manufacturer's warranties.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil Service employees may not legally perform these narrowly defined services without either (A) violating the software manufacturer's copyrights, trademarks, trade secrets, and patents or (B) voiding the equipment manufacturer's warranties.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No. Civil Service employees may not legally perform these narrowly defined services without either (A) violating the software manufacturer's copyrights, trademarks, trade secrets, and patents or (B) voiding the equipment manufacturer's warranties.
- 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 do not know if departments electing to use this Continuing Approval have existing contracts for these services.

7. Union Notification: On 06/26/2021, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 11945 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/20/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [RECEIPT for Union Notification for PSC 11945 - 20/21 more than \\$100k](mailto:Lubamersky, Joan (ADM); 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; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Meyers, Julie (HSA); seichenberger@local39.org; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; 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; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 11945 - 20/21
Date: Saturday, June 26, 2021 3:25:14 PM</p><hr/></div><div data-bbox=)

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 11945 - 20/21 for \$10,000,000 for Initial Request services for the period 07/01/2021 – . 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/16738> 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

From: [Moayed, Taraneh \(ADM\)](#)
To: [Timothy Mathews](#); [Choi, Suzanne \(HRD\)](#); [Eng, Sandra \(CSC\)](#); [Kurella, Sailaja \(ADM\)](#); [Xie, Hao \(TIS\)](#); [Johnston, Jennifer \(ADM\)](#); [Lubamersky, Joan \(ADM\)](#); [Emily Wallace](#); [Kim Thompson](#); krysten.laine@gmail.com; [Gines, Jolie \(TIS\)](#); [Jayachandran, Reghu \(TIS\)](#)
Subject: RE: L21 OCA ADM Meeting
Date: Friday, July 23, 2021 10:07:00 AM
Attachments: [image003.png](#)

Timothy,

Thank you to you and to Local 21! Your cooperation is very much appreciated and OCA will ensure this process is not used in a manner for which it is not intended.

Once we are formally permitted to roll out this new process, we will reach out to you (and other unions representatives) to obtain the email addresses to which you would like notifications sent. As mentioned during our meeting, each notification will contain pertinent contract information and a copy of the contract. Contracts to which a union objects shall be put on hold until such time a resolution is reached between City and the objecting union.

Thank you again!

Regards,

Taraneh Moayed
City and County of San Francisco
Office of Contract Administration
Tel: 415-554-6212
Cell: 917-882-8983

Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.



Need more information? Visit us at <https://sfgov.org/oca/>

From: Timothy Mathews <tmathews@ifpte21.org>
Sent: Friday, July 23, 2021 9:51 AM
To: Moayed, Taraneh (ADM) <taraneh.moayed@sfgov.org>; Choi, Suzanne (HRD) <Suzanne.Choi@sfgov.org>; Eng, Sandra (CSC) <sandra.eng@sfgov.org>; Kurella, Sailaja (ADM) <sailaja.kurella@sfgov.org>; Xie, Hao (TIS) <hao.xie@sfgov.org>; Johnston, Jennifer (ADM) <jennifer.johnston@sfgov.org>; Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>; Emily Wallace <ewallace@ifpte21.org>; Kim Thompson <kmcromb@hotmail.com>; krysten.laine@gmail.com; Gines, Jolie (TIS) <jolie.gines@sfgov.org>; Jayachandran, Reghu (TIS) <reghu.jayachandran@sfgov.org>
Subject: RE: L21 OCA ADM Meeting

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

Taraneh and all,

Thank you again for the meeting and the thorough discussion around this PSC. It was extremely helpful to have all of the appropriate parties present, as well as the overview of the proposed interface for purchase requests. Additionally, establishing clarity around the (lack of) intersection with our existing Technology Marketplace MOU was vital.

After consideration, our committee is able to withdraw our objection to PSC # 11945 - 20/21.

We look forward to implementation discussions to ensure that notifications and attachments are routed to the correct Union email.

For the Union,

-Timothy

Timothy Mathews

Pronouns: He/him/his

Research Specialist

IFPTE Local 21

1167 Mission Street, 2nd Floor
San Francisco, CA 94103

Office: [415-914-7345](tel:415-914-7345)

-----Original Appointment-----

From: Moayed, Taraneh (ADM) <taraneh.moayed@sfgov.org>

Sent: Thursday, July 22, 2021 3:04 PM

To: Timothy Mathews; Choi, Suzanne (HRD); Eng, Sandra (CSC); Kurella, Sailaja (ADM); Xie, Hao (TIS); Johnston, Jennifer (ADM); Lubamersky, Joan (ADM); Emily Wallace; Kim Thompson; krysten.laine@gmail.com; Gines, Jolie (TIS); Jayachandran, Reghu (TIS)

Subject: L21 OCA ADM Meeting

When: Thursday, July 22, 2021 3:00 PM-5:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: Microsoft Teams Meeting

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 415-906-4659,,453519122#](#) United States, San Francisco

Phone Conference ID: 453 519 122#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

From: Moayed, Taraneh (ADM)
To: Stan Eichenberger
Cc: DHR-PSCCoordinator, DHR (HRD); Kurella, Sailaja (ADM); Lubamersky, Joan (ADM); Eng, Sandra (CSC)
Subject: RE: Personal Services Contract 11945 20.21 (Appeal/Protest)
Date: Thursday, July 1, 2021 12:10:00 PM
Attachments: image001.png
image001.png

Thank you Stan.

Please do not hesitate to reach out to me should any new concerns arise.

Regards,

Taraneh Moayed
City and County of San Francisco
Office of Contract Administration
Tel: 415-554-6212
Cell: 917-882-8983

Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.



Need more information? Visit us at <https://sf.gov/org/local>

From: Stan Eichenberger <seichenberger@local39.org>

Sent: Thursday, July 1, 2021 11:21 AM

To: Moayed, Taraneh (ADM) <taraneh.moayed@sfgov.org>

Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Kurella, Sailaja (ADM) <sailaja.kurella@sfgov.org>; Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>; Eng, Sandra (CSC) <sandra.eng@sfgov.org>

Subject: RE: Personal Services Contract 11945 20.21 (Appeal/Protest)

Hi Taraneh,

Thank you again for your responses. You have addressed Local 39 concerns. Please consider this email as Local 39's request to withdraw our appeal/protest.

Stan Eichenberger
Business Representative
IUOE - Stationary Engineers, Local 39

From: Moayed, Taraneh (ADM) <taraneh.moayed@sfgov.org>

Sent: Thursday, July 1, 2021 10:54 AM

To: Stan Eichenberger <seichenberger@local39.org>

Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Kurella, Sailaja (ADM) <sailaja.kurella@sfgov.org>; Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>; Eng, Sandra (CSC) <sandra.eng@sfgov.org>

Subject: RE: Personal Services Contract 11945 20.21 (Appeal/Protest)

Good morning Stan.

The ServiceNow Application is managed by the DT ServiceNow Team for OCA. Assuming this process is approved, we (OCA) will request all unions to provide us with the list of emails they would like to have alerted for each such submission. DT will then add those emails to our application and those individuals will receive all such notifications.

Please let me know if you have any additional questions.

Regards,

Taraneh Moayed
City and County of San Francisco
Office of Contract Administration
Tel: 415-554-6212
Cell: 917-882-8983

Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.



Need more information? Visit us at <https://sf.gov/org/local>

From: Stan Eichenberger <seichenberger@local39.org>

Sent: Thursday, July 1, 2021 9:20 AM

To: Moayed, Taraneh (ADM) <taraneh.moayed@sfgov.org>

Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Kurella, Sailaja (ADM) <sailaja.kurella@sfgov.org>; Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>; Eng, Sandra (CSC) <sandra.eng@sfgov.org>

Subject: RE: Personal Services Contract 11945 20.21 (Appeal/Protest)

Hi Taraneh,

Thank you for your response, your information is very helpful.

Can you please provide me, or direct me to the correct individual to do so, the contact person with OCA that can verify that they have the correct Local 39 contact information for these notifications?

Thank you,

Stan Eichenberger
Business Representative
IUOE - Stationary Engineers, Local 39

From: Moayed, Taraneh (ADM) <taraneh.moayed@sfgov.org>

Sent: Wednesday, June 30, 2021 4:28 PM

To: Stan Eichenberger <seichenberger@local39.org>

Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Kurella, Sailaja (ADM) <sailaja.kurella@sfgov.org>; Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>; Eng, Sandra (CSC) <sandra.eng@sfgov.org>

Subject: RE: Personal Services Contract 11945 20.21 (Appeal/Protest)

Hello Stan-

Thank you for reaching out with your concerns. I will do my best to address them by email but I would be more than happy to also meet with you to discuss them.

- **Item 1:** First, it is possible that some aspects of maintenance can be performed on equipment without opportunity to void a manufacturer's warranty. Local 39 is concerned that departments may seek service agreements on such equipment that assumes portions of maintenance work that can and should be performed by City employees.

OCA Response: To qualify for this option, the department must provide a letter from the equipment manufacturer confirming that performance of the maintenance work by someone other than the manufacturer (or its agents) will void the manufacturer's warranty. If a union disagrees with the manufacturer, they will have an opportunity to object as further detailed in item 3 below.

- **Item 2:** Second, Local 39 remains concerned that departments may arbitrarily extend manufacturer warranties without consideration that this would unnecessarily prevent City employees from performing maintenance on such equipment, in addition to what I've already mentioned above.

OCA Response: Please see response to item 3.

- **Item 3:** Third, Local 39 requests that departments provided opportunity to Local 39 to review all outsourced work that may be perceived as work of Local 39 represented City job classifications, regardless of impacts to manufacturer warranties.

OCA Response: If a department chooses to use this continuing approval process, they must do so in OCA's contract review application in ServiceNow. Upon making this election and submitting the contract to OCA to review, EVERY UNION IS AUTOMATICALLY NOTIFIED. The notification occurs before a contract is reviewed and approved by OCA, not after. Further, the notification will include such fields as the department name, contact, contract description, amount of the request, etc. Should a union, upon receiving this notification, disagree with the Department, they can inform OCA who will then hold the contract until the objecting union has removed its objection. The objecting union can then contact the department to obtain additional information as needed until the matter is resolved.

- **Item 4:** Local 39 requests that union notification of each PSC still be provided if the above items cannot be addressed.

OCA Response: Please see response to item 3.

Please let me know if you would like to have a discussion to address each item above in greater detail.

Regards,

Taraneh Moayed
City and County of San Francisco
Office of Contract Administration
Tel: 415-554-6212
Cell: 917-882-8983

Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

Need more information? Visit us at <https://sf.gov/org/local>

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

Joan Lubamersky
Office of the City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102

From: Stan Eichenberger <seichenberger@local39.org>
Sent: Wednesday, June 30, 2021 7:41 AM
To: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: RE: Personal Services Contract 11945 20.21 (Appeal/Protest)

Stan Eichenberger
Business Representative
IUOE - Stationary Engineers, Local 39
337 Valencia Street
San Francisco, CA 94103
Office: (415) 861-1135
Fax: (415) 861-5264

From: Lubumbersky, Joan (ADM) <joan.lubumbersky@sfgov.org>
Sent: Tuesday, June 29, 2021 5:10 PM
To: Lubumbersky, Joan (ADM) <joan.lubumbersky@sfgov.org>; cmatheo@nccrr.org; Frigault, Noah (HRC) <nfrigault@sfgov.org>; sfpaia@cloud.com; Myajne@am1614.org; Emanuel, Rachel (DEM) <rachel.emmanuel@sfgov.org>; labores261@gmail.com; Laxamana, Jumbo (BOS) <junko.laxamana@sfgov.org>; jenifer.estee@sfi.us1021.org; cmvathorn@icfmae.org; abshilich@icfmae.org; shabara@icfmae.org; stanton@d16.cis.us; mbrode@fpaa.org; @Hpsa.org; tracmhl@sfoia.mike@hstss.org; roferokral@icfmae.org; sahil@ic1616.us; Cissal@sfmea.com; wendyong26@yahoo.com; sarah.willison@sfi.us1021.org; kishuchacher@icfmae.org; kpage@icfmae.org; tenkins@austl.gov.au; eerbach@icfmae.org; matthews@fptel21.org; amakayvan@fptel21.org; jld@ic1616.us; Ricardo.jorge@sf.gov.org; DeBarcello, Christopher (PUC) <kbasconillo@water.org>; Sandee.hall@sfi.us1021.me; pcamarillo@icfmae.org; sbgobal.net; Michael.Rainford@mairainford@ic339.org; Wendy.Fragillana@sfi.us1021.org; pservicio@sfi.us1021.org; pikm@icfmae.org; wgonzalez@iam1414.org; taze.r.kirby@sfi.us1021.net; leah.berlanga@sfi.us1021.org; gail.yee@sfca.org; citiyworker@sfclw.org; davidkemstein@gmail.com; djohnson@opcmialocal300.org; Ramon.Hernandez@cannonlanusa261@gmail.com; phinkines@icfmae.org; pklines@nccrr.org; tonyn@d16.cis.us; stevek@bac3.ca.org; xiumin.li@sfi.us1021.org; Poon, Sin (FSA) <sin.yue.poon@sfgov.org>; sncarrity@icfmae.org; mtchell@icfmae.org; groze@ic339.org; rluntz@icfmae.org; staff@sfmea.com; mikel@d16.cis.us; khughes@ibew6.org; 121PSCWise@fptel21.org; sfmsa@gmail.com; bart@d16.cis.us; david.canham@sfi.us1021.org; janner944@sol.com; oashworth@lewee.org; 121PSCRecorder@sf.gov.org; labores261@gmail.com; daniel200xwu@sbgobal.net; speed4856@aol.com; Christina@sfmea.com; scdemeyer@aol.com; thomas.vitale@sfi.us1021.org; DHR-PSCCoordinator, DHR (HRC) <hrc.pscordinator@sf.gov>

Subject: Personal Services Contract 11945 20.21

Joan Lubamersky
Office of the City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102

[illegible]

https://url.avanian.civil/y2/_http://apps.sfgov.org/dhrdrupal/node/16758_?YA=OmMhZQyOwE6bz5yZjQwMTk5MmRkODM0NTQwOTg2ZTQ2NTF0ZDZjMjY6NzQwNmE4YmFmYmFmZGEwZFY3IjRmDEwNDQMSMTNjMTk0NDZDZjJmE7ZjM3MzMyMGE4OTQ2YUk1NmQ0OTY2IjE

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 REPLIED, 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 the unions to the TO: field as intended

Additional Attachment(s)



MEMORANDUM

DATE: June 23, 2021

TO: Honorable Civil Service Commission

FROM: Sailaja Kurella, Purchaser and Acting Director
Office of Contract Administration

SUBJ: Definitions for Continuing Approval of Proprietary Software and Equipment

Definition 1: Proprietary Cloud Based Software

What is included: For the purpose of this CSC continuing approval only, Proprietary Cloud Based Software is defined as cloud-based software to which City has no intellectual property rights, as well as related services offered by the software's manufacturer to ensure the standard operability of its cloud-based software (such as standard support and data storage).

What is not included: For the purpose of this CSC approval, Proprietary Software as a Service does NOT include technical services that go beyond supporting the software's standard operability, including implementation, integration, and customization services, all of which may be proprietary in nature but shall, nevertheless, be subject to CSC review.

Justification: Based on this narrow definition, Continuing CSC approval is justified because Civil Service employees may not legally engage in the services related to the Proprietary Cloud-Based Software's operability, delivery and data storage without violating the software manufacturer's copyrights, trademarks, trade secrets, and/or patents. However, where the contract requires services that go beyond those related to the software's standard operability, delivery and data storage, Civil Service approval shall be required to ensure that the outsourcing of such services to non-City employees is necessary and/or appropriate.

Definition 2: Proprietary Software Maintenance

What is included: For the purpose of this CSC continuing approval only, Proprietary Software Maintenance is defined as standard software maintenance offered by a software manufacturer to ensure the standard operability of its software to which City has no intellectual property rights.

What is not included: For the purpose of this CSC approval, Proprietary Software Maintenance does NOT include technical services that go beyond supporting the software's standard operability, including implementation, integration, and customization services, all of which may be proprietary in nature but shall, nevertheless, be subject to CSC review.

Justification: Based on this narrow definition, Continuing CSC approval is justified because Civil Service



employees may not legally engage in rendering Proprietary Software Maintenance without violating the software manufacturer's copyrights, trademarks, trade secrets, and/or patents. However, where the contract requires services that go beyond maintaining the software's operability, Civil Service approval shall be required to ensure that the outsourcing of such services to non-City employees is necessary and/or appropriate.

Definition 3: Proprietary Equipment Installation and Maintenance

What is included: For the purpose of this CSC continuing approval only, Proprietary Equipment Installation and Maintenance refers to those installation and maintenance services which must be performed exclusively by the equipment's manufacturer (or an entity authorized by the manufacturer) to ensure the warranties associated with the proprietary equipment are not voided.

What is not included: For the purpose of this CSC approval, Proprietary Equipment Installation and Maintenance does NOT include those situations where a warranty shall not be voided due to installation and maintenance by City employees.

Justification: Based on this narrow definition, Continuing CSC approval is justified because Proprietary Equipment Installation and Maintenance Services can never be performed by Civil Service employees without voiding the manufacturer's warranties. However, where the rendering of services by someone other than the equipment manufacturer (or entities authorized by the manufacturer) does not void the manufacturer's warranty, Civil Service approval shall be required to ensure that the outsourcing of such services to non-City employees is necessary and/or appropriate.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ENVIRONMENT -- ENV

Dept. Code: ENV

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

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

Type of Service: CalRecycle CRV Mobile Recycling Project

Funding Source: State-CalRecycle

PSC Duration: 4 years

PSC Amount: \$1,000,000

1. Description of Work

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

In response legislation SB 458 & AB 54 , the program aims to increase the convenience of recycling of California Redemption Value (CRV) beverage containers, and return the associated CRV deposit value to CCSF consumers. The program will deploy a mobile recycling system utilizing individually identified bags and electronic payment within 72 hours.

This program requires the existence and ongoing operation of a certified CRV recycling center, in accordance with CalRecycle regulations. Our Planet Recycling (OPR) is the only certified recycling center in CCSF and has agreed to operate during the program time period up to June 2025.

State funds from CalRecycle are the sole source of funds utilized in the project.

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

First, in order to pay consumers for their CRV bottles and cans the paying entity must be a Certified Recycling Center in accordance with state regulations, which is overseen by CalRecycle. The second reason is the SB 458 & AB-54 legislation intended to address the lack of consumer access to their CRV deposits requires the city/county to partner with a certified recycler in order to participate in the program and receive state funding. Without this contract, San Francisco consumers will continue to lag behind other counties in access to their CRV deposits.

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.

Not previously provided by CSC.

D. Will the contract(s) be renewed?

Unlikely, unless new funding from the State emerges.

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.

☒ 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).

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

B. Explain the qualifying circumstances:

This program requires the existence and ongoing operation of a certified CRV recycling center. As per SB 458 & AB-54 , California Beverage Container Recycling and Litter Reduction Act, requires the Department of Resources Recycling and Recovery (CalRecycle) to annually designate convenience zones and requires that at least one certified recycling center that meets certain requirements be located within every convenience zone and authorizes up to 5 limited-term recycling pilot projects, subject to department approval, that are designed to improve redemption opportunities in unserved convenience zones. Also, Program will provide Recycling equipment that is not used by City departments nor operated by City employees.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: State Certified Recycling Center, with accompanying equipment, staff, space and expertise to operate successfully as a recycler of materials
- B. Which, if any, civil service class(es) normally perform(s) this work? 5638, Environmental Assistant; 5642, Sr. Environmental Spec; 7501, Environmental Service Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, Recycling equipment that is not used by City departments nor operated by City employees.

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

None, as this is a private sector activity through State Certified Recycling Centers. This project is dependent on external state funding and is overseen in accordance with state regulations.

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 private sector activity through State Certified Recycling Centers. This project is dependent on external state funding and is overseen in accordance with state regulations.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this is not an ongoing city department activity.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Explanation of training has not been provided by the department
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
Yes. Yes, State grant requirements apply. As per SB 458 & AB-54 , California Beverage Container Recycling and Litter Reduction Act, requires the Department of Resources Recycling and Recovery (CalRecycle) to annually designate convenience zones and requires that at least one certified recycling center that meets certain requirements be located within every convenience zone and authorizes up to 5 limited-term recycling pilot projects, subject to department approval, that are designed to improve redemption opportunities in unserved convenience zones.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so,

please explain.
No.

7. Union Notification: On 07/16/2021, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261; 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: David Kashani Phone: 415-355-3704 Email: david.kashani@sfgov.org

Address: 1155 Market Street, 3rd Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44642 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/20/2021

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of david.kashani@sfgov.org
To: [Kashani, David \(ENV\)](#); [Laxamana, Junko \(BOS\)](#); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; [Kashani, David \(ENV\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44642 - 21/22
Date: Friday, July 16, 2021 11:59:13 AM

RECEIPT for Union Notification for PSC 44642 - 21/22 more than \$100k

The ENVIRONMENT -- ENV has submitted a request for a Personal Services Contract

(PSC) 44642 - 21/22 for \$1,000,000 for Initial Request services for the period

07/01/2021 – 06/30/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17079> 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)

**SB-458 Beverage container recycling: pilot projects.** (2017-2018)

SHARE THIS:



Date Published: 10/10/2017

Senate Bill No. 458**CHAPTER 648**

An act to add Sections 14515.8 and 14571.9 to the Public Resources Code, relating to an appropriation therefor, and declaring the urgency thereof, to take effect immediately.

[Approved by Governor October 10, 2017. Filed with Secretary of State October 10, 2017.]

LEGISLATIVE COUNSEL'S DIGEST

SB 458, Wiener. Beverage container recycling: pilot projects.

Existing law, the California Beverage Container Recycling and Litter Reduction Act, requires a beverage container sold or offered for sale in this state have a minimum refund value. A beverage distributor must pay a redemption payment to the Department of Resources Recycling and Recovery for every container sold or offered for sale in the state to a dealer, and the department is required to deposit that payment in the California Beverage Container Recycling Fund. The money in the fund is continuously available to the department to, among other things, pay handling fees to certified recycling centers. The act would require the department to pay refund values, administrative costs, and processing payments to certified recycling collection programs, and curbside programs.

The act requires the department to annually designate convenience zones, as defined, statewide. In each convenience zone, the department must designate at least one certified recycling center or location within every convenience zone that accepts beverage containers and pays the refund value, if any, at one location, and that is open for business at least one day per week.

This bill would, until January 1, 2020, authorize up to 5 limited-term recycling pilot projects. The bill would require the department to submit a report to the Legislature by January 1, 2020, regarding the results of the pilot projects.

Vote: 2/3 Appropriation: yes Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS

SECTION 1. Section 14515.8 is added to the Public Resources Code, to read:

14515.8. (a) "Pilot project recycler" means a recycling location established pursuant to Section

(b) This section shall remain in effect only until January 1, 2022, and as of that date is rep enacted statute that is enacted before January 1, 2022, deletes or extends that date.

SEC. 2. Section 14571.9 is added to the Public Resources Code, to read:

14571.9. (a) Until January 1, 2020, the department may approve up to five recycling pilot pr requirements of this section.

(1) The pilot projects, which shall be submitted by applicant jurisdictions, shall be d redemption opportunities in unserved convenience zones. It is the intent of the Legisla convenient recycling opportunities to improve consumer redemption of eligible beverage con recycling rates in jurisdictions served by pilot projects.

(2) Unless otherwise specified in or authorized by the department pursuant to this section, a project shall be subject to all requirements imposed on recycling centers as specified in t implementing regulations.

(3) If a pilot project ends before January 1, 2020, the department may consider additional pil but not more than five pilot projects may operate at the same time.

(b) Notwithstanding Sections 14570, 14571, and 14571.6, a convenience zone that falls with project approved by the department under this section shall be deemed served while operational.

(1) (A) Every dealer within the jurisdiction of a pilot project shall post a clear and conspicuo inches by 15 inches at each public entrance to the dealer's place of business that specifies t project location nearest to the dealer, as provided by the department, the days and hours of project location, and the toll-free telephone number established by the department pursuant t This information shall be kept accurate and up to date.

(B) The department shall establish a toll-free number for the purpose of disseminating in beverage container recycling opportunities.

(2) If a pilot project ceases operation or the pilot project's certification has been revoked b dealer in the convenience zone served by the pilot project shall comply with Sections 14570, The department shall inform all dealers within a convenience zone of any change in statu serving that convenience zone within 10 days.

(c) No later than 90 days after the effective date of this section, the department shall hold workshop with interested stakeholders to solicit feedback on the pilot project program desc including feedback on the factors that may be considered in the approval of a pilot project.

(C) Is located in a rural region.

(3) A pilot project shall not establish a location for redeeming a beverage container for its outside of a convenience zone.

(4) A convenience zone in the pilot project shall be served by only one pilot project recycler.

(5) A pilot project shall be served only by a pilot project recycler that meets all of the following:

(A) The pilot project recycler shall be cumulatively open for a minimum of 30 hours per week.

(B) The pilot project recycler shall be open a minimum of one day per week for at least eight hours.

(C) The pilot project recycler shall be open at least five hours per week during periods other than through Friday from 9 a.m. to 5 p.m.

(D) The pilot project recycler shall accept and pay the refund value for all eligible beverage containers.

(E) The operator of the pilot project recycler shall notify the department in writing 10 days before the location where redeemed empty beverage containers are stored.

(F) The pilot project recycler shall only redeem eligible empty beverage containers from consumers for recycling, and shall not accept material from any other certified or noncertified sources, including, but not limited to, recycling centers, dropoff or collection programs, curbside programs, or other programs.

(G) A pilot project operator shall keep separate transaction records for each location within the jurisdiction. In the case of mobile collection programs, separate transaction records for each location shall be maintained.

(6) No processor shall issue an authorization to cancel pursuant to subdivision (b) of Section 150000 of the California Code of Regulations to a pilot project recycler.

(7) Additional requirements as deemed necessary by the department.

(e) A pilot project established pursuant to this section may provide stationary dropoff or collection programs.

(f) A jurisdiction that opts to be served by a pilot project shall submit its pilot project proposal for approval. The proposal shall include all of the following elements:

(1) A map of the pilot project area, including intended locations for pilot project recyclers.

(2) A list of proposed operators of pilot project recyclers.

(3) Contact information for the jurisdiction.

(4) Planned dates of operation.

(5) A description of how the pilot project will meet the requirements of this section.

(6) Additional elements as determined by the department.

(g) The department may issue probationary certificates of operation to pilot project recyclers.

- (1) The number of unserved convenience zones that will be served by the pilot project.
- (2) The total number of hours per week the pilot project recycler will operate.
- (3) The total number of locations that will be served under the pilot project.
- (4) Whether the jurisdiction has actively prevented the siting or operation of a certified r supermarket site.
- (5) The geographic distribution of jurisdictions proposing a pilot project.
- (6) Potential impacts to existing certified recycling centers.
- (7) Additional factors deemed relevant by the department.

(i) (1) The department may revoke the approval of a pilot project or the associated probator pilot project recycler participating in the pilot project, or both, at any time if the jurisdiction pilot project recycler fails to meet the conditions outlined in the department's approval c violates this division or a regulation adopted pursuant to this division, except as to violatio regulations that are inconsistent with the operation of an approved pilot project. If the de probationary certification of a pilot project recycler, the department may require the jurisdic pilot project to take the steps necessary to ensure that the pilot project achieves its goals approved pilot project application.

(2) If the approval of a pilot project is revoked, the review process described in Section 14 each convenience zone that was a part of the pilot project.

(j) A pilot project recycler that has been certified by the department on a probationary k approved pilot project shall be eligible to apply for handling fees pursuant to Section 14585 certified processors the amounts specified in subdivision (a) of Section 14573.5 for refund v costs, and processing payments. For purposes of handling fee eligibility, a pilot project recy anywhere within a convenience zone.

(k) The department may adopt emergency regulations for the purpose of implementin emergency regulations, if adopted, shall be adopted in accordance with Chapter 3.5 (comr 11340) of Part 1 of Division 3 of Title 2 of the Government Code, and for the purposes of th Section 11349.6 of the Government Code, the adoption of these regulations is an emer considered by the Office of Administrative Law as necessary for the immediate preservation health and safety, and general welfare. Any emergency regulations adopted pursuant to this with, but not be repealed by, the Office of Administrative Law and shall remain in effect until e by the department or January 1, 2022, whichever comes first.

(l) This section shall remain in effect only until January 1, 2022, and as of that date is rep enacted statute that is enacted before January 1, 2022, deletes or extends that date.

SEC. 3. This act is an urgency statute necessary for the immediate preservation of the pub safety within the meaning of Article IV of the California Constitution and shall go into immed constituting the necessity are:

In order to address the recent closures of recycling centers throughout the state, and to en:



AB-54 The California Beverage Container Recycling and Litter Reduction Act.

SHARE THIS:  

Date Published: 10/14

Assembly Bill No. 54

CHAPTER 793

An act to amend Sections 14571.6, 14571.9, and 14581 of, and to add and repeal Sections 14571.6, 14571.9, and 14581 of, the Public Resources Code, relating to recycling, making an appropriation therefor, and to add and repeal Sections 14571.6, 14571.9, and 14581 of, the Public Resources Code, relating to recycling, making an appropriation therefor, a urgency thereof, to take effect immediately.

[Approved by Governor October 12, 2019. Filed with Secretary of State October 12, 2019.]

LEGISLATIVE COUNSEL'S DIGEST

AB 54, Ting. The California Beverage Container Recycling and Litter Reduction Act.

Existing law, the California Beverage Container Recycling and Litter Reduction Act, requires the Department of Resources Recycling and Recovery to annually designate convenience zones and require certified recycling centers that meet certain requirements be located within every convenience zone. Existing law requires dealers within a convenience zone where no recycling location has been established to submit an affidavit to the department stating that the dealer has met specified standards for recycling, among others, that the dealer is redeeming all empty beverage container types at all open one designated location on the dealer's premises, during all hours that the dealer is open. If a dealer does not submit that affidavit, existing law requires the dealer to pay \$100 per day to deposit in the continuously appropriated California Beverage Container Recycling Fund, until a recycling center is established or until the dealer meets the standards for redemption specified in the affidavit.

This bill, until March 1, 2020, would exempt from those duties dealers located in a convenience zone served by a recycling center that closed between August 1, 2019, and September 1, 2019, a

department, for the 2019–20 fiscal year to the 2021–22 fiscal year, inclusive, to expend \$5,000,000 from the fund to support the pilot projects. By authorizing expenditures from an appropriated fund for a new purpose, the bill would make an appropriation.

This bill would authorize the Director of Finance to approve the expenditure of up to \$5,000,000 supplemental payments to recycling centers if certain conditions are met, thereby making an appropriation.

This bill would declare that it is to take effect immediately as an urgency statute.

Vote: 2/3 Appropriation: yes Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS

SECTION 1. Section 14571.6 of the Public Resources Code is amended to read:

14571.6. In any convenience zone where no recycling location has been established in accordance with the requirements of Section 14571, and in any convenience zone which has exceeded the 60-day period for the establishment of a recycling center pursuant to Section 14571.7, all dealers within that convenience zone where a recycling location has been established in that zone, do one of the following:

(a) Submit to the department an affidavit form provided by the department stating that the dealer meets the standards are being met by the dealer:

(1) The dealer redeems all empty beverage container types at all open cash registers or one of the dealer's premises, during all hours that the dealer is open for business.

(2) The dealer has posted signs which meet the size and location requirements specified in Section 14570, and which conform to paragraph (2) of that subdivision.

(3) The dealer is delivering, or having delivered, all empty beverage containers received from the dealer to a certified recycling center or processor for recycling.

(b) Pay to the department for deposit in the fund the sum of one hundred dollars (\$100) per location is established or until the standards for redemption specified in subdivision (a) are met.

(c) (1) (A) A dealer located in an unserved convenience zone is exempt from the requirements of subdivision (b) if a completed application for a recycling center located anywhere in the convenience zone is submitted to the department and the dealer and the recycling center submit a letter to the department stating that the recycling center intends to serve that convenience zone.

(B) The exemption specified in this paragraph no longer applies if the applicant recycling center withdraws its application or if the department denies the application. In either of these instances, the dealer shall immediately comply with the requirements of subdivision (a) or (b) upon denial by the department.

(2) Notwithstanding Section 14513.4, a recycling center described in paragraph (1) shall be required to receive handling fees for redeemed beverage containers once its application is approved.

(3) This subdivision shall become inoperative on July 1, 2020.

(4) If a pilot project ends before January 1, 2022, the department may consider additional pilot projects but not more than five pilot projects may operate at the same time.

(b) (1) Notwithstanding Sections 14570, 14571, and 14571.6, a convenience zone that falls within a pilot project approved by the department under this section shall be deemed served while the pilot project is operational.

(2) (A) A dealer within the jurisdiction of a pilot project shall post a clear and conspicuous sign, at least 6 inches by 15 inches at each public entrance to the dealer's place of business that specifies the pilot project location nearest to the dealer, as provided by the department, the days and hours of operation of the pilot project location, and the toll-free telephone number established by the department pursuant to Section 14571.6. This information shall be kept accurate and up to date.

(B) The department shall establish a toll-free number and an internet website for the purpose of providing information regarding beverage container recycling opportunities.

(3) If a pilot project ceases operation or the pilot project's certification has been revoked by the department, the dealer in the convenience zone served by the pilot project shall comply with Sections 14570, 14571, and 14571.6. The department shall inform all dealers within a convenience zone of any change in status of the pilot project serving that convenience zone within 10 days.

(c) No later than 90 days after the effective date of this section, the department shall hold a public hearing or workshop with interested stakeholders to solicit feedback on the pilot project program description and implementation, including feedback on the factors that may be considered in the approval of a pilot project.

(d) The requirements for a pilot project shall include, but not be limited to, all of the following:

(1) A pilot project shall serve one of the following:

(A) At least three unserved convenience zones.

(B) One or more convenience zones impacting a total of at least 30 dealers in unserved convenience zones.

(C) A rural region.

(2) A pilot project shall be in a jurisdiction that, as of the effective date of the pilot project approval, meets at least one of the following conditions:

(A) Had at least six unserved convenience zones.

(B) Had 75 percent of the convenience zones in the jurisdiction unserved.

(C) Is located in a rural region.

(3) A pilot project shall not establish a location for redeeming a beverage container for its refund outside of the pilot project area.

(4) A pilot project recycler may be located anywhere within the pilot project area.

(5) A pilot project shall be served only by a pilot project recycler that meets all of the following conditions:

(A) The pilot project recycler shall be open a minimum of one weekday per week for at least six months.

in the case of mobile collection programs, separate transaction records for each location service unit.

(6) A processor shall not issue an authorization to cancel pursuant to subdivision (b) of Section 18000 of the California Code of Regulations to a pilot project recycler.

(7) Additional requirements as deemed necessary by the department.

(e) A pilot project established pursuant to this section may provide stationary dropoff collection programs.

(f) A jurisdiction that opts to be served by a pilot project shall submit its pilot project proposal for approval. The proposal shall include all of the following elements:

(1) A map of the pilot project area, including intended locations for pilot project recyclers.

(2) A list of proposed operators of pilot project recyclers.

(3) Contact information for the jurisdiction.

(4) Planned dates of operation.

(5) A description of how the pilot project will meet the requirements of this section.

(6) Additional elements as determined by the department.

(g) The department may issue probationary certificates of operation to pilot project recycler approved pilot project. A certificate issued under this section shall be valid, and shall specify a period of not more than three years or until the end of the pilot project, whichever is earlier. Notwithstanding certification requirements imposed by this division or implementing regulations, application review timelines shall apply to pilot projects:

(1) The department shall notify each applicant and the appropriate pilot project contact within 30 calendar days of receipt of the proposal, or receipt of additional information if the proposal was initially deemed incomplete. The proposal for certification is either complete and accepted for further review or incomplete and requires additional information.

(2) Upon determining that a proposal is complete, the department shall notify the applicant and pilot project contact in writing within 30 calendar days that the application is either approved with conditions or denied and the reasons for denial.

(h) In approving pilot projects, the department shall consider all of the following factors:

(1) The number of unserved convenience zones that will be served by the pilot project.

(2) The total number of hours per week the pilot project recycler will operate.

(3) The total number of locations that will be served under the pilot project.

(4) Whether the jurisdiction has actively prevented the siting or operation of a certified recycling center at a supermarket site.

each convenience zone that was a part of the pilot project.

(j) (1) Notwithstanding paragraph (1) of subdivision (c) of Section 14585, a pilot project re certified by the department on a probationary basis pursuant to an approved pilot project sha for handling fees pursuant to Section 14585 and to receive from certified processors the ; subdivision (a) of Section 14573.5 for refund values, administrative costs, and processing pay

(2) Notwithstanding paragraph (1) of subdivision (c) of Section 14585, the existence of a j shall not affect the handling fee eligibility of a recycling center.

(3) For purposes of handling fee eligibility, a pilot project recycler may be located anywhere area.

(k) The department may adopt emergency regulations for the purpose of implementing this regulations, if adopted, shall be adopted in accordance with Chapter 3.5 (commencing with Se 1 of Division 3 of Title 2 of the Government Code, and for the purposes of that chapter, includ of the Government Code, the adoption of these regulations is an emergency and shall be con of Administrative Law as necessary for the immediate preservation of the public peace, he general welfare. Emergency regulations adopted pursuant to this section shall be filed with, by, the Office of Administrative Law and shall remain in effect until amended or repealed b July 1, 2022, whichever comes first.

(l) This section shall become inoperative on July 1, 2022, and, as of January 1, 2023, is repea

SEC. 3. Section 14572.3 is added to the Public Resources Code, to read:

14572.3. (a) A dealer located in a convenience zone that was served by a recycling center August 1, 2019, and September 1, 2019, at the initiation of the recycler shall be exen requirements of Section 14571.6 from the effective date of this section until March 1, 2020.

(b) Nothing in this section limits the department's ability to take actions, including, but not impacted dealers, before March 1, 2020, in order to immediately begin implementing the req 14571.6 on March 1, 2020.

(c) This section shall become inoperative on July 1, 2020, and, as of January 1, 2021, is repea

SEC. 4. Section 14581 of the Public Resources Code is amended to read:

14581. (a) Subject to the availability of funds and in accordance with subdivision (b), the depa the moneys set aside in the fund, pursuant to subdivision (c) of Section 14580, for the purpo the following manner:

(1) For each fiscal year, the department may expend the amount necessary to make the r payment pursuant to Section 14585.

(2) Fifteen million dollars (\$15,000,000) shall be expended annually for payments for cur neighborhood dropoff programs pursuant to Section 14549.6.

(3) (A) Ten million five hundred thousand dollars (\$10,500,000) may be expended annually

county. The form shall specify the amount of beverage container recycling and litter cleanup jurisdiction is eligible. The form shall not exceed one double-sided page in length, and electronically. If a city, county, or city and county does not return the funding request for receipt of the form from the department, the city, county, or city and county is not eligible to that funding cycle.

(F) For the purposes of this paragraph, per capita population shall be based on the population area of a city or city and county and the unincorporated area of a county. The department may to any city, county, or city and county that has prohibited the siting of a supermarket site, or site to close its business, or adopted a land use policy that restricts or prohibits the siting of within its jurisdiction.

(4) One million five hundred thousand dollars (\$1,500,000) may be expended annually in the beverage container recycling and litter reduction programs.

(5) (A) The department shall expend the amount necessary to pay the processing payment to Section 14575. The department shall establish separate processing fee accounts in the fund container material type for which a processing payment and processing fee are calculated pursuant to Section 14575, or for which a processing payment is calculated pursuant to Section 14575 and a value is calculated pursuant to Section 14575.1, into which account shall be deposited both of

(i) All amounts paid as processing fees for each beverage container material type pursuant to

(ii) Funds equal to the difference between the amount in clause (i) and the amount of the fee established in subdivision (b) of Section 14575, and adjusted pursuant to paragraph (2) of subdivision (f) of, Section 14575, to reduce the processing fee to the level provided in subdivision 14575, or to reflect the agreement by a willing purchaser to pay a voluntary artificial surcharge pursuant to Section 14575.1.

(B) Notwithstanding Section 13340 of the Government Code, the moneys in each process hereby continuously appropriated to the department for expenditure without regard to fiscal year of making processing payments pursuant to Section 14575.

(6) Up to five million dollars (\$5,000,000) may be annually expended by the department undertaking a statewide public education and information campaign aimed at promoting the use of beverage containers.

(7) Up to ten million dollars (\$10,000,000) may be expended annually by the department for payments for empty glass beverage containers pursuant to Section 14549.1.

(8) (A) For the 2019–20 fiscal year to the 2021–22 fiscal year, inclusive, the department may expend up to ten million dollars (\$10,000,000) each fiscal year for market development payments to recycled plastic manufacturers, pursuant to Section 14549.2.

(B) For purposes of this paragraph, the definitions in subdivision (a) of Section 14549.2 apply.

(9) (A) For the 2019–20 fiscal year to the 2021–22 fiscal year, inclusive, the department may expend up to five million dollars (\$5,000,000) to support the pilot projects created pursuant to Section 14549.3.

(B) Taking into consideration the recent closure of many of California's recycling centers, the

(d) Before making an expenditure pursuant to paragraph (6) of subdivision (a), the department advisory committee consisting of representatives of the beverage industry, beverage container environmental organizations, the recycling industry, nonprofit organizations, and retail department on the most cost-effective and efficient method of the expenditure of the funds for information campaign.

SEC. 5. (a) In addition to the five million dollars (\$5,000,000) appropriated pursuant to Item Section 2.00 of the Budget Act of 2019 (Chs. 23 and 55, Stats. 2019), the Director of Finance expenditure of up to five million dollars (\$5,000,000) from the California Beverage Container created pursuant to subdivision (a) of Section 14580 of the Public Resources Code for supply recycling centers, provided all of the following conditions are met:

(1) Funds already appropriated pursuant to Item 3970-101-0276 of Section 2.00 of the Budget Act of 2019 (Chs. 23 and 55, Stats. 2019) for supplemental payments to recycling centers have been subject to the methodology by the Department of Resources Recycling and Recovery and the department has used that amount of that appropriation to address underserved or unserved convenience zones, thereby no additional funds are required for this purpose.

(2) The five million dollars (\$5,000,000) appropriated pursuant to paragraph (9) of subdivision (a) of Section 14581 of the Public Resources Code, as added by this measure, for pilot projects has been subject to solicitation notice by the Department of Resources Recycling and Recovery, the department has accepted applications, and, to the maximum extent feasible, the department has expended funds to recycling beverage containers to address underserved or unserved convenience zones.

(3) The Department of Resources Recycling and Recovery reports to the appropriate policy committee in each house of the Legislature by March 1, 2020, on options to expand or otherwise reconfigure recycling zones in order to reduce or eliminate public costs of supporting uneconomic and low-volume recycling while preserving the public's ability to redeem beverage containers for the refund value.

(b) The Director of Finance shall not approve the expenditure authorized pursuant to this section unless notice is made in writing and filed with the chairperson of the Budget Committee and the chairpersons of the appropriate policy and fiscal committees in the Legislature not later than 30 days prior to the effective date of the approval, or whatever later effective date of the approval the chairperson of the Joint Legislative Budget Committee, designee, may determine.

SEC. 6. This act is an urgency statute necessary for the immediate preservation of the public safety within the meaning of Article IV of the California Constitution and shall go into immediate effect upon its passage, constituting the necessity are:

Because of the unprecedented closures of recycling centers statewide, reduced access to recycling for consumers, declining recycling rates, and higher associated costs for grocers and retailers, it is the intent of the Legislature that this act take effect immediately.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ENVIRONMENT -- ENV

Dept. Code: ENV

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

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

Type of Service: Racial Equity Consultants

Funding Source: Dept Funds/City

PSC Duration: 4 years

PSC Amount: \$200,000

1. Description of Work

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

Assist Environment Staff in providing assessment, training, and coaching on racial equity to support the department's racial equity initiative.

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

The San Francisco Board of Supervisors passed an ordinance mandating all city agencies to train staff on the foundations of racial equity and to create a racial equity action plan. Consequences of denial would force agency to be non-compliant with the ordinance. SFE would be unable to offer the staff the essential training, deep analysis and fact-finding necessary to complete the racial equity action plan

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 was not provided

D. Will the contract(s) be renewed?

It is unknown at this time.

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

Consultants retained under this PSC will work closely with executive and mid-level managers to assist them in complying with the mandate to develop and implement Racial Equity Action Plans, and to analyze the disparate impacts of policy and reporting functions, the skills and qualifications for the project is only a temporary and a project based need.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Selected consultants needs to demonstrate expertise with racial equity, implicit bias, structural racism, diversity and inclusion focused program design and facilitation, organizational development, research and evaluation services.

B. Which, if any, civil service class(es) normally perform(s) this work? 1231, EEO Senior Specialist; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This work requires extensive experience in and an expert understanding of external systems of oppression, antioppression and equity models. While the expertise may exist in the Office of Racial Equity, they currently do not have the capacity to assist all City Departments with the level of service required to satiate the City's mandate to develop and implement mandated Racial Equity Action 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, it's specialized work needed specifically to help departments implement their racial equity action plans.

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. There will be some racial equity trainings and coaching as a part of organizational development. The number of hours are TBD based on needs identified in the workplace assessment. It is likely that there will be coaching for supervisors and leadership to foster a culture of inclusion and belonging. Racial equity trainings for SF Environment staff may include topics such as foundational understanding of racism; an understanding of the health, social and economic impacts of environmental injustice; microaggressions, cultural competency, and/or other topics as needed, and identified through workplace assessments; as well as, providing customized racial equity training and organizational development coaching for senior staff, executive leadership, and other staff as needed

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 07/20/2021, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: David Kashani Phone: 415-355-3704 Email: david.kashani@sfgov.org

Address: 1155 Market Street, 3rd Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47203 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of david.kashani@sfgov.org
To: [Kashani, David \(ENV\)](#); [Laxamana, Junko \(BOS\)](#); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Kashani, David \(ENV\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47203 - 21/22
Date: Tuesday, July 20, 2021 11:32:05 AM

RECEIPT for Union Notification for PSC 47203 - 21/22 more than \$100k

The ENVIRONMENT -- ENV has submitted a request for a Personal Services Contract (PSC) 47203 - 21/22 for \$200,000 for Initial Request services for the period 07/01/2021 – 06/30/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17109> 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)

City and County of San Francisco

Sourcing Event ID 0000005349

Formal Request for Qualifications for: Racial Equity and Organizational Consultant

This RFQ can be viewed under at City's Supplier Portal: <https://sfcitypartner.sfgov.org/pages/index.aspx>



Request for Qualifications Issuance	July 15, 2021
Pre-Proposal Conference	July 27, 2021, 3:30 PM PST
Deadline for Questions	July 30, 2021, 5:00 PM PST
Deadline to Submit Proposals	August 16, 2021, 5:00 PM PST
Notice of Intent to Award	September 7, 2021
Period for Contesting Notice of Intent to Award	Within (3) three business days of the City's issuance of a Notice of Intent to Award.
Contract Administrator:	David Kashani Contracts and Grants Coordinator San Francisco Department of the Environment 1155 Market Street, 3rd Floor San Francisco, CA 94103 David.Kashani@sfgov.org

RFQ Attachments:

- Attachment 1: City's Proposed Agreement Terms for each contract awarded to a Contractor selected from the Prequalified Pool (P-600)
- Attachment 2: Price Proposal Template
- Attachment 3: Proposer Questionnaire
- Attachment 4: Proposer Information and References
- Attachment 5: First Source Hiring Form (For information purposes only. This form must be completed prior to each contract awarded to a Contractor selected from the Prequalified Pool)
- Attachment 6: Health Care Accountability Ordinance & Minimum Compensation Ordinance Forms (For information purposes only. This form must be completed prior to each contract awarded to a Contractor selected from the Prequalified Pool)
- Attachment 7: Reserved (Sweatfree Ordinance Form P-12U-C)**
- Attachment 8: Reserved (Sweatfree Ordinance Form P-12U-I)**
- Attachment 9: CMD Form 3 (Required)
- Attachment 10: LBE Participation Requirements and Good Faith Outreach Forms
 - CMD Form 2A: LBE Participation Form (Required if applying for an LBE rating bonus)
 - CMD Form 4: Joint Venture Form (If applicable)
 - CMD Form 5: Employment Form (Required)

Table of Contents

I.	Introduction and RFQ Schedule	1
A.	Introduction	1
B.	Anticipated Term of Contracts Awarded Pursuant to this RFQ	2
C.	Anticipated Not to Exceed Amount of Contracts Awarded Pursuant to this RFQ	2
D.	Indefinite Quantity, As-Needed Contract	2
E.	Cooperative Agreement	3
F.	Limitation on Communications During RFQ	3
G.	RFQ Schedule	3
H.	How to Register as a City Supplier	4
I.	Proposal Questions and Submissions	4
J.	Proposal Selection	5
K.	Contract Terms and Negotiations	5
L.	Protest Procedures	5
II.	City's Social Policy Requirements	6
A.	Proposers Unable to do Business with the City	6
B.	Reserved. (Payment of Prevailing Wages)	7
C.	Health Care Accountability Ordinance	7
D.	Minimum Compensation Ordinance	7
E.	First Source Hiring Program	7
F.	LBE Rating Bonus and Bid Discounts	7
G.	Reserved (LBE Participation Requirements).	9
H.	Reserved (Sweatfree Procurement)	9
I.	Other Social Policy Provisions	9
III.	Goods and Services Requested	9
A.	Goods and/or Services Requested	9
B.	Reserved (Regulatory and Compliance Requirements Specific to the Goods/Services Solicited)	10
C.	Reserved (Articles Furnished)	10
D.	Reserved (Alternates)	10
E.	Reserved (Samples)	10
F.	Reserved (Freight on Board)	10
G.	Green Purchasing Requirements	10
IV.	Proposal Evaluation Criteria	10
V.	Required Supporting Documentation	11
VI.	Minimum Qualifications Documentation (Pass/Fail)	11
VII.	Price Proposal (15 Points)	12
A.	Price Proposal Format	12
B.	Price Proposal Evaluation Period	12
C.	Price Discrepancies	12
D.	Price Lists	13
E.	Reserved (Proposing on Separate Items or in Aggregate(s))	13
F.	Application of Discounts for Evaluating Lowest Responsive Proposer	13
VIII.	Written Proposal (85 Points)	13
A.	Organization Profile	14
B.	Project Team	14
C.	Qualifications Summary	14
D.	Past Projects	14
E.	Work Approach for Each Service Area	15
F.	Written Proposal Evaluation Criteria	15
IX.	Reserved. (Oral Interviews)	17

X.	Insurance and Bonds	17
A.	Insurance	17
B.	Reserved (Performance Bond)	17
C.	Reserved (Fidelity Bond)	17
D.	Failure to Provide Insurance and/or Bonds	17
XI.	Terms and Conditions for Receipt of Proposals	17
A.	RFQ Errors and Omissions	17
B.	Objections to RFQ Terms	17
C.	RFQ Addenda	17
D.	Proposal Term	18
E.	Revision to Proposal	18
F.	Proposal Errors and Omissions	18
G.	Financial Responsibility	18
H.	Proposer’s Obligations under the Campaign Reform Ordinance	18
I.	Reservations of Rights by the City	19
J.	No Waiver	19
K.	Other	19

I. INTRODUCTION AND RFQ SCHEDULE

A. Introduction

1. General

This Request for Qualifications (hereinafter “RFQ”) is being issued by Department of the Environment of the City and County of San Francisco (“SF Environment”). SF Environment is seeking qualified suppliers (“Proposers”) to provide proposals for Racial Equity and Organizational Consultation (Proposal).

SF Environment is requesting responses from qualified consultant firms to support the Department’s Racial Equity Initiative. SF Environment is seeking consultant services in three (3) different but related project areas: (A) assistance with the implementation of Phase I of the Department’s Racial Equity Action Plan, focused specifically on assessments addressing SF Environment’s workplace climate, providing department and staff trainings; (B) assistance with the development of Phase II of the Racial Equity Action Plan, which will focus on an assessment of our community impact work; and (C) assessment of how to best operationalize both Phase I and Phase II of the Department’s Racial Equity Action Plan into the organizational development of the department and set up systems that foster a culture of inclusion and belonging along with accountability and success.

Project areas (A) and (B) will culminate into written reports with observations, findings, and recommendations to guide SF Environment’s understanding of racial equity, improve our anti-racist competencies, and strengthening our relationships and services with Black, Indigenous, and People of Color (BIPOC) Communities.

The City shall evaluate Proposals to create a Prequalified Pool of Proposers (“Prequalified Pool”). The City may use the Prequalified Pool, at its sole and absolute discretion, to select for negotiation of contracts on an as-needed basis for two (2) years, and up to four (4) years from the prequalification date, if the requirements of San Francisco Administrative Code Section 21.4 (c) (2) are met. Firms prequalified under this RFQ are not guaranteed a contract.

City Departments may use any contract awarded pursuant to this RFQ at their absolute discretion throughout the contract term based on their business needs. All City Departments shall be entitled to the same options, pricing matrices, and discounts. Departments shall order goods and/or services covered by the awarded contract through the issuance of individual Purchase Orders and/or Task Orders which shall be released against the awarded contract during the contract term.

Project specific terms, along with Proposer’s Written Proposal and Price Proposal, shall be incorporated into the Proposed Agreement at the time a Proposer is selected from the Prequalified Pool established pursuant this RFQ to enter into contract negotiations with City.

2. Background

In July of 2019, the San Francisco Board of Supervisors passed Ordinance No. [188-19](#), amending the Administrative Code to create an Office of Racial Equity (ORE) and mandate that all City Departments create Racial Equity Action Plans that address the longstanding social, economic, and racial disparities within City operations. In response, SF Environment has developed its [Phase I of the Racial Equity Action Plan](#), which focuses on internal policies and programs. The next phase of this work will be to develop Phase II of the Racial Equity Action Plan, which will focus on external operations, policies, and procedures.

SF Environment is a member of the [Government Alliance on Race and Equity \(GARE\)](#), a national network of government agencies working to achieve racial equity and advance opportunities for all. SF Environment has adopted GARE’s three-pronged approach to integrating

racial equity into its work: 1) normalizing conversations about race; 2) organizing key staff, and 3) finding ways to operationalize racial equity into the ongoing work of the Department. Racial Equity has been integrated into the Department's organizational structure through a Racial Equity Steering Committee United (RESCU), comprised of liaisons from each SF Environment program area (including two senior leadership staff), a smaller Racial Equity Core Team (RE Core Team), and two Racial Equity (RE) Leaders.

3. Selection Overview and Resulting Contracts

Proposers meeting the Minimum Qualifications and scoring a minimum of 70 points for any of the three (3) Service Areas shall be added to the Prequalified Pool for the respective Service Area and eligible for potential contract negotiations ("Resulting Contract") with the City, on an as-needed basis. A Prequalified Pool list is valid for 2 years, but may be extended for up to 2 additional years if re-opened by City in accordance with Section 21.4 of the San Francisco Administrative Code.

For Resulting Contracts that are equal to or less than the Minimum Competitive Amount (currently \$706,000 for general services and \$129,000 for commodities and professional services): The City may:

- A. Select highest available ranked (if a ranking was done when the pool was created);
- B. Conduct a Request for Quotes or Request for Proposals to the Prequalified Pool from which to make a selection; or
- C. Select a contractor from the Prequalified Pool without any further solicitation but only upon notifying the Prequalified Pool the commodities and/or services awarded; their cost; and the selected Contractor's unique qualifications for having been selected without a further solicitation. Such notice must be retained for 3 years

For Resulting Contracts that are greater than the Minimum Competitive Amount (currently \$706,000 for general services and \$129,000 for commodities and professional services): The City may:

- A. Select highest available ranked (if a ranking was done when the pool was created); or
- B. Conduct a Request for Quotes or Request for Proposals to the Prequalified Pool.

B. Anticipated Term of Contracts Awarded Pursuant to this RFQ

A Resulting Contract awarded to Proposers selected from a Prequalified Pool established pursuant to this RFQ shall be non-exclusive, with an original term to be determined at the time of Contract award based on the awarding Department's business needs, but shall not exceed ten (10) years.

C. Anticipated Not to Exceed Amount of Contracts Awarded Pursuant to this RFQ

The Not-to-Exceed (NTE) amount of Resulting Contract awarded to Proposers selected from a Prequalified Pool established pursuant to this RFQ shall be determined at the time of Contract award based on the awarding Department's business needs.

D. Indefinite Quantity, As-Needed Contract

Resulting Contracts awarded to Proposers selected from a Prequalified Pool established pursuant this RFQ will result in term, indefinite quantities, as-needed contracts. There is no guarantee of a minimum amount of goods or services for any Proposers selected for the Prequalified Pool or for any Resulting Contracts therefrom. Estimated quantities, if any, stated in

this RFQ are approximations only. City, in its sole discretion, may purchase any greater or lesser quantity. City may also make purchases of items awarded pursuant to this RFQ from other suppliers when City determines, in its sole discretion, that it is in the best interest of the City to do so.

E. Cooperative Agreement

Any other City department, public entity or non-profit made up of multiple public entities, may use this RFQ to obtain some or all of the commodities or services to be provided by Proposer under the same terms and conditions of any contract awarded pursuant to this RFQ.

F. Limitation on Communications During RFQ

From the date this RFQ is issued until the date the competitive process of this RFQ is completed (either by cancelation or final Award), Proposers and their subcontractors, vendors, representatives and/or other parties under Proposer's control, shall communicate solely with the Contract Administrator whose name appears in this RFQ. Any attempt to communicate with any party other than the Contract Administrator whose name appears in this RFQ – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this RFQ.

G. RFQ Schedule

The anticipated schedule for this RFQ is set forth below. These dates are tentative and subject to change. It is the responsibility of the Proposer to check for any Addenda to this RFQ or other pertinent information posted in the City's Supplier Portal.

Proposal Phase	Tentative Date
Request for Qualifications Issued	July 15, 2021
Pre-Proposal Conference	July 27, 2021, 3:30 PM PST
Deadline for Written Questions	July 30, 2021, 5:00 PM PST
Deadline to Submit Proposals	August 16, 2021, 5:00 PM PST
Notice of Intent to Establish Prequalified Pool	September 7, 2021
Period for Contesting Notice of Intent to Establish Prequalified Pool	Within (3) three business days of the City's issuance of a Notice of Intent to Establish Prequalified Pool.
Final Award	September 30, 2021
<p>The Pre-Proposal Conference: The Pre-Proposal Conference shall be held virtually. Join on your computer or mobile app: Click here to join the meeting Or call in (audio only)+1 415-906-4659 Phone Conference ID: 276613315#</p> <p>The Pre-Proposal Conference Details: The Pre-Solicitation Conference will begin at the time specified. Proposers' representatives are urged to attend on time. Topics already covered will not be repeated for the benefit of late arrivals. Failure to attend the Pre-Solicitation Conference shall not excuse the awarded Proposer from any obligations of a contract awarded pursuant to this Solicitation. Any change or addition to the requirements contained in this Solicitation as a result of the Pre- Solicitation Conference will be executed by a written Addendum to this Solicitation. It is the responsibility of the Proposer to check for any Addendum to this Solicitation or other pertinent information posted on the City's Supplier Portal: https://sfcitypartner.sfgov.org/pages/index.aspx.</p>	

H. How to Register as a City Supplier

The following requirements pertain only to Proposers not currently registered with the City as a Supplier.

Step 1: Register as a BIDDER at City's Supplier Portal:

<https://sfcitypartner.sfgov.org/pages/index.aspx>

Step 2: Follow instructions for converting your BIDDER ID to a SUPPLIER ID. This will require you to register with the City Tax Collector's Office and submit Chapter 12B and 12C forms through the Supplier portal. Once these forms have been completed, submitted, and processed, you will be notified via email with your organization's new Supplier ID. That email will also provide instructions for completing your Supplier registration.

- **City Business Tax Registration Inquiries:** For questions regarding business tax registration procedures and requirements, contact the Tax Collector's Office at (415) 554-4400 or, if calling from within the City and County of San Francisco, 311.
- **Chapter 12(B) and 12(C) Inquiries:** For questions concerning the City's Chapter 12(B) and 12(C) Equal Benefits and Non-Discrimination in Contracting requirements, go to: www.sfgov.org/cmd.

I. Proposal Questions and Submissions

1. Proposer Questions and Requests for Clarification

Proposers shall address any questions regarding this RFQ to the Contract Administrator whose name and contact information appears on the cover page of this RFQ. Proposers who fail to submit questions concerning this RFQ and its requirements will waive all further rights to protest based on the specifications and conditions herein. **Questions must be submitted by email to the Contract Administrator (David.Kashani@sfgov.org) whose name and contact information appears on the cover page of this RFQ no later than the deadline for submission of written questions or requests for clarification.** A written Addendum will be executed addressing each question and answer and posted publicly. It is the responsibility of the Proposer to check for any Addenda and other updates that will be posted on the City's Supplier Portal: <https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>.

2. Proposal Format

Proposals must be created using a word processing software (e.g. Microsoft Word or Excel) and typed in a serif font (e.g.-Times New Roman). The document must have page margins of at least .5" on all sides. Information must be provided at a level of detail that enables effective evaluation and comparison between Proposals. Failure to follow formatting, submission, or content requirements, as well as page limit restrictions (if any), may negatively impact the evaluation of your Proposal.

3. Time and Place for Submission of Proposals

Prior to the Proposal submission deadline, Proposers must upload their complete Proposals into the City's Supplier Portal: <https://sfcitypartner.sfgov.org/pages/index.aspx>. Late submissions will not be considered. Each original Proposal received will be screened to ensure that all content required by this RFQ is included. Partial or complete omission of any required content may disqualify Proposals from further consideration. Late Proposal submissions will not be considered and failure to adhere to the above requirements may result in the complete rejection of your Proposal.

Proposers are encouraged to upload their Proposals to the SF Supplier Portal as early as possible to address any technical issues that may arise during the submission process. In

the event a Proposer is unable to upload its complete Proposal into the SF Supplier Portal, Proposer must email its Proposal to the Contract Administrator (David.Kashani@sfgov.org) whose name and contact information appears on the cover page of this RFQ prior to the Proposal submission deadline and request confirmation of receipt. Proposer must include in its email: (a) documentation (e.g. screenshots) verifying its inability to upload its Proposal into the SF Supplier Portal and (b) a detailed justification explaining why it was not able to have the issue addressed prior to the submission deadline.

J. Proposal Selection

The acceptance and/or selection of any Proposal(s) shall not imply acceptance by the City of all terms of the Proposal(s), which may be subject to further approvals before the City may be legally bound thereby.

K. Contract Terms and Negotiations

In the event a Proposer is selected from the Prequalified Pool established pursuant this RFQ, the successful Proposer will be required to enter into an Agreement substantially in the form of the Agreement attached hereto as Attachment 1, "Proposed Agreement Terms". The Scope of Work and Price Proposal appendices to the Proposed Agreement shall be updated at the time a Proposer is selected from the Prequalified Pool established pursuant this RFQ. **If Proposer is unable to accept City's Proposed Agreement Terms substantially in the form presented, Proposer shall include a revised copy of City's Proposed Agreement with its Proposal.** The revised copy of the Proposed Agreement must clearly:

- (1) Mark those section to which it objects;
- (2) Set forth Proposer's alternative terms with respect to each such section; and
- (3) Explain the basis for each proposed change.

L. Protest Procedures

1. Protest of Non-Responsiveness Determination

Within (3) three business days of the City's issuance of a Notice of Non-Responsiveness, a Proposer may submit a written Notice of Protest of Non-Responsibility. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

2. Protest of Non-Responsible Determination

Within (3) three business days of the City's issuance of a Notice of Non-Responsibility, a Proposer may submit a written Notice of Protest of Non-Responsibility. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

3. Protest of Prequalified Pool

Within (3) three business days of the City's issuance of a Notice of Intent to name the Proposers selected for the Prequalified Pool established pursuant this RFQ, a Proposer may submit a written Notice of Protest of the Proposers selected for the Prequalified Pool established pursuant this RFQ. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an

individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

4. Delivery of Protests

A Notice of Protest must be written. Protests made orally (e.g., by telephone) will not be considered. A Notice of Protest must be delivered by mail or email to the Contract Administrator whose name and contact information appears on the cover page to this RFQ and received by the due dates stated above. A Notice of Protest shall be transmitted by a means that will objectively establish the date the City received the Notice of Protest. If a Notice of Protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein.

II. CITY'S SOCIAL POLICY REQUIREMENTS

The San Francisco Municipal Code establishes a number of requirements for people seeking to do business with the City ("Social Policy Requirements"). These Social Policy Requirements can be found in Attachment 1, City's Proposed Agreement Terms. The Social Policy Requirements set forth below are NOT intended to be a complete list of all Social Policy Requirements applicable to this RFQ and any contracts awarded from it. Proposers are encouraged to carefully review the Social Policy Requirements applicable to this RFQ contained in Attachment 1, City's Proposed Agreement Terms.

A. Proposers Unable to do Business with the City

1. Generally

Proposers that do not comply with laws set forth in San Francisco's Municipal Codes may be unable to enter into a contract with the City. Laws applicable to this RFQ are set forth below and in Attachment 1, City's Proposed Agreement Terms.

2. Administrative Code Chapter 12X

Subject to certain exceptions, Proposers are advised that this RFQ is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into a contract with a Proposer that (a) has its headquarters in a state that has enacted a law that perpetuates discrimination against LGBT people and/or has enacted a law that prohibits abortion prior to the viability of the fetus, or (b) 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 (<https://sfgsa.org/chapter-12x-state-ban-list>). Proposers will be required to certify compliance with Chapter 12X as part of its Proposal, unless the City determines that a statutory exception applies. *Refer to Attachment 1, City Proposed Agreement Terms for additional details related to the application of this Ordinance to a Resulting Contract awarded pursuant to this RFQ.*

3. Administrative Code Chapter 12B

A Proposer selected pursuant to this RFQ to participate in the resulting Prequalified Pool may not, if awarded a contract, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses

of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code. *Refer to Attachment 1, City Proposed Agreement Terms for additional details related to the application of this Ordinance to a Resulting Contract awarded pursuant to this RFQ.*

B. Reserved. (Payment of Prevailing Wages)

C. Health Care Accountability Ordinance

A Proposer selected pursuant to this RFQ to participate in the resulting Prequalified Pool, if awarded a contract, shall comply with the requirements of Chapter 12Q. For each Covered Employee, an awarded Proposer shall provide the appropriate health benefit set forth in Section 12Q.3 of the Health Care Accountability Ordinance (HCAO). If a Proposer selected pursuant to this RFQ chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission. Information about and the text of the Chapter 12Q and the Health Commission's minimum standards available at <http://sfgov.org/olse/hcao>. Any Subcontract entered into by Proposer shall also be required to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this section. *Refer to Attachment 1, City Proposed Agreement Terms for additional details related to the application of this Ordinance to a Resulting Contract awarded pursuant to this RFQ.*

D. Minimum Compensation Ordinance

A Proposer selected pursuant to this RFQ to participate in the resulting Prequalified Pool shall, if awarded a contract, comply with Administrative Code Chapter 12P. A Proposer selected pursuant to this RFQ shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. A Proposer selected pursuant to this RFQ is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. *Refer to Attachment 1, City Proposed Agreement Terms for additional details related to the application of this Ordinance to a Resulting Contract awarded pursuant to this RFQ.*

E. First Source Hiring Program

A Proposer selected pursuant to this RFQ to participate in the resulting Prequalified Pool shall, if awarded a contract, comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code that apply to this Agreement and an awarded Proposer is subject to the enforcement and penalty provisions in Chapter 83. *Refer to Attachment 1, City Proposed Agreement Terms for additional details related to the application of this Ordinance to a Resulting Contract awarded pursuant to this RFQ.*

F. LBE Rating Bonus and Bid Discounts

Application of LBE Bid Discounts/Rating Bonuses when creating the Prequalified Pool: Where the awarding Department's evaluation process for creating a Prequalified Pool takes into account pricing and/or involves scoring each Proposer, the rating bonus or bid discount, as the case may be, shall apply at each phase of the selection process.

Application of LBE Bid Discounts/Rating Bonuses when selecting a contractor from a Prequalified Pool: Where the awarding Department's evaluation process for selecting a contractor from a Prequalified Pool takes into account pricing and/or involves scoring, the rating bonus or bid discount, as the case may be, shall apply at each phase of the selection process.

1. Rating Bonus/Bid Discount for General and Professional Services

Estimated Contract Value	Small/Micro LBEs Rating Bonus	SBA LBEs Rating Bonus
Greater than \$10,000 but less than or equal to \$400,000	10%	0%

2. Rating Bonus/Bid Discount for General and Professional Services by Joint Ventures

Estimated Contract Value	Small/Micro LBE Participation Level	Rating Bonus
Greater than \$10,000 but less than or equal to \$10,000,000.	Equals or exceeds 35%, but less than 40%	5%
	Equals or exceeds 40%, but less than 100%	7.5%
	100%	10%

If applying for an LBE rating discount as a Joint Venture (JV), the Micro and /or Small-LBE must be an active partner in the JV 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 JV. The portion of the Micro and/or Small-LBE JV's work shall be set forth in detail separately from the work to be performed by the non-LBE JV. The Micro and/or Small-LBE JV's portion of the contract must be assigned a commercially useful function.

3. LBE Forms

CMD Forms are available in CMD Attachment II Requirements for Architecture, Engineering, & Professional Services Contracts *available at* <https://sfgov.org/cmd/sites/default/files/Documents/CMD%20Attachment%202%20-%208.01.16.pdf>.

Submit the following CMD forms with your proposal:

- (a) CMD Form 2A: LBE Participation Form (if applying for a rating bonus)
- (b) CMD Form 3: CMD Compliance Affidavit
- (c) CMD Form 4: Joint Venture Form (if applicable)
- (d) CMD Form 5: Employment Form

Failure to complete, sign and submit each of the required CMD Forms may result in your proposal not receiving an applicable rating bonus. All proposers are required to submit CMD Form 3 and CM Form 5 with their proposal.

4. CMD Compliance Officer

The CMD Compliance Officer (CCO) for this RFQ is:

Dalmar Ismail
Contract Monitoring Division
City and County of San Francisco
Tel: 415.581.2322
Email: dalmar.ismail@sfgov.org
Website: www.sfgov.org/cmd.

- G. Reserved (LBE Participation Requirements).**
- H. Reserved (Sweatfree Procurement)**
- I. Other Social Policy Provisions**

Attachment 1, City's Proposed Agreement Terms, identifies the City's applicable social policy provisions related to a contract awarded pursuant to a Proposer from the Prequalified Pool of Proposers resulting from this RFQ. Proposers are encouraged to carefully review these terms and ensure they are able to comply with them.

III. GOODS AND SERVICES REQUESTED

A. Goods and/or Services Requested

This RFQ is being issued by SF Environment. SF Environment is seeking to create a Prequalified Pool of suppliers to provide Racial Equity and Organizational Consultation.

For this RFQ there are three service areas. Respondents may submit a response to one or more of the service areas. Respondents' written proposal score shall receive an individual score for each service area applied, which will be added to their Price proposal score for the Service Area to generate a total score by Service Area. Respondents must indicate in Attachment 3: Proposer Questionnaire which Service Areas they are submitting responses and where in their proposal the responsive information may be found.

The City shall evaluate Proposals to create a Prequalified Pool of Proposers. The City may use the Prequalified Pool, at its sole and absolute discretion, to select for negotiation of contracts on an as-needed basis. Proposers selected for the Prequalified Pool may work with the Department and other City departments.

City Departments may use any contract awarded pursuant to this RFQ at their absolute discretion throughout the contract term based on their business needs. All City Departments shall be entitled to the same options, pricing matrices, and discounts. Departments shall order goods and/or services covered by the awarded contract through the issuance of individual Purchase Orders and/or Task Orders which shall be released against the awarded contract during the contract term.

Service Area A: Implementation of Phase I Racial Equity Action Plan

Workplace Assessments

- Design and implement an annual employee engagement survey that measures employee engagement, attitudes, perceptions, and commitment level towards racial equity and inclusive office culture.
- Conduct interviews with a diverse subset of staff to assess beliefs, attitudes and department practices regarding racial equity, diversity and inclusion.
- Synthesize survey and interview findings into a report with recommendations and strategies to strengthening SF Environment's organizational development.

Training and Coaching

- Organize and implement racial equity trainings for SF Environment staff. The trainings may include topics such as foundational understanding of racism; an understanding of the health, social and economic impacts of environmental injustice; microaggressions, cultural competency, and/or other topics as needed, and identified through workplace assessments.

- Administer both pre- and post-training surveys to effectively measure impact of trainings. Document survey findings.
- Provide customized racial equity training and organizational development coaching for senior staff, executive leadership, and other staff as needed.

Service Area B: Development of Phase II Racial Equity Action Plan

- Analyze feedback from community engagement activities, examine existing Department outreach processes and engagement strategies, and assess Department connections and relationships with BIPOC communities to develop recommendations to strengthen external policies and programs.
- Work with RE Leaders, RESCU staff, and the Director to write the Phase II Racial Equity Action Plan, which will include indicators to measure current conditions and impact, outcomes resulting from changes made within programs or policy, performance measures to evaluate efficacy, and necessary staffing and funding to implement the plan.

Service Area C: Organizational Equity Development

- Provide coaching and training to supervisors and staff to foster a culture of inclusion and belonging, improve communication, and build productive relationships.
- Develop systems for feedback including exit and stay interviews, 360-degree reviews, and other feedback processes as identified through observations and discussions with staff.

B. Reserved (Regulatory and Compliance Requirements Specific to the Goods/Services Solicited)

C. Reserved (Articles Furnished)

D. Reserved (Alternates)

E. Reserved (Samples)

F. Reserved (Freight on Board)

G. Green Purchasing Requirements

In preparation for any Proposal submitted in response to this RFQ, Proposers are required to review the City [Mandatory Green Purchasing Requirements](#) to ensure all goods and services offered to City in response to this RFQ comply with the City's Green Purchasing Requirements. In addition, Proposers are encouraged to refer to Attachment 1, City's Proposed Agreement Terms, for additional details related to the Green Purchasing Requirements applicable to any contract awarded pursuant to this RFQ.

IV. PROPOSAL EVALUATION CRITERIA

Evaluation Phase	Maximum Points
Minimum Qualifications Documentation	Pass/Fail
Price Proposal	15 Points
Written Proposal	85 Points
TOTAL POINTS	100

Responsive Proposals will be evaluated by a panel ("Evaluation Panel") consisting of one or more parties with expertise related to goods and/or services being procured through this RFQ. The Evaluation Panel may include staff from various City departments. Proposals will be evaluated based on the criteria outlined in the table above, each of which is addressed in more detail herein. If applicable, a CMD Contract Compliance Officer will assess Proposal compliance with LBE requirements and assign a rating bonus to Proposal scores. The CMD-adjusted scores (if applicable) will then be tabulated, and Proposers will be ranked starting with the Proposer

receiving the highest score, then continuing with the Proposer receiving the second highest score, and so on. Proposers meeting the Minimum Qualifications and scoring a minimum of 70 points for any of the three (3) Service Areas shall be added to the Prequalified Pool for the respective service area and eligible for potential contract negotiations (“Resulting Contract”) with the City, on an as-needed basis.

V. REQUIRED SUPPORTING DOCUMENTATION

Proposers must provide each Required Supporting Documentation (“RSD”) identified below with their Proposal. Failure to do so may result in the Proposal being deemed Non Responsive.

RSD1	Evidence that Proposer is 12B compliant or likely to become compliant within 30 days.
RSD2	<p>Completed Proposal Attachments:</p> <p><input type="checkbox"/> San Francisco Business Tax Certificate or evidence of exemption</p> <p><input type="checkbox"/> Signed copy of all Proposal Addenda (If applicable)</p> <p><input type="checkbox"/> Attachment 1: Proposer’s Changes to City’s Proposed Agreement Terms for each contract awarded to a Contractor selected from the Prequalified Pool (P-600) (If applicable)</p> <p><input type="checkbox"/> Attachment 2: Price Proposal Template</p> <p><input type="checkbox"/> Attachment 3: Completed Proposer Questionnaire</p> <p><input type="checkbox"/> Attachment 4: Completed Proposer Information and References</p> <p><input type="checkbox"/> Attachment 5: (RESERVED) First Source Hiring Form</p> <p><input type="checkbox"/> Attachment 6: (RESERVED) HCAO/MCO Forms</p> <p><input type="checkbox"/> Attachment 9: CMD Form 3</p> <p><input type="checkbox"/> Attachment 10: CMD Form 2A: LBE Participation Form (If applicable) CMD Form 4: Joint Venture Form (If applicable) CMD Form 5: Employment Form (Required)</p>
RSD3	<p>Non Profit Entities: If a Proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the Proposer must comply with Chapter 12L and include in its Proposal:</p> <p>(1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to Proposer’s meetings and records, and</p> <p>(2) a summary and disposition of all complaints concerning the Proposer’s compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. If no such complaints were filed, the Proposer shall include a statement to that effect.</p> <p><i>Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in Proposer’s Chapter 12L submissions shall be grounds for rejection of the Proposal and/or termination of any subsequent Agreement reached on the basis of the Proposal.</i></p>

VI. MINIMUM QUALIFICATIONS DOCUMENTATION (PASS/FAIL)

Proposers must provide documentation that clearly demonstrates each Minimum Qualification (MQ) listed below has been met. Minimum Qualification documentation should be clearly marked as “MQ1”, MQ2”, etc.... to indicate which MQ it supports. Each Proposal will be reviewed for determination on whether Proposer meets the MQs referenced in this section. **This**

screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process. The City reserves the right to request clarifications from Proposers prior to rejecting a Proposal for failure to meet the Minimum Qualifications.

MQ #	Description
MQ1	<p>Evidence that Proposer has three (3) years of experience within the last five (5) years in the design and provision of racial equity services.</p> <p>Racial equity services are defined as having documented expertise in one or more of the following areas:</p> <ol style="list-style-type: none"> 1. Racial equity, diversity and inclusion focused program design and facilitation, or; 2. Racial equity, diversity and inclusion focused organizational development, or; 3. Racial equity, diversity and inclusion focused human resource management, or; 4. Racial equity, diversity and inclusion focused research and evaluation services.

VII. PRICE PROPOSAL (15 POINTS)

A. Price Proposal Format

The Price Proposal Template associated with this RFQ is attached hereto as Attachment 2. Include a completed Price Proposal Template with your Proposal, following all instructions set forth therein. The total points allocated to the Lowest Proposed Price shall be determined as follows:

(Lowest Hourly Rate in the Service Area / Proposer's Hourly Rate for the Service Area) x (Maximum Points possible for Price).

*For this RFQ there are three service areas. Respondents may submit a response to one or more of the service areas. Respondents' Price proposal score shall receive an individual score for each service area applied for, which will be added to their written proposal score for the Service Area to generate a total score by Service Area. Respondents must indicate in **Attachment 3: Proposer Questionnaire** which Service Areas they are submitting responses and where in their proposal the responsive information may be found.*

B. Price Proposal Evaluation Period

The City will attempt to evaluate Proposals within thirty (30) days after receipt of Proposals. If City requires additional evaluation time, all Proposers will be notified in writing of the new expected award date.

C. Price Discrepancies

Where applicable, if there is a discrepancy between the Price Proposal and pricing entered by Proposer into the Supplier Portal, the Price Proposal pricing will prevail. In the event of a discrepancy between the unit price and the extended price, the unit price will prevail.

D. Price Lists

If a Price Proposal is based on prices from a catalog or price list, Proposer shall furnish copies of the catalog or price list in electronic format. Proposer shall furnish additional price lists as required. Proposer's pricing narrative, including any proposed price list discounts or markups, must remain firm during the term of the contract.

E. Reserved (Proposing on Separate Items or in Aggregate(s))

F. Application of Discounts for Evaluating Lowest Responsive Proposer

1. LBE Bid Discount/Rating Bonus

Where price is a factor in City's evaluation process in creating the Prequalified Pool and/or City's selection process from the Prequalified Pool after its creation, Proposer's price shall be reduced by an amount equal to the applicable LBE Bid Discounts/Rating Bonus. The discount shall be applied solely for the purpose of determining the lowest responsive Proposer and shall be in addition to any other discounts, preferences, or adjustments required by City law.

2. Prompt Payment Discounts

Where price is a factor in City's evaluation process in creating the Prequalified Pool and/or City's selection process from the Prequalified Pool after its creation: Prompt Payment discount (discount for prompt payment) will not be taken into consideration in determining the Lowest Responsive Proposal.

3. Reserved (Anticipated Local Tax Revenue Discount)

4. Sample Discount Calculation

Evaluations are performed on a pre-tax basis except in rare instances, where tax may be a factor (i.e. One vendor bundles the commodities and services in such a way that the entire amount must be taxed, while another vendor clearly separates commodities and services). Below is an example of how bid discounts and/or rating bonuses are applied to a Price Proposal for commodities and services.

ABC Firm Price Proposal Attributes <ul style="list-style-type: none">• Certified Small or Micro LBE• SF Presence as defined by Admin Code 21.32• Offering 4%/30 Net31 Prompt Payment Discount	Offered Price Proposal (Pre Tax)	14B LBE Bid Discount (10%)	Prompt Payment Terms Discount (2% Max)	21.32 Local Tax Revenue Discount (1.25%)	Evaluated Price when determining Lowest Responsive Proposed Price
Commodities	\$2,000	(\$200)	(\$40)	(\$25)	\$1,735
Services	\$1,000	(\$100)	(\$20)	N/A to Services	\$880
Total	\$3,000	(\$300)	(\$60)	(\$25)	\$2,615

VIII. WRITTEN PROPOSAL (85 POINTS)

In addition to submitting documents supporting each Minimum Qualification as required by this RFQ, Proposers shall also submit a complete Proposal consisting of each item set forth below. *The content of all Proposals must consist of the information specified below, in the order outlined below, in order to be deemed responsive.*

*For this RFQ there are three service areas. Respondents may submit a response to one or more of the service areas. Respondents' written proposal score shall receive an individual score for each service area applied for, which will be added to their Price proposal score for the Service Area to generate a total score by Service Area. Respondents must indicate in **Attachment 3: Proposer Questionnaire** which Service Areas they are submitting responses and where in their proposal the responsive information may be found.*

A. Organization Profile

Provide a brief description of the Proposer's size and organization structure, including:

1. Proposer's financial stability, capacity and resources supported by two (2) most recent annual financial statements by which City can analyze Proposer's financial resources. Include all lines of credits the City should consider in its analysis.
2. A listing and description of any lawsuit resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Proposer or its insurers within the last five years.

B. Project Team

Provide the following information for Proposer's Project Team.

1. Team Members

Provide the role, responsibilities, qualifications, and company affiliation of every individual on the Proposer team who will perform the services outlined in this RFQ. Discuss each team member's background and experience in order to demonstrate a strong ability to successfully perform the work. Attach an Organizational Chart that illustrates the team structure (include the integration/interaction with City project team staff). Note the Proposer name and title/role for each team member.

2. Key/Lead Team Members

Identify and provide resumes for all staff who will serve as the Key/Lead Team Members so that the Evaluation Panel can evaluate the ability of each team member to successfully fulfill their project roles and complete the scope of services.

C. Qualifications Summary

Proposer must demonstrate corporate qualifications, commitment, strength, and technical capabilities to fulfill all services specified and required to successfully accomplish the work. If Proposer is a JV, include a description of the organization, relationships, and defined responsibilities of all Partners in the JV. Describe any previous project-specific associations of the JV Partners. The Lead JV Partner shall demonstrate proven experience in managing and leading.

D. Past Projects

Proposer must describe [3] most recent projects previously managed by the Proposer or, if applicable, JV Partners within the last 10 years.

1. **Project Details and Scope:** The descriptions shall include each item listed below.
 - a. Project name;
 - b. Project scope summary;
 - c. Dates when the project was performed;
 - d. Project costs;
 - e. Proposer's role and responsibilities in the project;
 - f. Proposer's performance on delivering the project on schedule and on budget;
 - g. Proposer staff members who worked on the project; and
 - h. Client name, reference, and contact info.

E. Work Approach for Each Service Area

Proposer must describe their overall work approach for each service area that they want to be considered by addressing each item listed below:

1. Approach for coordinating/managing all work activities, including coordination and communication with City staff, to meet project milestones and deliverable due dates.
2. Processes/measures for controlling cost and schedule, tracking delivery/performance, and maximizing quality (QA/QC).
3. Approach for monitoring expended labor hours and tracking various factors affecting task costs. Include description (frequency, days after timesheet submittal) of project manager's access to reports on staff labors hours and other cost items.
4. Processes for internal and external notification and resolution of technical conflicts and cost/schedule variances.
5. Understanding of potential project/task issues and constraints, and approach to managing project-specific challenges to complete tasks on schedule and within budget.
6. Approach and procedures for contending with the public in adversarial or difficult situations.

F. Written Proposal Evaluation Criteria

For Service Area A: Implementation of Phase I Racial Equity Action Plan

1. Level of Experience: conducting racial equity assessments; conducting racial equity trainings; experience with various data collection methodologies, analyzing and synthesizing information to create recommendations; meeting facilitation and presentations. (15 points)
2. Demonstrates a solid understanding of racial equity key terms and concepts, along with knowledge of historical and current context. (10 points)
3. Experience with government agencies, individual employees, small groups, mixed racial groups. (10 points)
4. Effective listening and communication skills with individuals and large groups: (10 points)
 - a. Ability to apply a variety of communication techniques;
 - b. Ability to understand and be in tune with office culture and dynamics; and
 - c. Ability to connect with audience and overcome common barriers.
5. Experience managing confidential employee data, in adherence with clients' privacy and data-sharing policies and best practices. (15 points)
6. Excellent Writing Skills: (15 points)
 - a. Ability to analyze and synthesize information in technical reports;

- b. Ability to share findings and recommendations in written reports, while distilling complex data or concepts into simple language
- 7. Strong project management and organizational skills with ability to deliver and meet time sensitive deadlines. (10 points)

For Service Area B: Development of Phase II Racial Equity Action Plan

- 1. Level of Experience: implementing culturally competent community engagement and relationship building strategies; applying racial equity frameworks to public service organizations; experience with various data collection methodologies, analyzing and synthesizing information to create recommendations; meeting facilitation and presentations. (15 points)
- 2. Demonstrates a solid understanding of racial equity key terms and concepts, along with knowledge of historical and current context. (10 points)
- 3. Experience with government agencies, small groups, mixed racial groups, community-based organizations, low-income and communities of color, historically marginalized and underserved groups and communities. (10 points)
- 4. Effective listening and communication skills with individuals and large groups: (15 points)
 - a. Ability to apply a variety of communication techniques;
 - b. Ability to understand and be in tune with office culture and dynamics; and
 - c. Ability to connect with audience and overcome common barriers during facilitation.
- 5. Excellent Writing Skills: (25 points)
 - a. Ability to analyze and synthesize information collected through community engagement in written reports;
 - b. Ability to share findings and recommendations in written reports, while distilling complex data or concepts into simple language;
- 6. Strong project management and organizational skills with ability to deliver and meet time sensitive deadlines. (10 points)

For Service Area C: Organizational Development

- 1. Level of Experience: applying racial equity frameworks to organizations; experience with various data collection methodologies, analyzing and synthesizing information to create recommendations; meeting facilitation and presentations; coaching and training individuals and groups. (20 points)
- 2. Demonstrates a solid understanding of racial equity key terms and concepts, along with knowledge of historical and current context. Ability to apply these concepts to office practices, procedures, and policies. (10 points)
- 3. Experience with government agencies, individual employees, small groups, mixed racial groups. (10 points)
- 4. Effective listening and communication skills with individuals and large groups:
 - a. Ability to apply a variety of communication techniques;
 - b. Ability to understand and be in tune with office culture and dynamics; and
 - c. Ability to connect with audience and overcome common barriers (20 points)
- 5. Experience managing confidential employee data, in adherence with clients' privacy and data-sharing policies and best practices. (15 points)

6. Strong project management and organizational skills with ability to deliver and meet time sensitive deadlines. (10 points)

IX. Reserved. (ORAL INTERVIEWS)

X. INSURANCE AND BONDS

A. Insurance

In the event a Proposer is selected from the Prequalified Pool established pursuant to this RFQ, and prior to award of a Contract, the successful Proposer(s) will be required to furnish evidence of insurance as outlined in Attachment 1, City's Proposed Agreement Terms.

B. Reserved (Performance Bond)

C. Reserved (Fidelity Bond)

D. Failure to Provide Insurance and/or Bonds

In the event a Proposer is selected from the Prequalified Pool established pursuant to this RFQ, and prior to award of a Contract, within ten business days of the receipt of a notice of award of a Contract, the Proposer to whom the contract is awarded shall deliver the required bond documents and/or specified insurance certificates to City. If the Proposer fails or refuses to furnish the required bond and/or insurance within ten days after receiving notice to award a Contract, City may, at its option, determine that the Proposer has abandoned its Proposal. Thereupon the tentative award of said contract to this Proposer shall be canceled and City shall notify the Proposer's surety and collect on the Proposer's bond (or the check accompanying its Proposal shall be deposited with the Treasurer of the City and County of San Francisco for collection) and the proceeds thereof shall be retained by City as partial liquidated damages for failure of such Proposer to properly file the bonds and insurance herein required. The foregoing in no way limits the damages which are recoverable by City whether or not defined elsewhere in the contract documents.

XI. TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

A. RFQ Errors and Omissions

Proposers are responsible for reviewing all portions of this RFQ. Proposers are to promptly notify the City, in writing and to the RFQ contact person if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the RFQ. Any such notification should be directed to the City promptly after discovery, but in no event later than the deadline for questions. Modifications and clarifications will be made by Addenda as provided below.

B. Objections to RFQ Terms

Should a Proposer object on any ground to any provision or legal requirement set forth in this RFQ, the Proposer must, no later than the deadline for questions, provide written notice to the setting forth with specificity the grounds for the objection. The failure of a Proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

C. RFQ Addenda

The City may modify this RFQ, prior to the Proposal due date, by issuing an Addendum to the RFQ, which will be posted on the San Francisco Supplier Portal. Every Addendum will create a new version of the Sourcing Event and Proposers must monitor the City's Website for new versions. **The Proposer shall be responsible for ensuring that its Proposal reflects any and all RFQ Addenda issued by the City prior to the Proposal due date regardless of when the Proposal is submitted.** Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the Proposal due date, to determine if the Proposer has

downloaded all RFQ Addenda. It is the responsibility of the Proposer to check for any Addenda, Questions and Answers documents, and updates, which may be posted to the subject RFQ.

D. Proposal Term

Submission of a Proposal signifies that the proposed products, services and prices are valid for the duration of the Prequalified Pool established pursuant to this RFQ. Proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Proposer's election, the Proposal may remain valid beyond the duration of the Prequalified Pool established pursuant to this RFQ.

E. Revision to Proposal

A Proposer may revise a Proposal on the Proposer's own initiative at any time before the deadline for submission of Proposals. The Proposer must submit the revised Proposal in the same manner as the original. A revised Proposal must be received on or before, but no later than the Proposal due date and time. In no case will a statement of intent to submit a revised Proposal, or commencement of a revision process, extend the Proposal deadline for any Proposer. At any time during the Proposal evaluation process, the City may require a Proposer to provide oral or written clarification of its Proposal. The City reserves the right to make an award without further clarifications of Proposals received.

F. Proposal Errors and Omissions

Failure by the City to object to an error, omission, or deviation in the Proposal will in no way modify the RFQ or excuse the Proposer from full compliance with the specifications of this RFQ or any contract awarded pursuant to this RFQ.

G. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a Proposer in responding to this RFQ. Proposers acknowledge and agree that their submissions in response to this RFQ will become the property of the City and may be used by the City in any way deemed appropriate.

H. Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code. Local law prohibits City elected officials from soliciting or accepting contributions from any person or entity seeking to enter into a contract or grant worth \$100,000 or more with the City, if the contract or grant awarded to a Proposer in the Prequalified Pool of Proposers requires their approval or the approval of their appointees to the board of a state agency. This restriction applies to the party seeking the contract or grant, the party's board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest greater than ten percent, and any political committees controlled or sponsored by the party, as well as any subcontractors listed in the contract awarded to a Proposer in the Prequalified Pool of Proposers. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

A person or entity that contracts with the City may not make a campaign contribution to an elected official if the contract would require approval by that official, a board on which the official serves, or a board of a state agency on which an appointee of the official sits. The people and entities listed in the preceding paragraph may not make a campaign contribution to the elected official at any time from the submission of a Proposal for a contract until either: (1) negotiations

are terminated and no contract is awarded or no grant is approved; or (2) twelve months have elapsed since the award of the contract or approval of the grant.

A violation of Section 1.126 may result in the criminal, civil, or administrative penalties. For further information, Proposers should contact the San Francisco Ethics Commission at [\(415\) 252-3100](tel:415-252-3100).

I. Reservations of Rights by the City

The issuance of this RFQ does not constitute a guarantee by the City that a contract will be awarded or executed by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, Proposal, or Proposal procedure;
2. Reject any or all Proposals;
3. Reissue the RFQ;
4. Prior to submission deadline for Proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the Proposals;
5. Procure any materials, equipment or services specified in this RFQ by any other means; or
6. Determine that the subject goods or services are no longer necessary.

J. No Waiver

No waiver by the City of any provision of this RFQ shall be implied from the City's failure to recognize or take action on account of a Proposer's failure to comply with this RFQ.

K. Other

1. The City may make such investigation, as it deems necessary, prior to the creation of the Prequalified Pool or the award of a contract to a Proposer in the Prequalified Pool to determine the conditions under which the goods are to be delivered or the work is to be performed. Factors considered by the City shall include, but not be limited to:

- a. Any condition set forth in this RFQ;
- b. Adequacy of Proposer's plant facilities and/or equipment, location and personnel location to properly perform all services called for under the Contract; and
- c. Delivery time(s)..

2. City reserves the right to inspect an awarded Proposer's place of business prior award of and/or at any time during the contract term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.

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

4. City reserves the right to reject any Proposal on which the information submitted by Proposer fails to satisfy City and/or if Proposer is unable to supply the information and documentation required by this RFQ within the period of time requested.

5. Any false statements made by a Proposer or any related communication/clarification may result in the disqualification of its Proposal from receiving further evaluation and a contract award.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES -- HRD

Dept. Code: HRD

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

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

Type of Service: Workers' Compensation Bill Review, Utilization Review and Medical Case Management Services

Funding Source: General and Special Funds

PSC Amount: \$12,525,000

PSC Est. Start Date: 07/01/2021

PSC Est. End Date 06/30/2030

1. Description of Work

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

Provide Workers' Compensation medical bill review, utilization review, and medical case management services on a case-by-case basis for the City & County of San Francisco and San Francisco Municipal Transportation Authority's self-insured Workers' Compensation programs.

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

Utilization review and medical bill review services are required components of all workers' compensation programs in the State of California. These services enable claims administrators to formally evaluate the medical necessity of physician-requested treatment and to ensure medical bills for authorized treatment are priced in accordance with the Official Medical Fee Schedule (OMFS). These services are highly specialized, regulated by state agencies, and create significant financial and regulatory penalties for non-compliance. The City and County of San Francisco prefers a third-party to perform these services to reduce liability, reduce exposure to the independent bill review (IBR) process; and ensure confidentiality of medical treatment provided to injured employees.

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

The current bill review/utilization review/medical case management contract was approved on February 3, 2014 under Civil Service Commission contract number 4063-13/14. The City will issue a Request for Proposals to select the appropriate vendor.

D. Will the contract(s) be renewed?

Subject to RFP evaluation and selection process.

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.

DHR is proposing a three-year initial term plus two three-year extensions to extend.

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:

Utilization review and medical bill review services are highly specialized, regulated by state agencies, and create significant financial and regulatory penalties for non-compliance. Potential conflicts of interest would arise if City employees were responsible for determining the medical necessity of treatment requested for a known colleague, as well as being exposed to Personally Identifying Information and Personal Health Information of colleagues when reviewing medical bills and medical reports.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: At least two (2) years of experience each in Workers' Compensation medical bill review/repricing and utilization review in the State of California; obtain and renew annual Medical Bill Reviewer

designation from California Department of Insurance; capacity to handle at least 15,000 utilization review request and 110,000 bill review request per year; license as required by the State of California; proof of URAC (formerly known as the Utilization Review Accreditation Commission) accreditation for Workers' Compensation Utilization Management; compliance with State Workers' Compensation Information System reporting requirements; and annual submission of qualified SOC 1 Report (System and Organization Controls Report) or SOC 2 from an independent auditor.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1635, Health Care Billing Clerk 1; 2230, Physician Specialist; 2232, Senior Physician Specialist; 2322, Nurse Manager; 8141, Worker's Compensation Adjuster; 8165, Worker's Comp Supervisor 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide proprietary software to gather data, evaluate, analyze and process medical bill and utilization trends.

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.
Utilization review and medical bill review services are required components of all workers' compensation programs in the State of California. These services are highly specialized, regulated by state agencies, and create significant financial and regulatory penalties for non-compliance. The City and County of San Francisco prefers a third-party to perform these services to reduce liability, reduce exposure to the independent bill review (IBR) process; and ensure confidentiality of medical treatment provided to injured employees.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, implementation of these services in-house would require extensive planning, analysis and credentialing from the appropriate state agencies. The City does not have the budgetary resources to hire and maintain staff for medical bill review; develop a dedicated, specialized physician utilization review network; and procure, customize and manage a highly complex bill and utilization review information system that meets operational and state regulatory reporting requirements. Additionally, the workload is variable, with significant monthly and seasonal variation in volume of bill and utilization requests, which would be difficult to appropriately staff with City employees.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Yes. Periodic on-site training for claims and finance staff, as needed, including but not limited to: how to interface with the contractor's bill review software, utilization review legal requirements, medical usage, and other programmatic updates/changes. The contractor will provide regular reports, evaluate trends and provide recommendations on how to reduce costs and increase efficiencies, and provide regulatory updates that impact bill or utilization review processes.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No.

7. Union Notification: On 06/11/2021, the Department notified the following employee organizations of this PSC/RFP request:

Physicians and Dentists - 11AA; Physicians and Dentists - 8CC; SEIU 1021 Miscellaneous; Teamsters, Local 856 Supv Nurses

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

Name: Ian Hart Phone: 415-557-4912 Email: Ian.Hart@sfgov.org

Address: 1 South Van Ness Ave., 4 Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47090 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/20/2021

Receipt of Union Notification(s)

Brusaca, Christina

From: dhr-psccordinator@sfgov.org on behalf of Ian.Hart@sfgov.org
Sent: Friday, June 11, 2021 2:20 PM
To: Hart, Ian (HRD); mleach@ibt856.org; Frigault, Noah (HRC); 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; tjenkins@uapd.com; jduritz@uapd.com; Choi, Suzanne (HRD); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47090 - 20/21

RECEIPT for Union Notification for PSC 47090 - 20/21 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 47090 - 20/21 for \$12,525,000 for Initial Request services for the period 07/01/2021 – 06/30/2030. 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/15380> 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: HUMAN RESOURCESDept. Code: HRD

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4063-13/14)

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

Type of Service: Workers' Compensation Bill Review, Utilization Review and Medical Case Management Services

Funding Source: General and Special Funds

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

PSC Original Approved Duration: 05/01/14 - 04/30/18 (4 years)

PSC Mod#1 Amount: \$3,500,000

PSC Mod#1 Duration: 05/01/18-06/30/21 (3 years 8 weeks)

PSC Mod#2 Amount: \$3,750,000

PSC Mod#2 Duration: 05/01/18-08/31/21 (8 weeks 6 days)

PSC Cumulative Amount Proposed: \$11,250,000

PSC Cumulative Duration Proposed: 7 years 17 weeks

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

Provide Workers' Compensation medical bill review, utilization review, and medical case management services on a case-by-case basis for the City & County of San Francisco self-insured Workers' Compensation program.

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

Medical bill review and utilization review is highly specialized and there are penalties for non-compliance. The City and County of San Francisco prefers a third party administrator to perform the services to minimize exposure for independent bill and medical review costs and reduce 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.

4063-13/14 Mod

D. Will the contract(s) be renewed?

Subject to RFP evaluation and selection process.

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

This modification will allow the contract to continue until 2019 with two-one year options to extend the agreement.

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:

Medical bill review are highly specialized. The City and County of San Francisco prefers a third party administrator to perform the services.

B. Reason for the request for modification:

This modification will add money and time to the PSC.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: At least two (2) years of experience each in Workers' Compensation medical bill review/repricing and utilization review the State of California; capacity to handle at least 5,000 utilization review request and 100, 000 bill review request per year; license as required by the State of California; proof of URAC (formerly known as the Utilization Review Accreditation Commission) accreditation for Workers' Compensation Utilization Management.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2322, Nurse Manager; 8141, Worker's Compensation Adjuster; 8165, Worker's Comp Supervisor 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide proprietary software to gather data, evaluate and analyze medical trends.

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.
Medical bill review is highly specialized and there are penalties for non-compliance. The City and County of San Francisco prefers a third party administrator to perform the services to minimize exposure for independent bill review costs and reduce liability. See more on the attachment.
- 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, implementation of these services in-house would require extensive planning and analysis. The City does not have the budgetary resources to hire and maintain staff for medical bill review, the analysis software, or a full-time, dedicated, specialized utilization review physician network. The City does not have the workload to justify full-time position for the utilization review physician specialist, but has a need for on-call physician.

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.

Periodic on-site training for claims staff, as needed, including but not limited to: how to interface with the Contractor's bill review software, utilization review legal requirements, medical usage, and other programmatic updates/changes. The contractor will evaluate trends and provide recommendations on how to reduce costs.

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

No.

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

No.

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

No.

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

No.

- 7. Union Notification:** On 12/21/18, the Department notified the following employee organizations of this PSC/RFP request:

Teamsters, Local 856 Supv Nurses; Teamsters, Local 856 Health Workers; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Physicians and Dentists - 8CC; Physicians and Dentists - 11AA;

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

Name: Kate Howard Phone: 415-557-4944 Email: kate.howard@sfgov.org

Address: 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4063-13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/22/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Equine Veterinary

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$400,000

1. Description of Work

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

The Veterinarian will provide routine and emergency medical care for upto twenty horses assigned to the San Francisco Police Department's (SFPD) Mounted Unit. Services will include, but not be limited to, approximately 15 visits per year and pre-purchase horse examinations.

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

The service is necessary in order to keep SFPD horses healthy and ready to provide services to the citizens of San Francisco. If horses do not receive routine and emergency medical care, they are likely to become sick and/or lame. As a result, the SFPD Mounted Unit will not be able to carry out its required duties. Additional expenses will be incurred to replace unserviceable horses.

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 4090-11/12

D. Will the contract(s) be renewed?

Unknown at this time.

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

2. Reason(s) for the Request

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

☒ 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 are only required as-needed. The City does not have equine veterinary services or facilities to care for horses.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Equine Veterinary Doctor licensed by California Board of Examiners in Veterinary Medicine

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide specialized facilities and equipment to treat horses.

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

None. The City does not have an equine veterinarian or appropriate facilities to provide medical treatment for horses.

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

A. Explain why civil service classes are not applicable.

SFPD is the only City Department requiring limited and as-needed equine veterinary services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. SFPD is the only City Department requiring limited and as-needed equine veterinary services.

6. Additional Information

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

No.

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

No. Training is not needed.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 07/22/2021, the Department notified the following employee organizations of this PSC/RFP request:

Physicians and Dentists - 8CC

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

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245 - 3rd Street, 6th Floor San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47158 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/20/2021

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
To: [Wong, Genie \(POL\)](#); tjenkins@uapd.com; jduritz@uapd.com; [Wong, Genie \(POL\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47158 - 21/22
Date: Thursday, July 22, 2021 11:41:31 AM

RECEIPT for Union Notification for PSC 47158 - 21/22 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 47158 - 21/22 for \$400,000 for Initial Request services for the period 07/01/2022 – 06/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/17116> 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: POLICEDept. Code: POL

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4090 - 11/12)

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

Type of Service: Equine Veterinary CareFunding Source: General FundPSC Original Approved Amount: \$140,000PSC Original Approved Duration: 07/01/12 - 06/30/16 (4 years)PSC Mod#1 Amount: \$100,000PSC Mod#1 Duration: 07/01/16-06/30/19 (3 years)PSC Mod#2 Amount: \$60,000PSC Mod#2 Duration: 07/01/19-06/30/23 (4 years 1 day)PSC Cumulative Amount Proposed: \$300,000PSC Cumulative Duration Proposed: 11 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The veterinarian (vet) will provide routine and emergency medical care for up to twenty horses assigned to the San Francisco Police Department (SFPD) Mounted Unit. This service averages fifteen visits per year. The veterinarian will also perform pre-purchase horse examinations.

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

This service is necessary to treat and maintain the health of the SFPD Mounted Unit horses so that they can provide services to the citizens of San Francisco. If the horses do not receive routine or emergency care, they may become sick or lame. As a result, the Mounted Unit will not be able to perform their duties. Additional expenses will be incurred to replace the unserviceable horses.

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 4090 - 11/12

D. Will the contract(s) be renewed?

Unknown at this time.

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

See attachment

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:

Equine veterinarian services are required on an as-needed basis. The City does not have infrastructure to provide as-needed medical treatment for horses.

B. Reason for the request for modification:

Increase contract value and extend contract

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Licensed Equine Veterinarian Doctor

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will need to have specialized medical equipment and facilities for diagnosis, treatment and extended care for horses.

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.

Service is required only as-needed and class 2292 Shelter Veterinarian does not provide medical treatment for horses.

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 as-needed and limited.

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.

Basic equine first aid and vet procedures for Officers & Stable Attendants.

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.
This is a contract extension.

7. Union Notification: On 03/04/19, the Department notified the following employee organizations of this PSC/RFP request:
Physicians and Dentists - 8CC;

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

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor, San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4090 - 11/12

DHR Analysis/Recommendation:

04/15/2019

Commission Approval Required

Approved by Civil Service Commission

04/15/2019 DHR Approved for 04/15/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY -- LIB

Dept. Code: LIB

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

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

Type of Service: SFPL Main Library Automated Material Handling System

Funding Source: Library Preservation Fund

PSC Amount: \$289,661

PSC Est. Start Date: 09/01/2021

PSC Est. End Date 08/31/2025

1. Description of Work

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

Provide support (via in person, phone, or email), and training to SFPL staff to ensure proper usage of operating system, equipment and parts.

Provide quarterly routine and preventive maintenance review and report of the automated materials handling systems and associated equipment.

Each maintenance review shall include the following services:

Inspection and health check

Adjustment of parts

Replacement of wearing parts

System optimization

Check of controls system

Review of the spare parts inventory

Service report

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

This service is necessary in order to ensure the systems operate properly. Consequences of denial include: disruption to public service across all 28 Library Branches, shortening the lifespan of the equipment due to lack of proper maintenance and usage. Staff is expected to manually sort 8,000 items per day.

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

the most recently approved PSC.

Service has been previously provided by the vendor via contract.

D. Will the contract(s) be renewed?

Yes, renewal is desired.

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:

This service is necessary in order to ensure the systems operate properly. Consequences of denial include: disruption to public service across all 28 Library Branches, shortening the lifespan of the equipment due to lack of proper maintenance and usage. Staff is expected to manually sort 8,000 items per day. The system is proprietary. See attached sole source letter.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge and expertise of the equipment and systems in order to perform maintenance and repairs: inspection review of electro mechanical and software components, examination of diagnostic files, troubleshooting

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: None, the system is proprietary.

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.

System is proprietary. See attached sole source letter.

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 system is proprietary. See attached sole source letter.

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. Vendor will provide training on how to operate the system, basic preventative maintenance, and hotline support for troubleshooting

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

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and

include an excerpt or copy of any such applicable requirement.

No.

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

No.

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

No.

7. Union Notification: On 07/20/2021, 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: marcus lange Phone: 415-557-4214 Email: marcus.lange@sfpl.org

Address: 100 Larkin Street, room 680 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43786 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/20/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of marcus.lange@sfpl.org
To: [Lange, Marcus \(LIB\)](#); [Laxamana, Junko \(BOS\)](#); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Yoshida, Shirley \(LIB\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43786 - 20/21
Date: Tuesday, July 20, 2021 10:14:05 AM

RECEIPT for Union Notification for PSC 43786 - 20/21 more than \$100k

The PUBLIC LIBRARY -- LIB has submitted a request for a Personal Services Contract (PSC) 43786 - 20/21 for \$289,661 for Initial Request services for the period 09/01/2021 – 08/31/2025. 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/16592> 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)

June 30th 2021

San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Ref: Lyngsoe Library Systems Maintenance Agreement

Dear City Purchaser,

Lyngsoe systems designs, manufactures and installs turnkey Automated Material Handling systems designed exclusively for libraries. Due to the exclusive nature of this equipment the hardware is manufactured with proprietary components. It is imperative that all equipment be supported directly by Lyngsoe Systems (Formerly FKI Logistex) in order to maintain manufacturer warranties and to ensure the equipment is kept in like new working order. All service work on these systems must be carried out by Lyngsoe Systems Inc.

Yours Truly,



Cory McCoy
President
Lyngsoe Systems Inc.



Service Agreement
for
San Francisco Public Library



Proposal No. B25478-912
February 3, 2021
Laura Corbin
Service Director
646.693.8846
lsu@lyngsoesystems.com



INTRODUCTION	4
EQUIPMENT	4
HOTLINE SERVICE	6
HOTLINE	6
PART TO SITE	6
MAN-ON-SITE (MOS)	6
DISPATCHING A TECHNICIAN	6
MAINTENANCE	7
SERVICE VISITS	7
SPARE PARTS SERVICE	8
SPARE PARTS STOCK	8
EXTENDED PARTS WARRANTY	8
REPAIR SERVICE	8
TRAINING	9
PRICE SHEET	10
COMMERCIAL CONDITIONS	11
PRICES	11
TERMS OF PAYMENT	11
INVOICE ADDRESS	11
TERMINATION OF AGREEMENT	11
BREACH	11
LIMITATION OF LIABILITY	11
FORCE MAJEURE	11
CONFIDENTIALITY	12
CONTRACT SHEET	13
APPENDIX 1	14
HOURLY RATES	14
NORMAL HOURS/OVERTIME	14
TRAVEL EXPENSES	14
HOTEL AND MEAL ALLOWANCES	14
APPENDIX 2	15



SPARE PART STARTER KITS

15

APPENDIX 3

18

RETURNED GOODS FORM

18



INTRODUCTION

This service agreement covers the after sales services and conditions agreed between Lyngsoe Systems (hereafter called “Lyngsoe Systems” or “Contractor”) and San Francisco Public Library (hereafter called the “Customer” or “Owner”).

EQUIPMENT

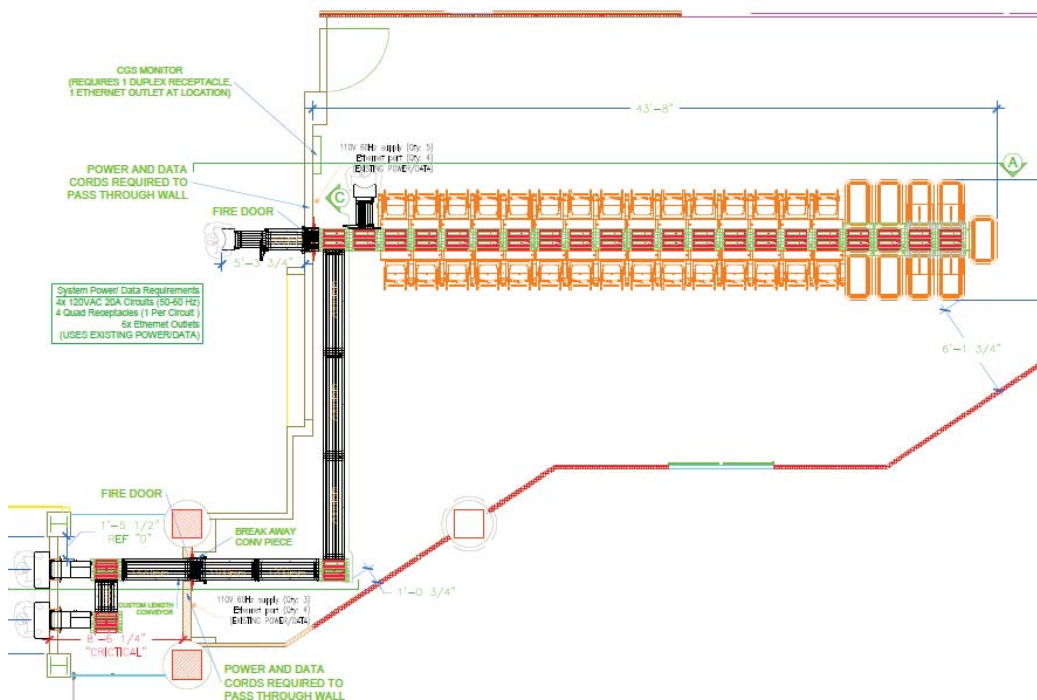
The site-specific equipment covered in this agreement includes the following:

SITE 1

San Francisco Public Library, 100 Larkin Street, San Francisco, CA 94102-4733
Warranty Expiration: 1st September 2021

Equipment included in main:

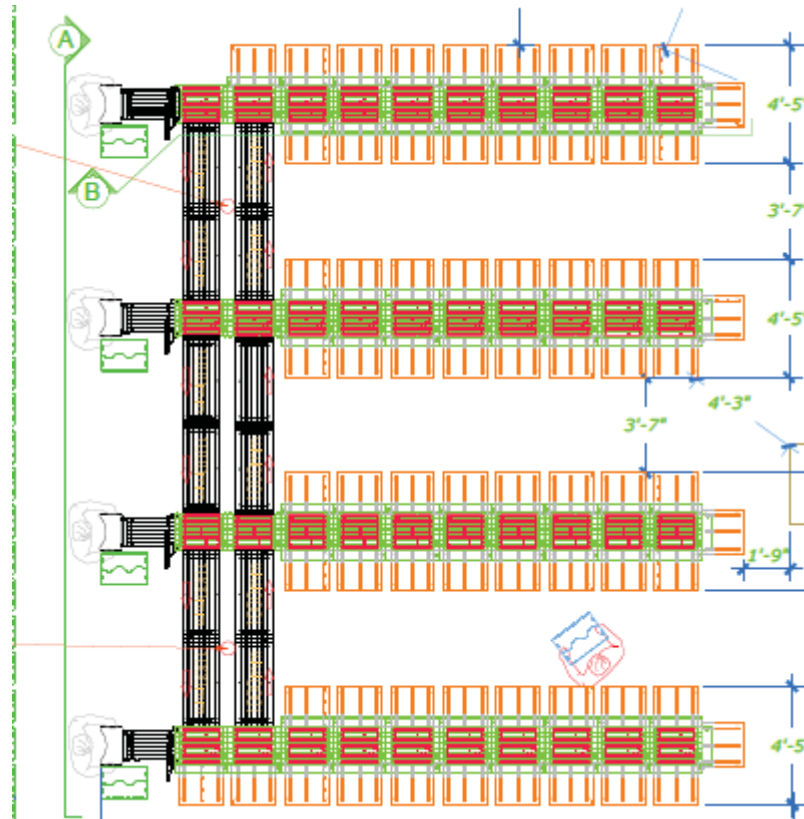
- 24 x Sort Mate™ modules
- 8 x Conveyance
- 2 x Ergo Staff™ 1200
- 2 x Library Mate™ 1200
- 52 x Ergocarts
- 9 x ErgoTrolleys
- 30 x Ergo Cart™ chutes





Equipment included in Central sorter:

- 40 x Sort Mate™ modules
- 12 x Conveyance
- 4 x Ergo Staff™ 1200





HOTLINE SERVICE

The hotline can be used when assistance from an experienced Lyngsoe Systems engineer is required. If the hotline is contacted, a hotline report of this call is sent to the Customer after the issue is resolved.

HOTLINE

If a Customer is unable to remedy a problem that renders the system not functional, the Lyngsoe Systems Hotline can be contacted 24 hours a day.

Within 15 minutes of receiving the call, hotline engineers will start troubleshooting the system and supporting the Customer. This will be done by telephone and VPN connection. Establishing a VPN connection to the Customer will be done prior to initial equipment installation but according to Lyngsoe Systems specifications outlined in the project phase.

Hotline is not available on 24th, 25th and 31st December and 1st January unless other arrangements are made.

PART TO SITE

In the case where a system part, which is not in the spare parts kit, is needed and the customer is covered by Lyngsoe Systems extended parts warranty the process is outlined below.

In the case where a part is needed and the customer does not have extended part warranty Lyngsoe Systems will need a purchase order to proceed with issuing the part.

MAN-ON-SITE (MOS)

In the case where problems cannot be solved remotely Lyngsoe Systems will send a technician to site within the shortest possible reasonable response time, subject to the restrictions outlined below.

If the Customer, for other reasons, requests a technician to come on site, Lyngsoe Systems will send a technician to site within the shortest possible reasonable response time, subject to the restrictions outlined below. The Customer must supply a purchase order when ordering Man-On-Site and costs are invoiced according to the rates in Appendix 1.

For a Man-On-Site visit the system must be made fully available for the technician.

DISPATCHING A TECHNICIAN

If a Man-On-Site is required and the decision to do this is made within Lyngsoe Systems normal opening hours (8.00am - 4.30pm Monday through Friday EST), the technician will commence their journey immediately. Outside of normal opening hours a technician will commence their journey before 12 noon the following weekday.



MAINTENANCE

Planned service visits to the Site(s) are part of good preventive maintenance practice.

SERVICE VISITS

Service visits are carried out by Lyngsoe Systems technicians and include the following main points:

- Inspection and health check
- Adjustment of parts
- Replacement of wearing parts
- System optimization
- Check of controls system
- Review of the spare parts inventory

The number of agreed annual service visits and the number of hours per visit are itemized in the price sheet. The date of visits and time of arrival on site will be agreed upon individually with the Customer.

The Customer is requested to make 1 member of staff available during the entire service visit for knowledge transfer and education. In order for us to carry out the most effective service visits, we require that the Customer maintain spare parts on site.

If the service visit is extended, this will be invoiced separately.

All service visits are concluded with a service visit report sent to the Customer. The Customer should provide an email address for this to be sent to.



SPARE PARTS SERVICE

In order to ensure maximum uptime on the system it is important that spare parts are available on site.

SPARE PARTS STOCK

A spare parts stock is insurance and will include parts that are critical to the operation of the system. Lyngsoe Systems recommends that the Customer invest in a spare parts starter kit for each product they purchase. While we have a typical standard package the contents of the starter kit can also be tailored to the Customer and the Customer budget. Contents of a standard spare parts starter kit are itemized in Appendix 2.

Consumption of spare parts is not included in this agreement and will be invoiced separately.

EXTENDED PARTS WARRANTY

Under the terms and costs of this agreement - Lyngsoe Systems has included extending the initial parts warranty covered in the original Lyngsoe Systems Terms and Conditions.

If at any time during the initial or extended warranty period a part should fail under the conditions of the original Lyngsoe Systems Terms and Conditions and it is not part of the supplied spare parts package Lyngsoe Systems will ship a part to site as soon as possible. This will be done on mutual agreement that the failed part will be shipped back to Lyngsoe Systems as soon as the new one is installed with a completed Returned Goods Form (Appendix 3). Failure to ship back the failed part will result in Lyngsoe Systems invoicing the customer for the new part.

Exception to this will be when Lyngsoe Systems requests that the failed part not be shipped back. No charges will be incurred by the Customer under this scenario.



TRAINING

Four training sessions are offered annually in person during the quarterly maintenance visit. Any additional training sessions can be quoted as needed.

Lyngsoe Systems offers packages will ensure all Customer operators and maintenance personnel have the skills needed to efficiently keep the system in running order. Lyngsoe Systems recommends that maintenance and operators training is scheduled each year to help with any ongoing questions the customer has.



PRICE SHEET

DATES OF SERVICE

1st September 2021 – 1st September 2025

HOTLINE SERVICE

Hotline Support	
Price per year	15,000 USD

MAINTENANCE

Service Visits	
4 annual visits of 8 hours per site. Including preparation and travel costs	
Price per year	23,400 USD

EXTENDED PARTS WARRANTY

Extended Part Warranty	
Price per year	26,561 USD

SERVICE AGREEMENT PRICING OVERVIEW

Hotline Service, Maintenance, Extended Part Warranty	
Price 2021-2022	64,961 USD
Price 2022-2023	67,343 USD
Price 2023-2024	69,854 USD
Price 2024-2025	72,503 USD

Any equipment bought under the duration of this agreement to expand the current equipment listed in this agreement will be covered under this agreement



COMMERCIAL CONDITIONS

PRICES

All prices are exclusive of all applicable taxes and duties. The Customer shall pay any taxes, however designated or levied, based on such charges, or upon this Support Agreement, or the products or services provided hereunder, or shall reimburse Vendor for any taxes paid by Vendor in respect of the foregoing, exclusive of taxes based on the net income of Vendor. If Customer desires to waive Vendor's obligation to pay taxes for goods sold to Customer, Customer will provide to Vendor such a waiver under separate cover.

TERMS OF PAYMENT

The annual price is invoiced in advance once a year.

Any further goods and/or services covered herein shall be invoiced after delivery and/or performance.

All payments are net cash no later than 30 days after invoice date.

INVOICE ADDRESS

San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102-4733

TERMINATION OF AGREEMENT

Both parties can terminate the agreement for convenience and without penalty provided that (1) written notice is provided at least 12 months in advance of the termination date and (2) the party initiating termination is not in material breach of any covenant hereunder.

BREACH

Material breach by one party obviates the other's corresponding duty of counter-performance and shall allow immediate termination without notice by the non-breaching party.

LIMITATION OF LIABILITY

The liability of Contractor, its agents, employee, subcontractors and suppliers with respect to any and all claims arising out of the performance or non-performance of obligations under the Contract Documents, or the design, manufacture, sale, delivery, installation or use of equipment or materials or the condition of other services hereunder irrespective of the theory upon which any claim may be based, including, without limitation, breach of the Contract Documents, breach of warranty or tort (including negligence), indemnity, strict liability or otherwise (i) shall in no event include consequential, indirect, special or similar damages including, but not limited to, loss of profits or revenue, or loss of business, and Owner hereby irrevocably waives any right it may have to any damages in excess of actual and incidental, and (ii) shall in no event exceed in the aggregate 10% of the Contract Sum. This limitation of liability shall prevail over any conflicting or inconsistent provisions contained in the Contract Documents except where such conflicting or inconsistent provisions provide a more restrictive remedy.

FORCE MAJEURE

Neither Owner nor Contractor shall be liable for any failure to perform any of their respective obligations under the Contract Documents when such failure is caused by or results from (1) strike or other work stoppages blacklisting, boycott, or sanctions, however incurred; (2) acts of God, public enemies, authority of law (including the withdrawal of any governmental authorization required to carry out the terms of the Contract Documents), embargo, quarantine, riot insurrection, a declared or undeclared war, state of war or belligerency or hazard or danger incidental thereto; or (3) the inability of any person to obtain any equipment, machinery, or material required for the Work, or the inability to make the Work Site available to Contractor in accordance with the Contract Documents, through no fault of Owner or Contractor.



CONFIDENTIALITY

Information, data and drawings embodied in this proposal are strictly confidential and are supplied on the understanding that they will be held confidentially and not disclosed to third parties without the prior written consent of Lyngsoe Systems.



CONTRACT SHEET

This agreement has been made between

San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102-4733
(In this document called the Customer)

And

Lyngsoe Systems
7450 New Technology Way
Frederick, MD 21703
(In this document called Lyngsoe Systems)

Signature

Laura Corbin
Service Manager
2nd February 2021

Date

Signature

Date

This agreement is available as 2 signed original versions, one for each party.



APPENDIX 1

HOURLY RATES

Valid from January 1, 2021 to December 31, 2025

Hourly Rates (USD)	Normal Hours	Overtime Hours	Travel Hours	Holiday Hours
Service Engineer	165.00	247.50	165.00	330.00
Software Engineer	171.00	256.50	171.00	342.00

NORMAL HOURS/OVERTIME

Normal hours are from 08.00 am to 4.30 pm Local Time

Overtime is after 4.30 pm on weekdays, Saturdays/Sundays and holidays according to USA calendar.

TRAVEL EXPENSES

Car expenses are charged according to invoice

Other expenses are charged according to invoice

HOTEL AND MEAL ALLOWANCES

Hotel expenses are charged according to invoice

Allowances are charged according to current per diem rates

Subsistence allowances are charged where work including transportation time is terminated after 6 hours is charged at 45% of the tariff in force.

NOTE:

- All prices exclusive of hotel and subsistence allowances.
- All prices exclude transport costs and travel time.



APPENDIX 2

SPARE PART STARTER KITS

Ergo Staff 1200 RFID	Part Number	QTY
Drive unit flat belt b:15/l:314 (Blue)	5008631	1
Roundbelt Ø4/l:984 for ES1200 (6 belts in kit)	5008152	1
Sick fotocelle MHTB15-P2367	5008381	3
LED button, RS 7082983 (MPI001/28/D1)	5008237	1
Actuator Control Switch	5008172	1
Library Tunnel 2000 (LM1200/LM5000)	Part Number 5008769	QTY
Flat Belt Reinforced 15X331mm- Coneyor & Tunnel (Motor to Pulley Drive)	5008630	1
Round Belt Transportation 800mm (5 belts in kit)	5007189	1
PEC-row for Tunnel2000 (2.0)	5008487	1
Sick PEC WL100-P1409	5008544	1
LED Strip for Library Tunnel	5007213	1
Sort Mate 2000	Part Number 5008761	QTY
Flat Belt Reinforced - SM2000 Divert Rollers & Transportation Belts (Motor to Pulley)	5008631	2
Round Belt - Diverter Roller (Pulley to Roller) (7 belts in kit)	5007735	1
Round Belt - Transportation (6 belts in kit)	5007179	1
SM2000 Gear Motor	5009516	1



Beckhoff EL7342 Motor Output Module	5007120	1
SM2000 PEC Row Assembly	5008482	1
Power Supply Meanwell 24 VDC SP240-24	5006546	1
Diverter Unit Complete SortMate 2000 V2.2	5009738	1
Conveyor 6000 (All Sizes)	Part Number 5008768	QTY
Flat Belt Reinforced 15X331mm- Conveyor & Tunnel (Motor to Pulley Drive)	5008630	1
PEC Row for Conveyor 6000	5008484	1
Conveyor 6000 (Per Each Standard Size)	Part Number	QTY
Round belt, transportation, 500 mm (Kit Part Number 5008538) (6 belts in kit)	5007187	1
Round belt, transportation, 600 mm (Kit Part Number 5008539) (6 belts in kit)	5007188	1
Round belt, transportation, 800 mm (Kit Part Number 5008540) (6 belts in kit)	5007189	1
Round belt, transportation, 900 mm (Kit Part Number 5008541) (6 belts in kit)	5007190	1
Round belt, transportation, 1000 mm (Kit Part Number 5008542) (6 belts in kit)	5007191	1
Round belt, transportation, 1100 mm (Kit Part Number 5008543) (6 belts in kit)	5007192	1
Round belt, transportation, 1200 mm (Kit Part Number 5008545) (6 belts in kit)	5007193	1
Round belt, transportation, 1500 mm (Kit Part Number 5008546) (6 belts in kit)	5007194	1
Round belt, transportation, 1700 mm (Kit Part Number 5008547) (6 belts in kit)	5007195	1



Round belt, transportation, 2000 mm (Kit Part Number 5008548) (6 belts in kit)	5007196	1
Conveyor Liftgate 6000 (Additional to Conv Kit)	Part Number 5008549	QTY
Round belt, transportation, 1000 mm (Kit Part Number 5008542) (6 belts in kit)	5007191	1
Gas Lift (094560)	5006099	2
Micro-switch for Belt Stop	5007211	1
Chute 2000	Part Number 5008551	QTY
Push Button Socket Blue LED 24VDC (Schneider ZB4 BVB6)	113A390	1
Lamp Push Button Blue LED (Schneider ZB4 BW363)	113A400	1
Full chute PEC SICK Photocell WL100-P4400	5001366	1
E-Stop Button (Schneider ZB4BS844)	5007278	1
E-Stop Button Socket (Schneider ZB4 BZ104)	5007283	1
Turn Mate 1100 (Basic)	Part Number 5005408	QTY
Roller Motor for TurnMate (Maxon)	174A699	2
Rubber Roller -20 mm Dia x 154mm	5009664	1
Rubber Roller -20 mm Dia x 327mm	5009666	1
Rubber Roller -20 mm Dia x 396mm	5009667	1
Rubber Roller -20 mm Dia x 418mm	5009668	1
Rotation Motor for TurnMate (Maxon)	5000141	1



APPENDIX 3

RETURNED GOODS FORM

Goods returned by:	<input type="checkbox"/> Customer <input type="checkbox"/> Lyngsoe <input type="checkbox"/> Other		
Site name:		Project number:	
Address:			
Goods are returned because of:	<input type="checkbox"/> Claim - flaw on goods <input type="checkbox"/> Warranty		
	<input type="checkbox"/> Repair/replacement of the goods		
	<input type="checkbox"/> Other		
State reason for return: (State serial no., model and error code if such shows)			
Lyngsoe part number:			
Part Name:			
Serial number:			
Date of failure:			
Date of shipment:			
Shipping information:			
Please send this form via email to: LSU@lyngsoesystems.com A COPY OF THIS FORM MUST ALSO BE ATTACHED TO THE GOODS.	Please send parts to: Laura Corbin Lyngsoe Systems Inc. Suite B 7450 New Technology Way Frederick, MD 21703		

APPENDIX 4

EQUIPMENT LIST

Add on equipment listed below or newer model of the same function.

<u>main/add on</u>	<u>part number</u>	<u>note</u>	<u>reader</u>	<u>sorting</u>	<u># of destinations</u>	<u>Price</u>
main	1LM1200R1SM2000	wall mount	RFID	1 SM2000	3-sort point	\$35,967.00
main	1LM1200RD1SM2000	desk mount	RFID	1 SM2000	3-sort point	\$37,621.00
main	1LM2100R1SM2000	external	RFID	1 SM2000	3-sort point	\$46,468.00
main	1LM1100TBH1SM2000		Top AND Bottom Barcode & RFID	1 SM2000	3-sort point	\$43,467.00
main	1ES1200R1SM2000		RFID	1 SM2000	3-sort point	\$35,278.00
add	1SM2000			1 SM2000	2-sort point	\$12,782.00



				Top Scan barcode to LM1200, LM2100, SI1200		elevating logistics	
add	1TOPSCAN						\$3,000.00
add	1ES1200R			RFID			\$13,173.00
add	1ES1200B			top scan & RFID			\$18,846.00
add	1LC6000-xx00						\$4,199.00
add	1TOTESHELF						\$584.00
add	1LOCKRETURN						\$5,925.00
add	1HOLDPRT						\$420.00
add	1ERGOCARTDOCK						\$3,056.00
add	1ERGOCART						\$1,850.00
add	1ERGOTROLLEYM						\$1,200.00
add	1TOTELIFT						\$6,584.00
add	1ERGOAPPLY						\$47,240.00



						elevating logistics	
add	1ERGOBOX						\$4,253.00
Main	1LIBCABINET						\$29,490.00
Main	1LIBSHELF 4 SHELF						\$14,670.00
add	1LIBSHELF 4 SHELF						\$5,860.00

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: Digester Cleaning

Funding Source: Waste Water Enterprise Operating Budget

PSC Duration: 5 years

PSC Amount: \$5,000,000

1. Description of Work

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

The contractor will remove and dewater grit from digesters. The contractor is then responsible for transportation and disposal of this material.

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

Digester cleaning is a normal part of wastewater treatment plant maintenance. Anaerobic digesters are a critical part of the wastewater treatment process. Denial of this request would result in continually declining digester performance.

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

This service has been provided by contractors in the past. There was no previous PSC for this contract.

D. Will the contract(s) be renewed?

Yes

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

The contract will be for an initial term of two years with the ability to extend the contract in one year increments to a total of 5 years. This PSC request is therefore for five years. A five year contract allows the Wastewater Enterprise to clean multiple digesters. General service term contracts are often for 5 years as the contract bid process is a resource intensive process and new contracts usually only result in higher prices, not lower prices. The reasons why this contract cannot be performed within the city are not expected to change within the next 5 years.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The city does not have the equipment necessary to remove and dewater grit from digesters. The city does not have the requisite fleet of tractors and trailers required to move approximately six thousand tons of grit in the span of a several weeks. The city does not have a landfill where this grit can be disposed of.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This contract requires expertise in digester cleaning operations. This involves the use of equipment such as a sedimentation tanks and mobile belt presses. 7372 Stationary Engineers could perform key aspects of this work if the equipment was available. Class A truck drivers would be needed to transport the material for disposal.

B. Which, if any, civil service class(es) normally perform(s) this work? 7355, Truck Driver; 7372, Stationary Eng, Sewage Plant;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor provides specialized equipment, trucking capacity and landfill capacity not currently possessed by the City.

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

The city is currently working to purchase the equipment necessary to perform this work including a mobile belt filter press. The mobile belt filter press can also be used for other tasks at the SFPUC's facilities. Successful purchase and arrival of this equipment is not expected until late 2022 at the earliest as the budget for this request has still not been approved. Digester cleaning cannot occur during periods of rain, meaning digester cleaning with purchased equipment would not be able to occur until the Spring of 2023. It is possible that delays in the purchasing process would push this back even further. The city would still need to contract out the services of landfill disposal. The SFPUC does not intend to purchase several tractors trucks and multiple trailers for this task as it occurs only intermittently throughout the year. It is a critical task, but only lasts less than 1 month per year. All drivers performing this work are paid prevailing wage as required by Section 21C.5. of the San Francisco Administrative Code. This prevailing wage for biosolid and grit hauling services is determined by the Collective Bargaining Agreement (CBA) between Recology Sunset & Recology Golden Gate and Sanitary Truck Drivers and Helpers Union Local 350, IBT. While the SFPUC intends to obtain portions of the services necessary for digester cleaning from resources within the city, this will take several years due to the lengthy process of purchasing large equipment. Digester cleaning however is an important maintenance task that should not be delayed and therefore contractors who have the requisite equipment are being sought to perform this task for the immediate future.

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

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

The city does not have the equipment necessary to remove and dewater grit from digesters. The city does not have the requisite fleet of tractors and trailers required to move approximately six thousand tons of grit in the span of a several weeks. The city does not have a landfill where this grit can be disposed of.

- 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 reason this work is not performed within the city is not due to a lack of civil service class. This work requires specialized equipment and use of a landfill, neither of which the city possess.

6. Additional Information

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

No.

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

No. The contractor will not train City employees as there are currently no plans for City employees to perform this work.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 07/26/2021, the Department notified the following employee organizations of this PSC/RFP request:

Bldg Mtl & Constr Teamsters, L 853; Stationary Engineers, Local 39

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

COMPLETE AND ACCURATE:

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41601 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/20/2021

From: [Kwon, Daniel](#)
To: [Kwon, Daniel](#); [seichenberger@local39.org](#); [MRainsford@local39.org](#); [grojo@local39.org](#); [Hale, Shawndrea M.](#); [DHR-PSCCoordinator, DHR \(HRD\)](#); [dharrington@teamsters853.org](#); [shelfer@teamsters853.org](#); [Ng, Melissa](#)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 41601 - 20/21
Date: Monday, July 26, 2021 1:46:04 PM

Adding Teamsters 853

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of dkwon@sfgwater.org
Sent: Monday, July 26, 2021 1:32 PM
To: Kwon, Daniel <DKwon@sfgwater.org>; seichenberger@local39.org; MRainsford@local39.org; grojo@local39.org; Hale, Shawndrea M. <SHale@sfgwater.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 41601 - 20/21

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 41601 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41601 - 20/21 for \$5,000,000 for Initial Request services for the period 09/15/2021 – 09/14/2026. 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/16412> 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

From: [Stan Eichenberger](#)
To: [Kyger, Todd](#)
Cc: [Kwon, Daniel](#); [Batjiaka, Ryan](#)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 41601 - 20/21 (Appeal/Protest)
Date: Friday, August 6, 2021 4:48:16 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

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.

Hi Todd,

It is understood that it would not be reasonable to expect the SFPUC to transition any portion of the SOW to Local 39 represented City employees due to constraints of purchasing the necessary equipment to perform any portion of the SOW and consideration that the SOW will no longer be necessary once the new BDFP project is completed, which is scheduled to be completed within 5 years. With this said, please feel free to move forward with this PSC accordingly. Please accept this email as notice that Local 39 withdraws our Protest/Appeal to PSC # 41601 - 20/21.

Thank you and your team for meeting with me today.

Stan Eichenberger
Business Representative
IUOE - Stationary Engineers, Local 39

From: Kyger, Todd <TKyger@sfwater.org>
Sent: Friday, August 6, 2021 4:07 PM
To: Stan Eichenberger <seichenberger@local39.org>
Cc: Kwon, Daniel <DKwon@sfwater.org>; Batjiaka, Ryan <RBatjiaka@sfwater.org>
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 41601 - 20/21 (Appeal/Protest)

Hi Stan,

Thank you for taking the time to meet with the project team this afternoon. To summarize, it was clarified that the PSC is seeking authority for short-term work which will only be necessary until the new facilities and processes are in place at the City's main treatment facility, estimated to be completed within the next 5 years or so.

Based on our discussion and mutual understanding regarding the scope and duration of work, kindly provide your consent for the SFPUC to move forward with PSC #41601 – 2021. Once approved, we will include this confirmation with the submission to DHR submission.

Thank you,

t

Todd Kyger

Project Labor Agreement Administrator, Infrastructure

Workforce & Economic Program Services

Cell: 415-308-0839

Pronouns: he, him, his

sfpuc.org | tkyger@sfgwater.org



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

From: Stan Eichenberger <seichenberger@local39.org>

Sent: Thursday, July 29, 2021 5:46 PM

To: Kwon, Daniel <DKwon@sfgwater.org>

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

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 41601 - 20/21 (Appeal/Protest)

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.

Good afternoon Daniel Kwon,

Local 39 has concern that the scope of work (SOW) impedes on work that Local 39 represented employees should be performing. Historically, from what I understand, portions of the SOW were previously performed by Local 39 represented employees, then PUC/WWE started transitioning some of the work to outside contractors. Local 39 seeks for PUC/WWE to amend the PSC to delete portions of the SOW that should be performed by Local 39 represented classifications/employees.

Please feel free to contact me should you desire to schedule a time to discuss this matter further.

Thank you,

Stan Eichenberger

Business Representative

IUOE - Stationary Engineers, Local 39

337 Valencia Street

San Francisco, CA 94103

Office: (415) 861-1135

Fax: (415) 861-5264

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

From: dhrrpscordinator@sfgov.org <dhrrpscordinator@sfgov.org> On Behalf Of dkwon@sfgwater.org

Sent: Monday, July 26, 2021 1:32 PM

To: dkwon@sfgwater.org; Stan Eichenberger <seichenberger@local39.org>; Michael Rainsford <mrainsford@local39.org>; grojo@local39.org; shale@sfgwater.org; dhrrpscordinator@sfgov.org

Subject: Receipt of Notice for new PCS over \$100K PSC # 41601 - 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 41601 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41601 - 20/21 for \$5,000,000 for Initial Request services for the period 09/15/2021 – 09/14/2026. 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/dhrrupal/node/16412> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: Architectural, Engineering, and Related Design Services for a new Fire Training Facility

Funding Source: General Obligation Bond – ESER

PSC Amount: \$17,000,000

PSC Est. Start Date: 12/01/2021

PSC Est. End Date 12/01/2028

1. Description of Work

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

Public Works is seeking a qualified Architectural and Engineering (A/E) Team led by an Executive Architect to provide architectural, engineering, and related services to design a new Fire Training Facility for the San Francisco Fire Department (SFFD). The project will relocate the SFFD's existing training sites to a single site located at 1236 Carroll Avenue, San Francisco, CA 94124.

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

This project requires special expertise in firefighting training facilities programming and design. Public Works does not have the design experience in the subject matter. The Fire Department currently conducts trainings for recruits and existing personnel at two facilities: one on Treasure Island and a smaller venue in the Mission District. Treasure Island Development Authority plans require the Fire Department to relocate from their current facility by December 2026. The City is in the process of purchasing a 6.6 acre site at 1236 Carroll Avenue in San Francisco's Bayview/Hunter's District for a new Fire Training Facility. Denial of this PSC would mean the design of this new essential facility cannot be completed; thus, the City will not have a facility for training their firefighters and future recruits. This will jeopardize the City's response to calls for service.

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 were approved by the Civil Service Commission under PSC #43808-14/15 on 7/6/2015 for Fire Station 35 and PSC #42622-16/17 on 9/19/2016 for the Emergency Medical Services Facility.

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.

PSC term exceeds 5 years to account for actual contract duration. The additional time in the PSC Duration is also to allow processing time for advertising, negotiating, Board of Supervisor approval process, and 2-year warranty period in addition to design, bidding, and construction phases and awarding the contracts.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This unique capital project requires special expertise in firefighting training facilities programming and design. The project is funded by the Earthquake Safety and Emergency Response Bond which was approved by 79 percent of the voters in March 2020. The City must complete this project prior to December 2026, which is when the Treasure Island Development Authority requires the Fire Department to vacate their existing training facility on Treasure Island.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Architectural, engineering, and related expertise in the design of fire training

facilities. Expertise in leading an architectural and engineering team in the design of new facilities with an estimated construction cost of \$142M.

B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5268, Architect;

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

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

The department analyzed and assessed the range of services available in-house and did not find the specialized expertise necessary for this type of project among the existing staff. Therefore, we need to supplement our City staff with consultants who can provide staff with the required experience and expertise for a successful project delivery.

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

A. Explain why civil service classes are not applicable.

Permanent civil service employees do not possess the experience and specialized expertise in design and construction administration services for delivering a new fire training facility with an estimated construction cost of \$141M.

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 new facility will be the City's sole fire training facility. This PSC requires specialized expertise that will not be required on an ongoing basis.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. There is no training plan or courses, specifically. However, through collaboration on providing design services, the City's architecture staff will enhance its knowledge and understanding of the risks and challenges that occur with this type of facility.

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

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

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

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

7. Union Notification: On 06/25/2021, 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41365 - 20/21

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 09/20/2021

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\)](#); [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; [Macaranas, Belle \(DPW\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41365 - 20/21
Date: Friday, June 25, 2021 8:05:36 AM

RECEIPT for Union Notification for PSC 41365 - 20/21 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 41365 - 20/21 for \$17,000,000 for Initial Request services for the period 12/01/2021 – 12/01/2028. 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/16599> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: Engineering and Architectural Services for a new Emergency Medical Services Facility

Funding Source: Capital Planning Fund & GO Bond

PSC Amount: \$3,000,000

PSC Est. Start Date: 01/01/2017

PSC Est. End Date 07/01/2020

1. Description of Work

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

The proposed work under consideration is to provide architectural and engineering design services for Design Development through the completion of construction. The design is for a new San Francisco Fire Department (SFFD) Ambulance and Paramedic Emergency Medical Services (EMS) facility at 2245 Jerrold Avenue. This new EMS facility will consist of a seismically safe three-story facility and adjacent three-story parking structure. This EMS facility will house and deploy ambulance and paramedic staff, as well as provide enhanced ambulance restocking and a centralized depot which will increase overall ambulance dispatching efficiency.

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

The end product of this project will provide a new multistory EMS facility. The existing EMS facility which provides ambulance dispatching functions is seismically unsafe, and may not withstand a major earthquake event. The existing facility has also become insufficient for the SFFD's current needs to serve the public. The consequence of denial of this proposal is that the design of this project cannot be completed, and the existing EMS facility will remain insufficient to meet the SFFD's needs, and remain susceptible to failure during a major earthquake event. The effect of this will further limit the ambulatory response capabilities of being able to respond to emergencies after said major earthquake event.

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

Similar services were approved by the Civil Service Commission on July 6, 2015 for Fire Station 35 under PSC# 43808-14/15.

D. Will the contract(s) be renewed?

No

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The design services proposed are needed during a period of time during which City staff availability will not meet the staffing needs.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Architectural and engineering expertise in the design of a new EMS facility valued at more than \$40 million. Engineering licenses are required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

City staff will provide architectural and engineering design services for Schematic Design. City staff will also deliver Project Management of the project. The proposed consultant team will collaborate with City's A/E staff for peer reviews, while services are provided.

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

- A. Explain why civil service classes are not applicable.
City staff do not have the capacity necessary to provide the services during the required timeline. City staff will provide overall project management services as well as peer reviews for the project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical since this is a peak workload situation where there's no evidence that the workload will continue at the current high level. As City staff resources and availability fluctuate, the applicable existing civil service class may be available to perform the design services in the future.

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. One or two seminars will be provided by the consultant, presenting lessons learned on issues resolved during design. Five to fifteen Engineers and Architects.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 07/25/2016, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42622 - 16/17

DHR Analysis/Recommendation:

action date: 09/19/2016

Commission Approval Required

Approved by Civil Service Commission

09/19/2016 DHR Approved for 09/19/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW Dept. Code: DPWType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Mechanical, Electrical, Plumbing, & Structural Engineering Services for Fire Station 35Funding Source: General Obligation Bond PSC Duration: 5 years 33 weeksPSC Amount: \$7,500,000 PSC Est. Start Date: 05/11/2015 PSC Est. End Date: 12/31/2020**1. Description of Work****A. Scope of Work:**

Public Works is seeking a qualified team of specialized engineering consultants to provide engineering design and construction support services for the new Fire Station no. 35 facility. The consultant will collaborate with Public Works' team of architects and structural engineers.

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

The service is necessary in order to provide engineering expertise to support architectural City staff. Denial of this request will inhibit Public Works' ability to augment its in-house Architectural and Engineering (A/E) team with the necessary capability and capacity to provide engineering services for a facility to be constructed over water, and with potential historical significance. A significant part of this project will be to upgrade and rebuild damaged piers.

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.

A/E services for the Public Safety Building were approved via PSC#4095-08/09 and for the Cruise Terminal via PSC#4018-09/10. (Please see uploaded documents for previously approved PSCs for similar services)

D. Will the contract(s) be renewed? No, not at this time

2. Union Notification: On 05/08/2015, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 43808 - 14/15

DHR Analysis/Recommendation:

07/06/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 07/06/2015

3. Description of Required Skills/Expertise**A. Specify required skills and/or expertise:**

The consultant team must consist of professional engineers licensed in the state of California for the respective disciplines. We are looking for specialized engineering services for design and construction support of an essential service building built over the water. Maritime construction requires a team of consultants who understands the risks and the prevailing regulations that are applicable to the project.

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

5268,5241,5211,5218,

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

No, facilities and equipment will not be provided.

4. Why Classified Civil Service Cannot Perform**A. Explain why civil service classes are not applicable:**

Permanent civil service employees do not possess the experience and specialized expertise in maritime design and construction for delivering an essential service facility.

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

No. Fire Station 35 is currently the only boathouse station within the City's portfolio of fire stations. This service requires specialized expertise that will not be required on an ongoing basis.

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?
(please see attached) | <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 06/09/2015 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS

Dept. Code: TIS

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

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

Type of Service: VMware Professional Services

Funding Source: Miscellaneous Department Funds

PSC Amount: \$4,500,000

PSC Est. Start Date: 01/01/2022

PSC Est. End Date 12/31/2024

1. Description of Work

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

VMware Technical Account Managers and Engineers will assist City Staff in implementing VMware Server Virtualization software products and work with City Staff to maximize the efficiency and utilization of VMware Products. These services require technical expertise and knowledge of proprietary VMware software products that City Staff do not have. Engineering services may be utilized on a project basis, as needed. Technical Account Managers are assigned to specific Departments to work with City Engineers. Department of Technology is submitting this Request for Citywide Services as part of a new Enterprise License Agreement which will be available for use by all City Departments.

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

These services are necessary to support various server virtualization projects throughout the City. If denied, these critical information technology infrastructure projects will be jeopardized.

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

This service has been provided in the past by VMware staff. PSC# 49079 – 17/18 was approved by the Commission on August 20, 2018, in the amount of \$4,500,000. The duration of the approved PSC# 49079 – 17/18 began November 1, 2018, and ends on December 31, 2021. The original approved amount of \$4,500,000 was to be used on an as-needed basis. The original ELA was awarded to a reseller know as En Pointe Technologies Sales, LLC, as a result of a competitive bid process. DT plans to request OCA to publish a new competitive solicitation for continued use of the VMware products and services. The new solicitation will be for a new ELA, whereby DT will be seeking a 3-year term going forward. Thus, this new PSC request is being submitted for a new Enterprise Agreement to be awarded following OCA's publication of a RFQ. The scope of the services described herein is identical to those identified in the initial PSC.

D. Will the contract(s) be renewed?

Yes, the City will continue to use VMware Products.

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:

Engineering services and Technical Account Manager services require proprietary technical knowledge that City staff do not have. Additionally, engineering services will be utilized on an as-needed, project basis only.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge of proprietary VMware Products and Implementation. Experience managing VMware Server Virtualization Implementations and training Engineers on various VMware products.

Knowledge of server virtualization, programming VMware products, and business process analysis. Experience improving various business processes related to server management and virtualization.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal;

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

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

Training and Project Consulting Services require extensive technical knowledge, expertise and access to proprietary VMware Software. Additionally, potential Project Consulting Services may require access to VMware source code, which current civil service classes do not have. There are no current City resources that have this level of knowledge and/or expertise.

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

A. Explain why civil service classes are not applicable.

Training and Project Consulting Services require extensive technical knowledge, expertise and access to proprietary VMware Software. Additionally, potential Project Consulting Services may require access to VMware source code, which current civil service classes do not have.

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, because the services require technical knowledge and expertise with proprietary VMware Software, and possibly access to VMware source code. Additionally, such services will only be required on an as-needed project basis.

6. Additional Information

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

No.

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

Yes. VMware employees will provide training on VMware product capabilities and implementation. Training may include, but not be limited to, managing VMware Server Virtualization Implementations on various VMware products, knowledge of server virtualization, programming VMware products, and business process analysis.

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

No.

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

No.

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

Yes. PSC# 49079 – 17/18

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

Yes. The original ELA was awarded to a reseller known as En Pointe Technologies Sales, LLC, as a result of a competitive bid process. DT plans to request OCA to publish a new competitive solicitation for continued use of the VMware products and services. The new solicitation will be for a new ELA, whereby DT will be seeking a 3-year term going forward. Thus, this new PSC request is being submitted for a new Enterprise Agreement to be awarded following OCA's publication of a RFQ. The scope of the services described herein is identical to those identified in the initial PSC.

7. Union Notification: On 07/14/2021, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21

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

Name: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: 1 South Van Ness Avenue, 2nd Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46837 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/20/2021

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of jolie.gines@sfgov.org
To: [Gines, Jolie \(TIS\); 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; Dere, Wilfred \(TIS\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Gines, Jolie (TIS); 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; Dere, Wilfred (TIS); DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46837 - 21/22
Date: Wednesday, July 14, 2021 9:55:48 AM

RECEIPT for Union Notification for PSC 46837 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 46837 - 21/22 for \$4,500,000 for Initial Request services for the period 01/01/2022 – 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/dhrrupal/node/17064> 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)

Will train 1043 and 1044 IS Engineering Classes

Optional VMware Training includes the following courses available to City Departments, on an as-needed basis, and is dependent on each Department's plan to implement new VMware products or upgrade existing products. Training credits can be purchased in bulk to maximize discounts, then used to redeem Training Courses or other services. These training courses are essential for Department Network Engineers to use the VMware products to maintain virtual network infrastructure and stay up to date as new versions are released.

Approximate Training Hours Currently Scoped out: TBD, based on City Departments feedback and projection for growth over the next three years.

Courses initially identified as beneficial for City Departments may include but are not limited to the following:

VMware NSX Install, Configure Manage: This comprehensive, fast-paced training course focuses on installing, configuring, and managing VMware NSX™. This course covers NSX as a part of the software-defined data center platform, implementation use cases along with features of NSX, and functionality operating at Layer 2 through Layer 7 of the Open Systems Interconnection model. Lecture and hands-on lab activities support the student's understanding of NSX features, functionality, and on-going management and control.

VMware vSphere: Install, Configure, Manage [V6]: VMware vSphere: Install, Configure, Manage features intensive hands-on training that focuses on installing, configuring, and managing VMware vSphere® 6, which includes VMware ESXi™ 6 and VMware vCenter Server™ 6. This course prepares you to administer a vSphere infrastructure for an organization of any size and forms the foundation for most other VMware technologies in the software-defined data center.

VMware vSphere: Design and Deploy Fast Track [V6]: This extended-hours training course equips you with the knowledge, skills, and abilities to design and deploy a VMware vSphere® 6.0 virtual infrastructure. You follow a proven approach to design and deploy a virtualization solution that is available, scalable, manageable, and secure. This course discusses the benefits and risks of available design alternatives and provides information to support making sound design decisions.

VMware vSphere: What's New [V5.5 to V6]: VMware vSphere: What's New is a hands-on training course that explores the newest features and enhancements in VMware vCenter Server™ 6 and VMware ESXi™ 6. Real-world use case deployment scenarios, hands-on lab exercises, and lecture material teach the skills you need to effectively implement and configure VMware vSphere® 6. This class is recommended for customers who want to deploy vSphere 6 into their existing vSphere environment.

VMware vCenter Site Recovery Manager: Install, Configure, Manage: This two-day, hands-on training course equips experienced VMware vSphere® administrators with the knowledge to install, configure, and manage VMware vCenter™ Site Recovery Manager™ 5.8. This course also equips vSphere administrators with the knowledge to assist in writing and testing disaster recovery plans that use vCenter Site Recovery Manager.

VMware vCloud Networking and Security for vSphere Professionals: This intensive training course focuses on installing, configuring, and managing VMware vCloud® Networking and Security™ for VMware® vSphere® professional use. vCloud Networking and Security is a suite of security virtual appliances built for VMware® vCenter Server™ and VMware ESXi™ integration. vCloud Networking and Security is a critical security component for protecting virtualized data centers from attacks and helping you to achieve your compliance-mandated goals. The course is based on VMware® vShield™ 5.5, ESXi 5.5, and vCenter Server 5.5.

VMware vRealize Operations Manager: Install, Configure, Manage [V6.0]: VMware vRealize™ Operations Manager™: Install, Configure, Manage is designed for experienced VMware vSphere® users and teaches how to use VMware vRealize Operations Manager as a forensic and predictive tool. The course is based on VMware ESXi™ 5.x, VMware vCenter Server™ 5.x, and vRealize Operations Manager 6.0 and includes instruction on advanced capabilities including customization and management.

VMware vCenter Configuration Manager: Install, Configure, Manage [V5.7]: This hands-on training course focuses on installing, configuring, and managing VMware vCenter Configuration Manager™ 5.7. The course is built on VMware ESXi™ and VMware vCenter Server™. This course provides you with the knowledge and skills to install and configure vCenter Configuration Manager, navigate the user interface, manage compliance, and perform administrative and configuration tasks against your infrastructure.

VMware vRealize Business: Costing and Implementation: VMware vRealize™ Business™ (formerly VMware IT Business Management Suite™) provides transparency and control over the costs and quality of IT services, enabling the CIO to align IT with the business and accelerate IT transformation. This four-day training course discusses IT costing as well as configuring and managing vRealize Business. This course will give you an understanding of the concepts and functionality of IT finance management with vRealize Business.

VMware vRealize Automation: Install, Configure, Manage [V6.2]: This training course focuses on installing, configuring, and managing VMware vRealize™ Automation. This course covers the configuration and use of the vRealize Automation platform, including self-service provisioning and the creation of multivendor cloud services. This class also helps students understand and achieve the benefits of automation as a component of the software-defined data center.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TISDept. Code: TISType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: VMware Professional ServicesFunding Source: General Funds and Enterprise FundsPSC Amount: \$4,500,000PSC Est. Start Date: 11/01/2018PSC Est. End Date 12/31/2021**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

VMware Technical Account Managers and Engineers will assist City Staff in implementing VMware Server Virtualization software products and work with City Staff to maximize the efficiency and utilization of VMware Products. These services require technical expertise and knowledge of proprietary VMware software products that City Staff do not have. Engineering services may be utilized on an as needed project basis. Technical Account Managers are assigned to specific Departments to work with City Engineers. Department of Technology is submitting this Request for Citywide Services as part of a new Enterprise License Agreement which will be available for use by all City Departments.

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

VMware software products allow for multiple operating systems or application environments to be installed on software yet imitates dedicated hardware from a single physical computer. The software emulates the PC client or server's central processing unit, memory, hard disk, network and other hardware resources completely, enabling virtual machines to share the resources. Multiple operating systems can run in the same server, eliminating the need to dedicate a single machine to one application. The user of a virtual machine has the same experience as they would on dedicated hardware. This capability limits the cost by reducing the need for physical hardware systems. These services are necessary to support over 20 City departments with their server virtualization efforts. If denied, these critical information technology infrastructure projects will be jeopardized, because each department will be required to invest in equipment and staff to expand its datacenter 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.

This service has been provided in the past by VMware staff. PSC# 46518 – 14/15 was approved by the Commission on August 17, 2015, in the amount of \$4,500,000. The duration of the approved PSC# 46518 – 14/15 began September 1, 2015, and ends on October 31, 2018. The original approved amount of \$4,500,000 was to be used on an as-needed basis. The original ELA was awarded to a reseller know as Eaton & Associates, as a result of a competitive bid process. The agreement provided for three one-year options to renew, however, DT plans to request OCA to publish a new competitive solicitation for continued use of the VMware products and services. The new solicitation will be for a new Enterprise Agreement with a 3-year term. The scope of the services described here is identical to those identified in the initial PSC.

D. Will the contract(s) be renewed?

Yes, the City will continue to use VMware Products.

**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:

Engineering Services and Technical Account Manager services require proprietary technical knowledge that City staff

do not have. Additionally, engineering services will be utilized on an as-needed, project basis.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge of proprietary VMware Products and Implementation. Experience managing VMware Server Virtualization Implementations and training Engineers on various VMware products. Knowledge of server virtualization, programming VMware products, and business process analysis. Experience improving various business processes related to server management and virtualization.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

None, due to the required proprietary technical knowledge.

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

- A. Explain why civil service classes are not applicable.
Training and Project Consulting Services require extensive technical knowledge, expertise and access to proprietary VMware Software. Additionally, potential Project Consulting Services may require access to VMware source code, which current civil service classes do not have.
- 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, because the services require technical knowledge and expertise with proprietary VMware Software, and possibly access to VMware source code. Additionally, such services will only be required on an as-needed project basis.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. See attached VMware Training Description
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
Yes.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes. OCA will to conduct a formal solicitation for a new ELA, therefore, it is unknown at this time which reseller will be selected. However, regardless of which reseller is selected following a competitive solicitation, all services will be provided by VMware employees who have technical knowledge and expertise in working with proprietary VMware software products. Such services are currently being provided by VMware employees pursuant to the current ELA in place.

7. Union Notification: On 06/21/2018, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

Name: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness, 2nd Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49079 - 17/18

DHR Analysis/Recommendation:

action date: 08/20/2018

Commission Approval Required

Approved by Civil Service Commission

08/20/2018 DHR Approved for 08/20/2018

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47124 - 15/16)

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

Type of Service: PMSS and DB Services for the Superbay Hangar Fire Protection System Replacement

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$60,000,000

PSC Original Approved Duration: 06/20/16 - 12/31/19 (3 years 27 weeks)

PSC Mod#1 Amount: \$25,000,000

PSC Mod#1 Duration: 12/31/19-12/31/20 (1 year 1 day)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 12/31/20-09/30/21 (38 weeks 6 days)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 09/30/21-09/30/22 (1 year)

PSC Cumulative Amount Proposed: \$85,000,000

PSC Cumulative Duration Proposed: 6 years 14 weeks

1. Description of Work

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

Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport design and management expertise are required to manage the design and construction of the Superbay Hangar Fire Protection System Replacement Project (Project). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the Project. This Project will address the currently nonfunctional fire suppression systems through full system replacement within the hangar and system components auxiliary to the hangar, including the existing fire suppression pump house, storage tanks, and new utilities infrastructure required to support the new fire suppression system and meet National Fire Protection Association (NFPA) requirements.

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

As a result of the failing fire suppression system at the Superbay Hangar, the Airport Fire Marshall issued a notice to correct fire hazards. The existing system is beyond its useful life and is beyond repair. Therefore, the Airport will replace the existing fire suppression system with a new system that meets the appropriate codes. This will allow for continued safe operation of the Hangar for aircraft and personnel. If the services for this project are denied, the Project will be delayed, resulting in loss of revenue by not having a hangar available for aircraft maintenance and resulting in a loss of revenue that would not be received from tenant leases. This Project is critical to ensure the safety and security within the maintenance hangar.

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 47124-15/16

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

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This Project is capital funded to repair the fire suppression system, and once complete, the work will be done.

B. Reason for the request for modification:
Need to extend to address closeout issues.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialized skills, knowledge, and expertise in airport facility development, Fire suppression system design, underground utility design, design management, integration of airline and tenant business requirements, and project and construction management are required. Additionally, this project will be constructed on the Airfield Operations Area (AOA) within an active maintenance hangar therefore exceptional safety and security measures will be required.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5215, Fire Protection Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;

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

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

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 existing civil service classifications do not have the required expertise and specialized skills necessary for the development, project and construction management of a large-scale airport facility project of this nature. SFO engineers, SFO project managers, and SFO construction inspectors will be integrated with the PMSS and DB staff to provide the required services.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: An Airport Fire Protection System project of this scope and scale does not occur frequently enough to justify adopting a permanent 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.
Training will not be required as part of the scope of work as City employees will not be taking on this work.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, The Weitz Company, LLC and CM Pros

- 7. Union Notification:** On 07/22/21, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

Address: PO Box 8094, San Francisco, CA, 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47124 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/20/2021

Receipt of Union Notification(s)

Cynthia Avakian (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Thursday, July 22, 2021 9:22 AM
To: Cynthia Avakian (AIR); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 47124 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period September 30, 2021 – September 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F13200&data=04%7C01%7Ccynthia.avakian%40flysfo.com%7C0fcb98e4e1a04e83c27508d94d2e6f27%7C22d5c2cfce3e443d9a7dfcc0231f73f%7C0%7C0%7C637625684578820821%7CUnknown%7CTWFpbGZsb3d8eyJWlloiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikh1aWwiLCJXVCi6Mn0%3D%7C2000&sdata=PGwMA3RjPmtaTov6QfSUTo5jGuS%2Fcs9BQfnsPbYZVbc%3D&reserved=0>
Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIRDept. Code: AIRType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: PMSS and DB Services for the Superbay Hangar Fire Protection System ReplacementFunding Source: Airport Capital FundsPSC Amount: \$60,000,000PSC Est. Start Date: 06/20/2016PSC Est. End Date: 12/31/2019**1. Description of Work**

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

Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport design and management expertise are required to manage the design and construction of the Superbay Hangar Fire Protection System Replacement Project (Project). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the Project. This Project will address the currently nonfunctional fire suppression systems through full system replacement within the hangar and system components auxiliary to the hangar, including the existing fire suppression pump house, storage tanks, and new utilities infrastructure required to support the new fire suppression system and meet National Fire Protection Association (NFPA) requirements.

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

As a result of the failing fire suppression system at the Superbay Hangar, the Airport Fire Marshall issued a notice to correct fire hazards. The existing system is beyond its useful life and is beyond repair. Therefore, the Airport will replace the existing fire suppression system with a new system that meets the appropriate codes. This will allow for continued safe operation of the Hangar for aircraft and personnel. If the services for this project are denied, the Project will be delayed, resulting in loss of revenue by not having a hangar available for aircraft maintenance and resulting in a loss of revenue that would not be received from tenant leases. This Project is critical to ensure the safety and security within the maintenance hangar.

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

This is a new service.

D. Will the contract(s) be renewed?

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

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable**2. Reason(s) for the Request**

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

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

B. Explain the qualifying circumstances:

This Project is capital funded to repair the fire suppression system, and once complete, the work will be done.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialized skills, knowledge, and expertise in airport facility development, Fire suppression system design, underground utility design, design management, integration of airline and tenant business requirements, and project and construction management are required. Additionally, this project will be constructed on the Airfield Operations Area (AOA) within an active maintenance hangar therefore exceptional safety

and security measures will be required.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5215, Fire Protection Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;

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

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

A Notice of Intent was sent to City Departments on April 6, 2016, and no responses were received by the April 20, 2016 due date.

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

A. Explain why civil service classes are not applicable.

The existing civil service classifications do not have the required expertise and specialized skills necessary for the development, project and construction management of a large-scale airport facility project of this nature. SFO engineers, SFO project managers, and SFO construction inspectors will be integrated with the PMSS and DB staff to provide the required services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. An Airport Fire Protection System project of this scope and scale does not occur frequently enough to justify adopting a permanent civil service class.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Training will not be required as part of the scope of work as City employees will not be taking on this work.

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

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

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

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

7. Union Notification: On 04/25/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

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

Address: PO Box 8094 San Francisco, CA, 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47124 - 15/16

DHR Analysis/Recommendation:

Commission Approval Required

07/18/2016 DHR Approved for 07/18/2016

action date: 07/18/2016

Approved by Civil Service Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47124 - 15/16)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: PMSS and DB Services for the Superbay Hangar Fire Protection System ReplacementFunding Source: Airport Capital FundsPSC Original Approved Amount: \$60,000,000PSC Original Approved Duration: 06/20/16 - 12/31/19 (3 years 27 weeks)PSC Mod#1 Amount: \$25,000,000PSC Mod#1 Duration: 12/31/19-12/31/20 (1 year 1 day)PSC Cumulative Amount Proposed: \$85,000,000PSC Cumulative Duration Proposed: 4 years 27 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport design and management expertise are required to manage the design and construction of the Superbay Hangar Fire Protection System Replacement Project (Project). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the Project. This Project will address the currently nonfunctional fire suppression systems through full system replacement within the hangar and system components auxiliary to the hangar, including the existing fire suppression pump house, storage tanks, and new utilities infrastructure required to support the new fire suppression system and meet National Fire Protection Association (NFPA) requirements.

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

As a result of the failing fire suppression system at the Superbay Hangar, the Airport Fire Marshall issued a notice to correct fire hazards. The existing system is beyond its useful life and is beyond repair. Therefore, the Airport will replace the existing fire suppression system with a new system that meets the appropriate codes. This will allow for continued safe operation of the Hangar for aircraft and personnel. If the services for this project are denied, the Project will be delayed, resulting in loss of revenue by not having a hangar available for aircraft maintenance and resulting in a loss of revenue that would not be received from tenant leases. This Project is critical to ensure the safety and security within the maintenance hangar.

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 47124-15/16

D. Will the contract(s) be renewed?

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

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

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

This Project is capital funded to repair the fire suppression system, and once complete, the work will be done.

- B. Reason for the request for modification:

Need to increase the compensation and duration.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized skills, knowledge, and expertise in airport facility development, Fire suppression system design, underground utility design, design management, integration of airline and tenant business requirements, and project and construction management are required. Additionally, this project will be constructed on the Airfield Operations Area (AOA) within an active maintenance hangar therefore exceptional safety and security measures will be required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5215, Fire Protection Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

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 existing civil service classifications do not have the required expertise and specialized skills necessary for the development, project and construction management of a large-scale airport facility project of this nature. SFO engineers, SFO project managers, and SFO construction inspectors will be integrated with the PMSS and DB staff to provide the required services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: An Airport Fire Protection System project of this scope and scale does not occur frequently enough to justify adopting a permanent 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.
Training will not be required as part of the scope of work as City employees will not be taking on this work.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, The Weitz Company, LLC

7. Union Notification: On 06/12/19, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

Address: PO Box 8094, San Francisco, CA, 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47124 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/25/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47124 - 15/16)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: PMSS and DB Services for the Superbay Hangar Fire Protection System ReplacementFunding Source: Airport Capital FundsPSC Original Approved Amount: \$60,000,000PSC Original Approved Duration: 06/20/16 - 12/31/19 (3 years 27 weeks)PSC Mod#1 Amount: \$25,000,000PSC Mod#1 Duration: 12/31/19-12/31/20 (1 year 1 day)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 12/31/20-09/30/21 (38 weeks 6 days)PSC Cumulative Amount Proposed: \$85,000,000PSC Cumulative Duration Proposed: 5 years 14 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport design and management expertise are required to manage the design and construction of the Superbay Hangar Fire Protection System Replacement Project (Project). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the Project. This Project will address the currently nonfunctional fire suppression systems through full system replacement within the hangar and system components auxiliary to the hangar, including the existing fire suppression pump house, storage tanks, and new utilities infrastructure required to support the new fire suppression system and meet National Fire Protection Association (NFPA) requirements.

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

As a result of the failing fire suppression system at the Superbay Hangar, the Airport Fire Marshall issued a notice to correct fire hazards. The existing system is beyond its useful life and is beyond repair. Therefore, the Airport will replace the existing fire suppression system with a new system that meets the appropriate codes. This will allow for continued safe operation of the Hangar for aircraft and personnel. If the services for this project are denied, the Project will be delayed, resulting in loss of revenue by not having a hangar available for aircraft maintenance and resulting in a loss of revenue that would not be received from tenant leases. This Project is critical to ensure the safety and security within the maintenance hangar.

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 47124-15/16

D. Will the contract(s) be renewed?

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

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

Need to extend time since there was project delays.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This Project is capital funded to repair the fire suppression system, and once complete, the work will be done.

B. Reason for the request for modification:

Need to extend time since there was project delays.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialized skills, knowledge, and expertise in airport facility development, Fire suppression system design, underground utility design, design management, integration of airline and tenant business requirements, and project and construction management are required. Additionally, this project will be constructed on the Airfield Operations Area (AOA) within an active maintenance hangar therefore exceptional safety and security measures will be required.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5215, Fire Protection Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;

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

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

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 existing civil service classifications do not have the required expertise and specialized skills necessary for the development, project and construction management of a large-scale airport facility project of this nature. SFO engineers, SFO project managers, and SFO construction inspectors will be integrated with the PMSS and DB staff to provide the required services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: An Airport Fire Protection System

project of this scope and scale does not occur frequently enough to justify adopting a permanent 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.
Training will not be required as part of the scope of work as City employees will not be taking on this work.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, The Weitz Company, LLC

- 7. Union Notification:** On 10/16/20, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

Address: PO Box 8094, San Francisco, CA, 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47124 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/23/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47099 - 20/21)

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

Type of Service: As-Needed Public Outreach and Engagement Services

Funding Source: Federal and Local Funds

PSC Original Approved Amount: \$4,900,000

PSC Original Approved Duration: 05/15/21 - 05/15/26 (5 years 1 day)

PSC Mod#1 Amount: \$4,875,000

PSC Mod#1 Duration: 08/01/21-06/30/27 (1 year 6 weeks)

PSC Cumulative Amount Proposed: \$9,775,000

PSC Cumulative Duration Proposed: 6 years 6 weeks

1. Description of Work

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

Selected contractors will provide specialized, as-needed services to engage the public on transportation projects. This will include services such as, designing strategies and approaches that enable diverse, culturally competent public participation, arranging public events and meetings, facilitating focus groups, and compiling notes and records for follow-up and documentation; while conforming to The San Francisco Municipal Transportation Agency's (SFMTA) established standards for conducting public outreach and engagement on its capital projects and programs.

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

The as-needed, specialized public participation services from this contract will support existing SFMTA staff to involve, engage and inform the public on important projects and programs. Denial of this service will not allow the SFMTA to provide the extensive public participation and information necessary for a number of projects that would improve the City's transportation systems and, therefore, cause them to be delayed.

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 47099 20/21

D. Will the contract(s) be renewed?

No

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

This PSC was created to set up a new set of on-call contracts to replace the set expiring in 2021. Due to uncertainty and other effects related to the Covid-19 pandemic, the expiring set was extended an additional year. The term is extended an additional year to make up for the year PSC was not used due to the extension and give the division 5 years of use, as originally intended.

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

Explain the qualifying circumstances:

This work is highly specialized and relies on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes. This higher standard set forth by the SFMTA needs industry experts and leaders to engage on an as-needed basis to lend specialized expertise during the planning process for the most challenging projects. The services required are of an as-needed, intermittent, and/or periodic basis. This work will be performed on a project by project and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. The services require resources including on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes.

B. Reason for the request for modification:

Term and amount are being modified. PSC was created to set up a new set of on-call contracts to replace the set expiring in 2021. Due to uncertainty and other effects related to the Covid-19 pandemic, the expiring set was extended an additional year. The term is extended an additional year to make up for the year PSC was not used due to the extension. The amount is increased from \$6.9m to \$7.9M due to updated economic projections and increased use of the on-calls as economic conditions improved.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant must possess demonstrated expertise in developing and implementing plans and strategies that result in a greater level of general public participation and information dissemination in a similar metropolitan area. Must possess specialized expertise in meeting facilitation, public participation planning, collateral development, digital media, public outreach and communications related to transportation projects.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1314, Public Relations Officer; 5277, Planner 1; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This work is highly specialized and relies on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes. This higher standard set forth by the SFMTA needs industry experts and leaders to engage on an as-needed basis to lend specialized expertise during the planning process for the most challenging projects.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This work will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. If individuals were hired full-time for this work, they would not be consistently productive due to the as-needed nature and specific skill sets required for this work and the sporadic nature of 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.

This work will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. If employees were trained for this work, they would not be consistently productive due to the as-needed nature and specific skill sets required for this work and the sporadic nature of this work.

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

No.

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

No

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

No

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

No.

7. **Union Notification:** On 08/02/21, 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 S Van Ness Ave, HR ELR, 6th Fl, 6029

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47099 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/20/2021

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Monday, August 2, 2021 9:46 PM
To: Nuque, Amy; 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)
Subject: Receipt of Modification Request to PSC # 47099 - 20/21 - MODIFICATIONS

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$4,875,000 for services for the period August 1, 2021 – June 30, 2027. 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/17151>

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: MUNICIPAL TRANSPORTATION AGENCY -- MTADept. Code: MTAType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As-Needed Public Outreach and Engagement ServicesFunding Source: Federal and Local FundsPSC Duration: 5 years 1 dayPSC Amount: \$4,900,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Selected contractors will provide specialized, as-needed services to engage the public on transportation projects. This will include services such as, designing strategies and approaches that enable diverse, culturally competent public participation, arranging public events and meetings, facilitating focus groups, and compiling notes and records for follow-up and documentation; while conforming to The San Francisco Municipal Transportation Agency's (SFMTA) established standards for conducting public outreach and engagement on its capital projects and programs.

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

The as-needed, specialized public participation services from this contract will support existing SFMTA staff to involve, engage and inform the public on important projects and programs. Denial of this service will not allow the SFMTA to provide the extensive public participation and information necessary for a number of projects that would improve the City's transportation systems and, therefore, cause them to be delayed.

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

The SFMTA PSC #41409-15/16 previously provided these same services over the last five years.

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.

Five years provides stability for the services and lessens potential for delays across the life of the contract. Five years takes into account likely slow economic recovery related to Covid-19 mitigation and safety efforts. Previous division as-needed PSCs also used a 5-year span.

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 work is highly specialized and relies on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes. This higher standard set forth by the SFMTA needs industry experts and leaders to engage on an as-needed basis to lend specialized expertise during the planning process for the most challenging projects. The services required are of an as-needed, intermittent, and/or periodic basis. This work will be performed on a project by project and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. The services require resources including on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant must possess demonstrated expertise in developing and implementing plans and strategies that result in a greater level of general public participation and information dissemination in a similar metropolitan area. Must possess specialized expertise in meeting facilitation, public participation planning, collateral development, digital media, public outreach and communications related to transportation projects.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1314, Public Relations Officer; 5277, Planner 1; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV;
- 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?

Given that the nature of the work is specialized and performed on an as-needed basis, it is not possible to fully meet such project demands without outside consultant assistance. This work is highly specialized and relies on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes. This higher standard set forth by the SFMTA needs industry experts and leaders to engage on an as-needed basis to lend specialized expertise during the planning process for the most challenging projects.

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

- A. Explain why civil service classes are not applicable.
This work is highly specialized and relies on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes. This higher standard set forth by the SFMTA needs industry experts and leaders to engage on an as-needed basis to lend specialized expertise during the planning process for the most challenging projects.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This work will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. If individuals were hired full-time for this work, they would not be consistently productive due to the as-needed nature and specific skill sets required for this work and the sporadic nature of 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.
No. No. This work will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. If employees were trained for this work, they would not be consistently productive due to the as-needed nature and specific skill sets required for this work and the sporadic nature of this work.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No.

7. Union Notification: On 08/24/2020, 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 S Van Ness Ave HR ELR, 6th Fl, 6029

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47099 - 20/21

DHR Analysis/Recommendation:

action date: 10/19/2020

Commission Approval Required

Approved by Civil Service Commission

10/19/2020 DHR Approved for 10/19/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 42463 - 19/20)

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

Type of Service: Marine 10 Replacement of Engines & Return to Operational Status

Funding Source: Equitable Sharing Fund

PSC Original Approved Amount: \$175,000

PSC Original Approved Duration: 02/01/20 - 01/31/21 (1 year)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 02/01/21-01/31/22 (1 year)

PSC Mod#2 Amount: \$325,000

PSC Mod#2 Duration: 02/01/22-01/31/23 (1 year)

PSC Cumulative Amount Proposed: \$500,000

PSC Cumulative Duration Proposed: 3 years

1. Description of Work

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

Marine 10 is a 2009 44' Mooseboat aluminum catamaran response vessel operated by the San Francisco Police Department(SFPD)Marine Unit. Marine 10 has accumulated approximately 2300 hours on the current Cummins QSC 8.3L Marine Diesel engines. These engines have been plagued with reliability issues necessitating replacement with a more durable propulsion system. Marine 10 is expected to be able to operate a minimum of 600 hours annually while operating at 75%-85% of throttle for 80%-90% of these operational hours.

Scope Change

We now have a more accurate and complex added scope of work that will include retrofitting the swim ladder, relocating the tow reel and replacing the plastic deck hatches with metal ones.

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

The SFPD Marine Unit is the primary maritime law enforcement unit for the City and County of San Francisco and is responsible for securing the 64 square miles of San Francisco waterways, as well as securing the Port of San Francisco properties, which include the ferry and cruise ship terminals. The service is necessary to enable the safe operation of SFPD's Marine 10 vessel and to provide the capabilities of navigating and maneuvering through the rough water conditions in the San Francisco Bay during patrol and water rescue duties.

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.
no

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

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

2. Reason(s) for the Request

A. Display all that apply

- ☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- ☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The request is short-term and would require the use of a boat maintenance and repair yard and industrial machinery and tools to perform the work. Staff must be a Certified Marine Electronics Technician by National Marine Electronics Association, be a Certified Marine Electrical by American Boat and Yacht Council, or have certification from equipment manufacturer that demonstrates equivalent qualifications.

B. Reason for the request for modification:

The previous amount is based on an earlier scope of work and underestimated costs. We now have a more accurate and complex added scope of work that will include retrofitting the swim ladder, relocating the tow reel and replacing the plastic deck hatches with metal ones. Work has not started yet and is anticipated to start later this fiscal year after a contract is executed.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor will provide a boat maintenance and repair yard and industrial machinery and tools to perform the work and must be a Certified Marine Electronics Technician by National Marine Electronics Association, be a Certified Marine Electrician by American Boat and Yacht Council, or provide alternate documentation (e.g. certification from equipment manufacturer) that demonstrates equivalent qualifications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; H110, Marine Engineer of Fire Boats;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. This contractor will provide a boat maintenance and repair yard to perform the necessary work. The City does not possess these facilities and acquiring these assets would cost several million dollars and not be used frequently.

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 City does not have the facilities or the personnel that are certified by the equipment manufacturers to perform this type of 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: It is not practical to create a new service class for the short duration of this project.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No training is expected. The work is to repower and make Marine 10 operational again. Staff are already trained to operate the vessel.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 08/17/21, the Department notified the following employee organizations of this PSC/RFP request:

Firefighters - B/U 2; Firefighters - B/U 1; 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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245 3rd Street, 6th Floor, San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42463 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/20/2021

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
To: [Wong, Genie \(POL\); gail@sffdlocal798.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR \(HRD\)@ifpte21.org](mailto:Wong, Genie (POL); gail@sffdlocal798.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)
Subject: Receipt of Modification Request to PSC # 42463 - 19/20 - MODIFICATIONS
Date: Tuesday, August 17, 2021 3:19:13 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$325,000 for services for the period February 1, 2022 – January 31, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrrupal/node/16014>

Email sent to the following addresses: L21PSCReview@ifpte21.org
pkim@ifpte21.org
eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com
ecassidy@ifpte21.com gail@sffdlocal798.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICEDept. Code: POL

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 42463 - 19/20)

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

Type of Service: Marine 10 Replacement of Engines & Return to Operational StatusFunding Source: Equitable Sharing FundPSC Original Approved Amount: \$175,000PSC Original Approved Duration: 02/01/20 - 01/31/21 (1 year)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 02/01/21-01/31/22 (1 year)PSC Cumulative Amount Proposed: \$175,000PSC Cumulative Duration Proposed: 2 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Marine 10 is a 2009 44' Mooseboat aluminum catamaran response vessel operated by the San Francisco Police Department(SFPD)Marine Unit. Marine 10 has accumulated approximately 2300 hours on the current Cummins QSC 8.3L Marine Diesel engines. These engines have been plagued with reliability issues necessitating replacement with a more durable propulsion system. Marine 10 is expected to be able to operate a minimum of 600 hours annually while operating at 75%-85% of throttle for 80%-90% of these operational hours.

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

The SFPD Marine Unit is the primary maritime law enforcement unit for the City and County of San Francisco and is responsible for securing the 64 square miles of San Francisco waterways, as well as securing the Port of San Francisco properties, which include the ferry and cruise ship terminals. The service is necessary to enable the safe operation of SFPD's Marine 10 vessel and to provide the capabilities of navigating and maneuvering through the rough water conditions in the San Francisco Bay during patrol and water rescue duties.

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 42463 - 19/20

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**2. Reason(s) for the Request****A. Display all that apply**

- ☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- ☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The request is short-term and would require the use of a boat maintenance and repair yard and industrial machinery and tools to perform the work. Staff must be a Certified Marine Electronics Technician by National Marine Electronics Association, be a Certified Marine Electrical by American Boat and Yacht Council, or have certification from equipment manufacturer that demonstrates equivalent qualifications.

B. Reason for the request for modification:

There have been delays in procurement process. Solicitation was recently advertised, so contract will be awarded later this year (not within a year of the approved PSC).

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor will provide a boat maintenance and repair yard and industrial machinery and tools to perform the work and must be a Certified Marine Electronics Technician by National Marine Electronics Association, be a Certified Marine Electrician by American Boat and Yacht Council, or provide alternate documentation (e.g. certification from equipment manufacturer) that demonstrates equivalent qualifications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; H110, Marine Engineer of Fire Boats;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. This contractor will provide a boat maintenance and repair yard to perform the necessary work. The City does not possess these facilities and acquiring these assets would cost several million dollars and not be used frequently.

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 City does not have the facilities or the personnel that are certified by the equipment manufacturers to perform this type of 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: It is not practical to create a new service class for the short duration of this project.

6. Additional Information

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

No.

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

No training is expected. The work is to repower and make Marine 10 operational again. Staff are already trained to operate the vessel.

- 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 02/01/21, the Department notified the following employee organizations of this PSC/RFP request:

Firefighters - B/U 2; Firefighters - B/U 1; 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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245 3rd Street, 6th Floor, San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42463 - 19/20

DHR Analysis/Recommendation:

04/05/2021

Commission Approval Required

Approved by Civil Service Commission

04/05/2021 DHR Approved for 04/05/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 33742 - 17/18)

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

Type of Service: Development, Administration, and Analysis of a Workplace Culture Survey

Funding Source: Department overhead, training budget

PSC Original Approved Amount: \$96,000

PSC Original Approved Duration: 03/01/18 - 06/30/22 (4 years 17 weeks)

PSC Mod#1 Amount: \$41,000

PSC Mod#1 Duration: 07/01/22-12/31/23 (1 year 26 weeks)

PSC Cumulative Amount Proposed: \$137,000

PSC Cumulative Duration Proposed: 5 years 43 weeks

1. Description of Work

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

Provide consulting services in support of a strategic initiative surrounding employee engagement and workplace satisfaction. Consultant will design, develop, and administer all aspects of a workplace culture survey for San Francisco Public Works employees with the objective of detecting overall employee satisfaction while achieving a high employee participation rate. Consultant will use survey response data to produce a concise, comprehensive executive summary of findings along with an analysis to assist Department in seeking additional information and feedback for potential improvement actions.

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

One of the three goals established by San Francisco Public Works' 2018-2022 Strategic Plan is to "Be the best place to work." Central to this goal is that attracting and engaging a talented and diverse workforce, while providing opportunities for professional and personal development and maintaining open lines of communication, leads to a motivated workforce that will drive innovation and service in the stewardship of San Francisco's public spaces. The commissioning of this workplace survey is essential for Department leadership to understand and continually improve upon San Francisco Public Works' workplace environment. Insight into employees' perceptions of Department leadership, general workplace satisfaction and safety, and training and development needs, etc. is a critical element in improving the overall workplace culture, including general morale, skills development, and employee retention rates. Denial of this service would severely hamper Public Works' efforts to "be the best place to work" and could result in deterioration of Public Works' workplace satisfaction as reflected in increased staff attrition, declining departmental performance, and disinterest in professional development.

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

Yes, please see original PSC Form 1 approved

D. Will the contract(s) be renewed?

There are no plans to renew this contract at this time.

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

Original contract term was three years (August 2018 to August 2021) with two one-year options to extend. We are exercising the first option to extend to August 2022. If needed, we will exercise the second option to extend to August 2023 to complete all the survey and analysis services. In any case, the contract term will not be more than 5 years, but we are requesting a few additional months on the PSC for processing.

2. Reason(s) for the Request

A. Display all that apply

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

☒ 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:

San Francisco Public Works needs an independent third-party consultant who can provide this service on a temporary, short-term basis only.

B. Reason for the request for modification:

Project scope (as described in original contract Appendix A) included an initial employee engagement survey and follow-up surveys "which may include a comprehensive engagement survey and/or shorter surveys targeting specific areas of interest" and that "Public Works may request that Contractor provide consulting services toward measuring engagement and satisfaction of Public Works clients." Contractor completed the initial employee engagement survey under the original term and funding. Public Works has determined that we need a second comprehensive engagement survey, as well as consulting on measuring client satisfaction. These services will require more money and time to complete.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultant must possess extensive and diverse knowledge and experience in workplace survey design and the development and administration of all aspects of a workplace survey. Aspects include but are not limited to survey format, question design, public sector vs private sector, qualitative and quantitative analyses of survey responses, and design of action plan. Consultant must have demonstrated ability to analyze responses, present results, and develop recommendations for an implementation plan.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 1803, Performance Analyst I; 1805, Performance Analyst II; 1830, Perf Analyst III Project Mgr;

- 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.

Although civil service classes can perform some of the services, San Francisco Public Works needs an independent, third-party consultant who can provide this service on a temporary, short-term basis only.

- 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 required for this project is highly specialized and is a one-time, short-term project.

6. Additional Information

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

No.

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

Consultant will not train City and County employees because this is a highly specialized and one-time, short-term project.

- 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.

complete additional surveys provided for in the original contract

7. Union Notification: On 08/06/21, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33742 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/20/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\)](#); [Laxamana, Junko \(BOS\)](#); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Macaranas, Belle \(DPW\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Modification Request to PSC # 33742 - 17/18 - MODIFICATIONS
Date: Friday, August 6, 2021 8:59:46 AM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$41,000 for services for the period July 1, 2022 – December 31, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/17139>

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

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☒ Expedited ☐ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Development, Administration, and Analysis of a Workplace Culture SurveyFunding Source: Department overhead, training budgetPSC Amount: \$96,000PSC Est. Start Date: 03/01/2018PSC Est. End Date: 06/30/2022**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide consulting services in support of a strategic initiative surrounding employee engagement and workplace satisfaction. Consultant will design, develop, and administer all aspects of a workplace culture survey for San Francisco Public Works employees with the objective of detecting overall employee satisfaction while achieving a high employee participation rate. Consultant will use survey response data to produce a concise, comprehensive executive summary of findings along with an analysis to assist Department in seeking additional information and feedback for potential improvement actions.

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

One of the three goals established by San Francisco Public Works' 2018-2022 Strategic Plan is to "Be the best place to work." Central to this goal is that attracting and engaging a talented and diverse workforce, while providing opportunities for professional and personal development and maintaining open lines of communication, leads to a motivated workforce that will drive innovation and service in the stewardship of San Francisco's public spaces. The commissioning of this workplace survey is essential for Department leadership to understand and continually improve upon San Francisco Public Works' workplace environment. Insight into employees' perceptions of Department leadership, general workplace satisfaction and safety, and training and development needs, etc. is a critical element in improving the overall workplace culture, including general morale, skills development, and employee retention rates. Denial of this service would severely hamper Public Works' efforts to "be the best place to work" and could result in deterioration of Public Works' workplace satisfaction as reflected in increased staff attrition, declining departmental performance, and disinterest in professional development.

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 to San Francisco Public Works in the past.

D. Will the contract(s) be renewed?

There are no plans to renew this contract at this time.

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

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

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

B. Explain the qualifying circumstances:

San Francisco Public Works needs an independent third-party consultant who can provide this service on a temporary, short-term basis only.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Consultant must possess extensive and diverse knowledge and experience in workplace survey design and the development and administration of all aspects of a workplace survey. Aspects include but are not limited to survey format, question design, public sector vs private sector, qualitative and quantitative analyses of survey responses, and design of action plan. Consultant must have demonstrated ability to analyze responses, present results, and develop recommendations for an implementation plan.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 1803, Performance Analyst I; 1805, Performance Analyst II; 1830, Perf Analyst III Project Mgr;
- 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?

1830 Performance Analyst III Project Manager, 1805 Performance Analyst II, 1803 Performance Analyst I, 1232 Training Officer can normally perform a portion of this work.

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

- A. Explain why civil service classes are not applicable.
Although civil service classes can perform some of the services, San Francisco Public Works needs an independent, third-party consultant who can provide this service on a temporary, short-term basis only.
- 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 required for this project is highly specialized and is a one-time, short-term project.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Consultant will not train City and County employees because this is a highly specialized and one-time, short-term project.
- 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 02/08/2018, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33742 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/22/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 46130 - 20/21)

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

Type of Service: Specialized Services in Support of COVID-19 Contact Tracing

Funding Source: General Funds, Federal, State Funds

PSC Original Approved Amount: \$1,000,000 PSC Original Approved Duration: 08/01/20 - 07/31/23 (2 years 52 weeks)

PSC Mod#1 Amount: \$4,000,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$5,000,000 PSC Cumulative Duration Proposed: 2 years 52 weeks

1. Description of Work

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

Contractor(s) will provide expert resources such as epidemiologists, Senior Epidemiologists, Analysts and Senior Analysts in the area of Contract Tracing. Contractor(s) will assist the Department in training, data modeling, strategic planning, program development and program evaluation specific to contact tracing.

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

In order to effectively respond to the ongoing COVID-19 emergency the Department must enlist the services of various highly trained specialists to support the contact tracing program which was developed in the early days of the COVID-19 emergency. If this request is denied the contract tracing program will not be able to respond to the emergency and the City response will be less effective. An effective and agile contact tracing program will enable the City to quickly respond to the changing infection patterns for this virus.

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

Yes

D. Will the contract(s) be renewed?

Only if there is a continued need.

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

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:

In response to the COVID-19 emergency the Department has an immediate need to supplement current civil service positions with highly trained experts in the field. The requested contract resources will be used to supplement existing Department staff, and will help the Department to develop and maintain a contact tracing program. Staff will have the opportunity for knowledge transfer and will also learn up to date contact tracing techniques as well as current data modeling techniques.

B. Reason for the request for modification:

In order to continue to respond the COVID-19 pandemic, the Department is increasing its usage of contact tracing services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor must have on appropriate and adequately qualified staff and/or access to experts in the field of contact tracing.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 2802, Epidemiologist 1; 2803, Epidemiologist 2; 0922, Manager I; 0923, Manager II; 0931, Manager III; 0932, Manager IV;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil services classes are applicable and are being used, however the Department has an immediate need to supplement current civil service positions with highly trained experts in the field. The requested contract resources will be used to supplement existing Department staff, and will help the Department to develop and maintain a contact tracing program. Staff will have the opportunity for knowledge transfer and will also learn up to date contact tracing techniques as well as current data modeling techniques.
- 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: There are currently Civil services classes, however the Department has an immediate need to supplement current civil service positions with highly trained experts in the field. The requested contract resources will be used to supplement existing Department staff, and will help the Department to develop and maintain a contact tracing program. Staff will have the opportunity for knowledge transfer and will also learn up to date contact tracing techniques as well as current data modeling techniques.

6. Additional Information

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

7. Union Notification: On 07/26/21, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Municipal Executive Association; Management & Superv 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: Arlene Lee Phone: 415-554-2938 Email: arlene.lee@sfdph.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46130 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/20/2021

Receipt of Union Notification(s)

Lee, Arlene (DPH)

From: dhr-psccordinator@sfgov.org on behalf of arlene.lee@sfdph.org
Sent: Monday, July 26, 2021 11:02 AM
To: Lee, Arlene (DPH); Laxamana, Junko (BOS); Criss@sfmea.com; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Mach, Philip (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 46130 - 20/21 - 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 \$4,000,000 for services for the period October 1, 2021 – July 31, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/16936>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com staff@sfmea.com Christina@sfmea.com Camaguey@sfmea.com Criss@SFMEA.com junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Specialized Services in Support of COVID-19 Contact TracingFunding Source: General Funds, Federal, State FundsPSC Duration: 2 years 52 weeksPSC Amount: \$1,000,000**1. Description of Work**

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

Contractor(s) will provide expert resources such as epidemiologists, Senior Epidemiologists, Analysts and Senior Analysts in the area of Contract Tracing. Contractor(s) will assist the Department in training, data modeling, strategic planning, program development and program evaluation specific to contact tracing.

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

In order to effectively respond to the ongoing COVID-19 emergency the Department must enlist the services of various highly trained specialists to support the contact tracing program which was developed in the early days of the COVID-19 emergency. If this request is denied the contract tracing program will not be able to respond to the emergency and the City response will be less effective. An effective and agile contact tracing program will enable the City to quickly respond to the changing infection patterns for this virus.

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 are currently being performed under an emergency contract. Due to the emergency nature of the service Civil Service approval was not obtained.

D. Will the contract(s) be renewed?

Only if there is a continued need.

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

2. Reason(s) for the Request

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

☒ 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:

In response to the COVID-19 emergency the Department has an immediate need to supplement current civil service positions with highly trained experts in the field. The requested contract resources will be used to supplement existing Department staff, and will help the Department to develop and maintain a contact tracing program. Staff will have the opportunity for knowledge transfer and will also learn up to date contact tracing techniques as well as current data modeling techniques.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor must have on appropriate and adequately qualified staff and/or access to experts in the field of contact tracing.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 2802, Epidemiologist 1; 2803, Epidemiologist 2; 0922, Manager I; 0923, Manager II; 0931,

Manager III; 0932, Manager IV;

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 requested contract resources will be used to supplement existing Department staff, and will help the Department to develop and maintain a contact tracing program. Staff will have the opportunity for knowledge transfer and will also learn up to date contact tracing techniques as well as current data modeling techniques.

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

A. Explain why civil service classes are not applicable.

Civil services classes are applicable and are being used, however the Department has an immediate need to supplement current civil service positions with highly trained experts in the field. The requested contract resources will be used to supplement existing Department staff, and will help the Department to develop and maintain a contact tracing program. Staff will have the opportunity for knowledge transfer and will also learn up to date contact tracing techniques as well as current data modeling techniques.

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. There are currently Civil services classes, however the Department has an immediate need to supplement current civil service positions with highly trained experts in the field. The requested contract resources will be used to supplement existing Department staff, and will help the Department to develop and maintain a contact tracing program. Staff will have the opportunity for knowledge transfer and will also learn up to date contact tracing techniques as well as current data modeling techniques.

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. Current staff will receive training on the latest contact tracing techniques and methodologies. Staff that may receive training may include 2802, 2803, 1823, 1824, 0922, 0923, 0931, 0932. In addition, the contractors may also train or participate in the training of volunteers and Disaster Service Workers (other City Employees) who may be activated for this effort.

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. One of the current contractors will be The University of California San Francisco which has a current emergency epidemiology contract with the Department.

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

Architect & Engineers, Local 21; Management & Superv Local 21; Municipal Executive Association; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46130 - 20/21

DHR Analysis/Recommendation:

action date: 07/20/2020

Commission Approval Required

Approved by Civil Service Commission

07/20/2020 DHR Approved for 07/20/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 41289 - 16/17)

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

Type of Service: Access to Online Applications for Clinical Information, and Health Information Exchanges

Funding Source: General Funds, Federal, State

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

PSC Original Approved Duration: 11/01/16 - 10/31/21 (5 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 11/01/21-12/31/26 (5 years 8 weeks)

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

PSC Cumulative Duration Proposed: 10 years 8 weeks

1. Description of Work

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

The contractor(s) will provide access to a variety of online applications such as Health Information Exchanges which collect, store, benchmark clinical outcomes, share data between providers, and provide online educational and or reference resources to the Department of Public Health.

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

In order to provide effective health care services to patients and clients of the Department there is an ever-present need to subscribe, procure, or collaborate and share data with other health care providers by using online applications or information exchanges. In addition, many resources which were previously procured through commodities such as books or stand-alone DVDs and CD-ROMs have moved to online Software as a Service (SaaS) models of delivery. The transition to an SaaS model has also moved the procurement vehicle used by the City from a traditional commodity Purchase Order (PO) to a formal contract. Denial of this request will result in the Department being unable to participate in Health Information Exchanges, which will result in a lack of visibility when providing health care services to patients, and which will in turn result in substandard patient 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.

Services have been provided in the past through earlier PSC request. See 41289 - 16/17

D. Will the contract(s) be renewed?

Yes, if there is a continued need.

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

The requested approval is in excess of five years because the Department will have an ongoing need to access and utilize information in these applications. Typically, these application contain

data that is either proprietary to the vendor, or in the case of a Health Information Exchange or clinical data sharing application data that is collected by a vendor and shared among all participating users of a given application. Hence, no one user of a shared application could recreate the full functionality afforded to all the users of a system if they were to develop there own standalone application. Therefore, the Department forecasts a continuing need to access such applications for a period of longer than five years.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Proprietary software and national access to patient data and best practices is needed in order to obtain the needed services for access to Health Information Exchanges and online educational/reference resources, which are not available through the City/civil service due to the proprietary nature of the information systems and the specific knowledge required to bring this new technology to full production status in the DPH environment.

B. Reason for the request for modification:

This requested modification is for the inclusion of access to an online web based information platform that links patients with social needs to community services. The linkages take into account specific clinical and health related information in order to provide quality information and referrals to a patient.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractors must have a commercially available application(s) in a variety of healthcare focus areas. Applications may range from in-production Healthcare Information Exchanges which compile patient data from other healthcare providers throughout the country, current and updated resource material available through online portals, compiled and curated data from various healthcare providers used for patient outcomes and benchmarking or best practices processes, to online reference materials used in treatment plans or to establish baseline pharmaceutical formularies and/or listed benefits and adverse reactions or drug interactions of specific drugs.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 1070, IS Project Director; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 0923, Manager II; 0931, Manager III; 0932, Manager IV; 0933, Manager V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor will provide the proprietary software over a SaaS (Software as a

Service) model over the internet as well as the proprietary software and required hardware for remote data processing services.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable due to the proprietary nature of the information systems and the specific knowledge required to bring this new technology to full production status in the DPH environment. It is also necessary to augment existing DPH information systems positions with contractual support services to complete the healthcare business project deliverables, due to DPH's specific customization needs. Civil service staff will work with the Contractor in order to obtain the necessary knowledge for the day-to-day maintenance of the application.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it is not practical to adopt a new civil service class because the new class would need to develop the relevant application, gather all of the resources and or data to populate the application, and most importantly in the case of a Health Information Exchange, the new class would need to establish ongoing relationships with the various health care providers which would need to be willing to share their health information with the developer of the application and in turn manage the information exchange on a national or regional level.

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.

Civil service staff will work with the Contractor in order to obtain the necessary knowledge for the day-to-day maintenance of the application. Use of the software is expected to provide significant knowledge transfer for physicians and other clinical staff, enabling them to provide better patient care.

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

No.

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

No.

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

No.

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

7. **Union Notification:** On 08/17/21, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association;
Management & Superv 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: Arlene Lee Phone: 415-554-2938 Email: arlene.lee@sfdph.org

Address: 101 Grove St., Rm. 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41289 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/20/2021

Receipt of Union Notification(s)

Longhitano, Robert (DPH)

From: dhr-psccordinator@sfgov.org on behalf of arlene.lee@sfdph.org
Sent: Tuesday, August 17, 2021 5:32 PM
To: Lee, Arlene (DPH); amakayan@ifpte21.org; Laxamana, Junko (BOS); Criss@sfmea.com; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 41289 - 16/17 - 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 July 1, 2025 – 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/11129>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com staff@sfmea.com Christina@sfmea.com Camaguey@sfmea.com Criss@SFMEA.com junko.laxamana@sfgov.org amakayan@ifpte21.org

Lee, Arlene (DPH)

From: Lee, Arlene (DPH)
Sent: Tuesday, August 31, 2021 9:26 AM
To: Lee, Arlene (DPH); amakayan@ifpte21.org; Laxamana, Junko (BOS); Criss@sfmea.com; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: RE: Receipt of Modification Request to PSC # 41289 - 16/17 - MODIFICATIONS

Hello,

This email is for informational purposes only. Please note that the Department of Public Health has already notified unions regarding PSC # 41289 -16/7-Modifications on August 17, 2021. After submitting the PSC, the Department did a data entry clean up on the dates for this PSC. There is no change in the cumulative amount, the cumulative duration, or scope of work of the PSC. The PSC will still be scheduled for the 9/20 CSC Meeting.

Please let me know if you need further information.

Thank you.
Arlene Lee
PSC Coordinator, DPH

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of arlene.lee@sfdph.org
Sent: Tuesday, August 17, 2021 5:47 PM
To: Lee, Arlene (DPH) <arlene.lee@sfdph.org>; amakayan@ifpte21.org; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; Criss@sfmea.com; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; Christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 41289 - 16/17 - 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 July 1, 2025 – 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/11129>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Access to Online Applications for Clinical Information, and Health Information ExchangesFunding Source: General Funds, Federal, StatePSC Duration: 5 yearsPSC Amount: \$5,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor(s) will provide access to a variety of online applications such as Health Information Exchanges which collect, store, benchmark clinical outcomes, share data between providers, and provide online educational and or reference resources to the Department of Public Health.

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

In order to provide effective health care services to patients and clients of the Department there is an ever-present need to subscribe, procure, or collaborate and share data with other health care providers by using online applications or information exchanges. In addition, many resources which were previously procured through commodities such as books or stand-alone DVDs and CD-ROMs have moved to online Software as a Service (SaaS) models of delivery. The transition to an SaaS model has also moved the procurement vehicle used by the City from a traditional commodity Purchase Order (PO) to a formal contract. Denial of this request will result in the Department being unable to participate in Health Information Exchanges, which will result in a lack of visibility when providing health care services to patients, and which will in turn result in substandard patient 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.

Health Information Exchanges are a relatively new concept in the delivery of health care services. Traditionally when information was shared, a patient would need to bring their medical records (on paper or a CD/DVD) to their provider, or providers would call a patient's previous or primary care provider(s) to obtain a patient's file(s). Other knowledge/reference resources -- physicians and clinical manuals and the like -- were provided by book or other electronic media such as DVDs or CD-ROMs and were treated as a commodity purchase.

D. Will the contract(s) be renewed?

Yes, if there is a continued need.

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

The requested approval is in excess of five years because the Department will have an ongoing need to access and utilize information in these applications. Typically, these application contain data that is either proprietary to the vendor, or in the case of a Health Information Exchange or clinical data sharing application data that is collected by a vendor and shared among all participating users of a given application. Hence, no one user of a shared application could recreate the full functionality afforded to all the users of a system if they were to develop their own standalone application. Therefore, the Department forecasts a continuing need to access such applications for a period of longer than five years.

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

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

B. Explain the qualifying circumstances:

Proprietary software and national access to patient data and best practices is needed in order to obtain the needed services for access to Health Information Exchanges and online educational/reference resources, which are not

available through the City/civil service due to the proprietary nature of the information systems and the specific knowledge required to bring this new technology to full production status in the DPH environment.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractors must have a commercially available application(s) in a variety of healthcare focus areas. Applications may range from in-production Healthcare Information Exchanges which compile patient data from other healthcare providers throughout the country, current and updated resource material available through online portals, compiled and curated data from various healthcare providers used for patient outcomes and benchmarking or best practices processes, to online reference materials used in treatment plans or to establish baseline pharmaceutical formularies and/or listed benefits and adverse reactions or drug interactions of specific drugs.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 1070, IS Project Director; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 0923, Manager II; 0931, Manager III; 0932, Manager IV; 0933, Manager V; 1091, IT Operations Support Administrator I; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III; 1094, IT Operations Support Administrator IV; 1094, IT Operations Support Administrator IV; 1095, IT Operations Support Administrator V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor will provide the proprietary software over a SaaS (Software as a Service) model over the internet as well as the proprietary software and required hardware for remote data processing services.

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

As these services require proprietary software, or established applications which coordinate maintain patient data from other healthcare facilities and related expertise, available resources are not able to provide these services.

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable due to the proprietary nature of the information systems and the specific knowledge required to bring this new technology to full production status in the DPH environment. It is also necessary to augment existing DPH information systems positions with contractual support services to complete the healthcare business project deliverables, due to DPH's specific customization needs. Civil service staff will work with the Contractor in order to obtain the necessary knowledge for the day-to-day maintenance of the application.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it is not practical to adopt a new civil service class because the new class would need to develop the relevant application, gather all of the resources and or data to populate the application, and most importantly in the case of a Health Information Exchange, the new class would need to establish ongoing relationships with the various health care providers which would need to be willing to share their health information with the developer of the application and in turn manage the information exchange on a national or regional level.

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. Civil service staff will work with the Contractor in order to obtain the necessary knowledge for the day-to-day maintenance of the application. Use of the software is expected to provide significant knowledge transfer for physicians and other clinical staff, enabling them to provide better patient care.
- 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 09/09/2016, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 101 Grove St., Rm. 307 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41289 - 16/17

DHR Analysis/Recommendation:

action date: 12/05/2016

Commission Approval Required

Approved by Civil Service Commission with conditions

11/21/2016 DHR Approved for 11/21/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 36961 - 17/18)

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

Type of Service: CAISO Planning Authority Services (CS-399)

Funding Source: WECC/NERC Compliance Programmatic Project

PSC Original Approved Amount: \$0

PSC Original Approved Duration: 07/02/18 - 11/10/21 (3 years 18 weeks)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 11/11/21-11/10/31 (10 years 2 days)

PSC Cumulative Amount Proposed: \$500,000

PSC Cumulative Duration Proposed: 13 years 19 weeks

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC), as an owner, operator and user of the Bulk Electric System is subject to North American Electric Reliability Corporation (NERC) and Regional Reliability Standards. One such requirement is that the SFPUC needs the services of a California Independent System Operator (CAISO) to serve as Hetch Hetchy Water & Power's (HHWP) Planning Coordinator. The California Independent System Operator (CAISO) is the sole source available to provide these regulatory required services. Under the proposed agreement HHWP would pay the CAISO an annual service fee for being its Planning Coordinator and providing Planning Coordinator services consistent with the applicable NERC Reliability Standards.

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

Under federal law, NERC has been designated as the Electric Reliability Organization (ERO) for the United States. As the ERO, NERC is responsible for overseeing the development and enforcement of Reliability Standards in order to ensure the reliability of the Bulk Electric System (BES). These regulatory requirements are enforceable under the authority of the Federal Energy Regulatory Commission (FERC) and come with fines for failure to stay on top of our regulatory obligations that range from \$1,000 to \$1,000,000 per day.

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

The service is currently provided via PSC No. 36961-17/18.

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:

This is a regulatory requirement, and CAISO is the only provider in our region. A long-term agreement is in the best interest of the City.

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.

Explain the qualifying circumstances:

The San Francisco Public Utilities Commission (SFPUC), as an owner, operator and user of the Bulk Electric System is subject to North American Electric Reliability Corporation (NERC) and Regional Reliability Standards. One such requirement is that the SFPUC needs the services of a California Independent System Operator (CAISO) to serve as Hetch Hetchy Water & Power's (HHWP) Planning Coordinator. The CAISO is the only entity registered by NERC as a Planning Coordinator within the CAISO Balancing Authority Area.

B. Reason for the request for modification:

This request is to extend the existing PSC by an additional ten (10) years, for a total of sixteen (16) years. Because this is a regulatory requirement, and CAISO is the only provider in our region, a long-term agreement is in the best interest of the City.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The San Francisco Public Utilities Commission (SFPUC), as an owner, operator and user of the Bulk Electric System is subject to North American Electric Reliability Corporation (NERC) and Regional Reliability Standards. One such requirement is that the SFPUC needs the services of a California Independent System Operator (CAISO) to serve as Hetch Hetchy Water & Power's (HHWP) Planning Coordinator. The California Independent System Operator (CAISO) is the sole source available to provide these regulatory required services. Under the proposed agreement HHWP would pay the CAISO an annual service fee for being its Planning Coordinator and providing Planning Coordinator services consistent with the applicable NERC Reliability Standards.

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.

HHWP is limited in its choice of a Planning Coordinator to the CAISO because HHWP is within the CAISO Balancing Authority Area (BAA), and because the CAISO is the only entity registered by NERC as a Planning Coordinator within the CAISO BAA.

- 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. CAISO is the only entity registered by NERC as a Planning Coordinator within the CAISO BAA.

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.
Civil service staff will not be trained, as CAISO is the only entity registered by NERC as a Planning Coordinator within the CAISO BAA.
- 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. CAISO will perform the work.

- 7. Union Notification:** On 08/09/21, 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: Daniel Kwon Phone: 415-934-5722 Email: dkwon@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 36961 - 17/18

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 09/20/2021

Civil Service Commission Action:

Receipt of Union Notification(s)

Subject: Receipt of Modification Request to PSC # 36961 - 17/18 - MODIFICATIONS

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC 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: CAISO Planning Authority Services (CS-399)Funding Source: WECC/NERC Compliance Programmatic ProjectPSC Duration: 3 years 18 weeksPSC Amount: \$0**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Public Utilities Commission (SFPUC), as an owner, operator and user of the Bulk Electric System is subject to North American Electric Reliability Corporation (NERC) and Regional Reliability Standards. One such requirement is that the SFPUC needs the services of a California Independent System Operator (CAISO) to serve as Hetch Hetchy Water & Power's (HHWP) Planning Coordinator. The California Independent System Operator (CAISO) is the sole source available to provide these regulatory required services. Under the proposed agreement HHWP would pay the CAISO an annual service fee for being its Planning Coordinator and providing Planning Coordinator services consistent with the applicable NERC Reliability Standards.

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

Under federal law, NERC has been designated as the Electric Reliability Organization (ERO) for the United States. As the ERO, NERC is responsible for overseeing the development and enforcement of Reliability Standards in order to ensure the reliability of the Bulk Electric System (BES). These regulatory requirements are enforceable under the authority of the Federal Energy Regulatory Commission (FERC) and come with fines for failure to stay on top of our regulatory obligations that range from \$1,000 to \$1,000,000 per day.

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

This service has been provided in the past via expired PSC No.42027-13/14.

D. Will the contract(s) be renewed?

Yes.

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

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

B. Explain the qualifying circumstances:

The San Francisco Public Utilities Commission (SFPUC), as an owner, operator and user of the Bulk Electric System is subject to North American Electric Reliability Corporation (NERC) and Regional Reliability Standards. One such requirement is that the SFPUC needs the services of a California Independent System Operator (CAISO) to serve as Hetch Hetchy Water & Power's (HHWP) Planning Coordinator. The CAISO is the only entity registered by NERC as a Planning Coordinator within the CAISO Balancing Authority Area.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The San Francisco Public Utilities Commission (SFPUC), as an owner, operator and user of the Bulk Electric System is subject to North American Electric Reliability Corporation (NERC) and Regional

Reliability Standards. One such requirement is that the SFPUC needs the services of a California Independent System Operator (CAISO) to serve as Hetch Hetchy Water & Power's (HHWP) Planning Coordinator. The California Independent System Operator (CAISO) is the sole source available to provide these regulatory required services. Under the proposed agreement HHWP would pay the CAISO an annual service fee for being its Planning Coordinator and providing Planning Coordinator services consistent with the applicable NERC Reliability Standards.

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. The City does not have these services.

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

A. Explain why civil service classes are not applicable.

HHWP is limited in its choice of a Planning Coordinator to the CAISO because HHWP is within the CAISO Balancing Authority Area (BAA), and because the CAISO is the only entity registered by NERC as a Planning Coordinator within the CAISO BAA.

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. CAISO is the only entity registered by NERC as a Planning Coordinator within the CAISO BAA.

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. Civil service staff will not be trained, as CAISO is the only entity registered by NERC as a Planning Coordinator within the CAISO BAA.

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

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

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

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

**7. Union Notification: On 06/13/2018, 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: 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# 36961 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/27/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: CAISO Planning Authority Services (CS-399)

Funding Source: Hetchy Annual Operating Fund

PSC Amount: \$250,000

PSC Est. Start Date: 07/01/2014

PSC Est. End Date 06/30/2017

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC), as an owner, operator and user of the Bulk Electric System is subject to North American Electric Reliability Corporation (NERC) and Regional Reliability Standards. One such requirement is that the SFPUC needs the services of a California Independent System Operator (CAISO) to serve as Hetch Hetchy Water & Power's (HHWP) Planning Coordinator. The California Independent System Operator (CAISO) is the sole source available to provide these regulatory required services. Under the proposed agreement HHWP would pay the CAISO an annual service fee for being its Planning Coordinator and providing Planning Coordinator services consistent with the applicable NERC Reliability Standards.

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

Under federal law, NERC has been designated as the Electric Reliability Organization (ERO) for the United States. As the ERO, NERC is responsible for overseeing the development and enforcement of Reliability Standards in order to ensure the reliability of the Bulk Electric System (BES). These regulatory requirements are enforceable under the authority of the Federal Energy Regulatory Commission (FERC) and come with fines for failure to stay on top of our regulatory obligations that range from \$1,000 to \$1,000,000 per day.

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

HHWP has not had this service provided previously. This year, HHWP was registered as a Transmission Planner by NERC. Within the NERC functional model, the Transmission Planner is required to coordinate numerous planning evaluations affecting Bulk Electric System long-term reliability with its Planning Coordinator. It is therefore crucial that HHWP have a Planning Coordinator now.

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:

Not Applicable

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The Planning Coordinator is responsible for assessing the longer-term reliability of its Planning Coordinator area. As such, Planning Coordinators work through a variety of mechanisms to conduct facilitated, coordinated, joint, centralized, or regional planning activities to the extent that all network areas with little or no ties to others' areas, such as interconnections, are completely coordinated for planning activities.

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?

N/A. The City does not have these services

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

A. Explain why civil service classes are not applicable.

HHWP is limited in its choice of a Planning Coordinator to the CAISO because HHWP is within the CAISO Balancing Authority Area (BAA), and because the CAISO is the only entity registered by NERC as a Planning Coordinator within the CAISO BAA.

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. CAISO is the only entity registered by NERC as a Planning Coordinator within the CAISO BAA.

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.

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

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

7. Union Notification: On 06/23/2014, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42027 - 13/14

DHR Analysis/Recommendation:

action date: 08/04/2014

Commission Approval Required

Approved by Civil Service Commission

08/04/2014 DHR Approved for 08/04/2014