



London Breed
Mayor

Carol Isen
Human Resources Director

Date: September 17, 2021

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Amy Nuque, MTA
Sean McFadden, REC
Arlene Lee, DPH
Jenny Collins, ECN
Joan Lubamersky, ADM

Subject: **Personal Services Contracts Approval Request**

This report contains eight (8) 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
\$225,004,360	\$78,009,296	\$736,488,389

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POSTING FOR

October 04, 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
48600 - 21/22	MUNICIPAL TRANSPORTATION AGENCY	\$900,000.00	Kiepe Electric will provide a post-warranty On-Site Support, Training, and Mentoring Program for the XT40 and XT60 trolley coaches. The proposed services will allow San Francisco Municipal Transportation Agency (SFMTA) to ensure high MDBF (Mean Distance Between Failures) rates of these vehicles. The objective is to outline a plan that focuses on continuous field training of SFMTA staff to grow SFMTA's in-house expertise.	December 1, 2021	March 31, 2025	REGULAR
49748 - 21/22	RECREATION AND PARK COMMISSION	\$8,500,000.00	Provide full Architectural and Engineering services for the Eugene Friend Recreation Center capital improvement project. This includes all services necessary for the following phases of project delivery: schematic design, design development, complete construction documents for permitting, bid / award, construction administration, and closeout.	November 10, 2021	November 2, 2026	REGULAR
48902 - 20/21	PUBLIC HEALTH	\$15,000,000.00	Contractor will provide trainings and services to Department staff so that the Department can continue the implementation and use of Lean as a management strategy to streamline processes and create a more patient-focused system of care that supports timely delivery of treatment and other health care services with optimum quality. By using Lean methodology, the San Francisco Department of Public Health will achieve its True North goals and the highest quality care, through zero defects, the elimination of health disparities, increased patient satisfaction, empowerment of staff, and improvements to financial performance. Contractor will develop, implement and deploy strategies; educate, train, and coach staff; develop internal infrastructure and management system. Services will include approaches and techniques such as Kaizen, Hoshin Kanri (strategic planning process), Value Stream Mapping, and 3P, among others. Services will be in support of various divisions, programs, and service delivery integration initiatives within the Department. In the course of providing these training and consultation services, Contractor will use Lean methodologies to: provide an executive level governance and implementation structure for a portfolio	September 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
			of projects; support the evolution of the underlying strategy and program design; provide coaching and advisory services to leaders; assist Managers in providing oversight for various projects and executing oversight of all team members across all workstreams, with seasoned program and project management and operational support to drive accountability for timelines and deliverables; facilitate program design with technical expertise, guidance, and coaching; provide communication, strategy, advisory and implementation with coaching and application of technical tools; provide technical guidance and coaching to meet data reporting needs and facilitate solution development to achieve domain-specific goals and strategic objectives.			

TOTAL AMOUNT \$24,400,000

Posting For

October 04, 2021

PROPOSED PERSONAL SERVICES CONTRACTS – MODIFICATION

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
30382 - 17/18 - MODIFICATIONS	October 4, 2021	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$300,000	\$600,000	The Office of Economic and Workforce Development (OEWD) is seeking to contract with an individual or firm that can serve as the department's One-Stop Operator (OSO), a lead coordinator of services delivered to San Francisco's workforce system. The workforce system is designed to establish services for a variety of San Francisco jobseekers that include unskilled, semi-skilled and high skilled individuals. The OSO will play a leadership role in coordinating the four (4) core mandated partners - the California Employment Development Department (EDD), California Department of Rehabilitation (DOR), City College of San Francisco (CCSF) Career Technical Education and Adult Education programs, and the San Francisco Human Services Agency (HSA)/Temporary Assistance for Needy Families (TANF) programs - and	07/01/2021	06/30/2024	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					ensuring that appropriate services are delivered to customers through the workforce system. The role includes establishing Memorandums of Understanding (MOU) with the core partners, providing training and technical assistance and facilitating the successful implementation of services. Additional responsibilities may be determined by OEWD or suggested by the OSO or service providers to fulfill the OSO's role of system coordination and quality assurance.			
36583 - 15/16 - MODIFICATIONS	October 4, 2021	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$344,000	\$1,768,000	The consultant will assist the Office of Economic and Workforce Development (OEWD) with designing, implementing, and transitioning the existing online Workforce Central (WFC) client tracking and performance management platform to integrate new federal Workforce Innovation and Opportunities Act (WIOA) provisions.	07/01/2022	06/30/2023	REGULAR
38783 - 18/19 - MODIFICATIONS	October 4, 2021	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$105,000	\$205,000	The Office of Economic and Workforce Development (OEWD)'s Contracts and Grants Team is expanding and has experienced some attrition. To support	10/16/2021	06/30/2023	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					this transition, the Department is in need of a consultant to assist with reviewing, analyzing, and documenting current practices, updating policy and procedures for the expanded scope of work, and reviewing monthly invoices from grantees against Federal, State, local or other applicable regulations to confirm funding is being spent according to appropriate requirements.			
49569 - 16/17 - MODIFICATIONS	October 4, 2021	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$400,000	\$3,550,000	Outreach and education to San Francisco's low-wage, immigrant, and precariously-employed workers regarding their rights at work. Outreach and education will focus on San Francisco's local labor laws, including the Minimum Wage, Paid Sick Leave, Health Care Security, Family Friendly Workplace, Fair Chance, and Formula Retail Employee Rights Ordinances and additional laws passed during the contracting period. Services to be provided include participation in public events, classes and other activities, holding workshops, conducting one-on-one consultations, identifying potential	07/01/2017	06/30/2022	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					wage theft violations, and referring or resolving labor law complaints.			
2000-03/04 - MODIFICATIONS	October 4, 2021	PUBLIC HEALTH -- DPH	\$199,455,360	\$584,455,360	<p>Contractor and partner agencies will work together to provide supportive housing services, including property management services for chronically homeless adults in San Francisco. Contractor will be responsible for property management and/or support services at various multi residential sites in targeted neighborhoods. This PSC is for \$10,375,000 per year for the next five years and reflects increased grant funds from Federal and State agencies, compared to the previous PSC.</p> <p>Scope Change: Contractors and partner agencies provide supportive housing services, including property management and fiscal management services, for the chronically homeless or individuals at risk of becoming homeless and individuals affected by HIV/AIDS. Contractors are responsible for property management, fiscal management, and/or support services at various multi-</p>	07/01/2021	06/30/2026	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					unit residential sites in targeted neighborhoods as well as street based assistance. Fiscal management and support services may include rental ssubsidies, case management, transitional housing, outreach, program management, assisted housing services, and emergency housing services.			

TOTAL AMOUNT \$200,604,360

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Specialized On-site Maintenance Service

Funding Source: Operating Funds

PSC Duration: 3 years 17 weeks

PSC Amount: \$900,000

1. Description of Work

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

Kiepe Electric will provide a post-warranty On-Site Support, Training, and Mentoring Program for the XT40 and XT60 trolley coaches. The proposed services will allow San Francisco Municipal Transportation Agency (SFMTA) to ensure high MDBF(Mean Distance Between Failures) rates of these vehicles. The objective is to outline a plan that focuses on continuous field training of SFMTA staff to grow SFMTA's in-house expertise.

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

Due to the proprietary nature of the Kiepe's propulsion system, no vendor other than the Contractor can supply the necessary on-site support, training, and mentoring program to the SFMTA, and therefore this is a sole-source contract. Our trolley maintenance team has realized that the trolleybuses can be challenging to maintain without local support and expertise from Kiepe Electric, the manufacturer of the propulsion components for the buses. This on-site service agreement will allow SFMTA to maintain a higher standard of reliability, to reduce road calls and failures, and to ease the pressure on our maintenance staff to keep up with the difficult diagnostics and repairs that these specialized buses can present.

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?

Yes, there is a possibility to extend the on-site support contract if our Maintenance team feels they need continued on-site coverage.

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:

Our trolley maintenance team has realized that the trolleybuses can be challenging to maintain without local support and expertise from Kiepe Electric, the manufacturer of the propulsion components for the buses. The propulsion system provider is based out of Germany and the knowledge base is limited in the US as only a few transit agencies operate trolleybuses with the Kiepe propulsion system.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge of Keipe propulsion system, software code, and hardware circuits, which are exclusive to the contractor. The general expertise of supplier's technical specialists includes testing, commissioning, repairing complex propulsion sub-systems and troubleshooting experience.

B. Which, if any, civil service class(es) normally perform(s) this work? 7371, Electical Transit System Mechanic;

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

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

Due to the proprietary nature of the Kiepe’s propulsion system, no vendor other than the Contractor can supply the necessary on-site support, training, and mentoring program to the SFMTA, and therefore this is a sole-source contract. Civil service can’t perform this work without expertise, knowledge, and training. This agreement is to help train and support resources available within the city.

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

A. Explain why civil service classes are not applicable.

Civil service can’t perform this work without expertise, knowledge, and training.

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

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. The contractor will train the technicians and mechanics on Maintenance and troubleshooting of the trolley buses related to the propulsion system.

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 08/03/2021, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48600 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/04/2021

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Tuesday, August 3, 2021 4:14 PM
To: Nuque, Amy; Osha Ashworth; khughes@ibew6.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48600 - 21/22

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

RECEIPT for Union Notification for PSC 48600 - 21/22 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 48600 - 21/22 for \$900,000 for Initial Request services for the period 12/01/2021 – 03/31/2025. 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/17146> 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: RECREATION AND PARK COMMISSION -- REC

Dept. Code: REC

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

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

Type of Service: Architectural Design Services

Funding Source: 2020 Health and Recovery General Ob Bond

PSC Amount: \$8,500,000

PSC Est. Start Date: 11/10/2021

PSC Est. End Date 11/02/2026

1. Description of Work

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

Provide full Architectural and Engineering services for the Eugene Friend Recreation Center capital improvement project. This includes all services necessary for the following phases of project delivery: schematic design, design development, complete construction documents for permitting, bid / award, construction administration, and closeout.

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

A concept design was completed for this project via private funding; however, there is currently no architecture / engineering team and, without one, we will not be able to complete design work and construction documents necessary to bid and construct the park facility improvements.

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

These services have been provided in the past through the Public Works Bureau of Architecture through Public Works staff as their as-needed private consultants.

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:

Public Works does not have the capacity to take on the project at this time although the Public Works Landscape Section will be doing the landscape design work.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Architectural & Engineering services include Civil, Architectural, Structural, Geotechnical, Mechanical, Electrical, Plumbing, Irrigation, specification writing & cost estimating throughout the permit and bidding, familiarity with Construction Management /General Contractor contract delivery mechanism, Construction Administration and Warranty Phases.

B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr;

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?

Explain why civil service classes are not applicable: This request is being made due to Public Works staff lack of capacity to

take on the project. Public Works will, however, provide landscape architectural services.

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

- A. Explain why civil service classes are not applicable.
The City of San Francisco does technically have the classes, but not the capacity at this time.
- 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 contact? If so, please explain what that will entail; if not, explain why not.
No. Training is not required.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 07/02/2021, 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: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: McLaren Lodge 501 Stanyan Street San Francisco, CA 94117

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49748 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/04/2021

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of sean.mcfadden@sfgov.org
Sent: Friday, July 2, 2021 12:10 PM
To: McFadden, Sean (REC); 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; McFadden, Sean (REC); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49748 - 21/22

RECEIPT for Union Notification for PSC 49748 - 21/22 more than \$100k

The RECREATION AND PARK COMMISSION -- REC has submitted a request for a Personal Services Contract (PSC) 49748 - 21/22 for \$8,500,000 for Initial Request services for the period 11/10/2021 – 11/02/2026. 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/17010> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Lean and Kaizen and other Training and Education Services

Funding Source: General Fund

PSC Duration: 8 years 43 weeks

PSC Amount: \$15,000,000

1. Description of Work

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

Contractor will provide trainings and services to Department staff so that the Department can continue the implementation and use of Lean as a management strategy to streamline processes and create a more patient-focused system of care that supports timely delivery of treatment and other health care services with optimum quality. By using Lean methodology, the San Francisco Department of Public Health will achieve its True North goals and the highest quality care, through zero defects, the elimination of health disparities, increased patient satisfaction, empowerment of staff, and improvements to financial performance. Contractor will develop, implement and deploy strategies; educate, train, and coach staff; develop internal infrastructure and management system. Services will include approaches and techniques such as Kaizen, Hoshin Kanri (strategic planning process), Value Stream Mapping, and 3P, among others. Services will be in support of various divisions, programs, and service delivery integration initiatives within the Department. In the course of providing these training and consultation services, Contractor will use Lean methodologies to: provide an executive level governance and implementation structure for a portfolio of projects; support the evolution of the underlying strategy and program design; provide coaching and advisory services to leaders; assist Managers in providing oversight for various projects and executing oversight of all team members across all workstreams, with seasoned program and project management and operational support to drive accountability for timelines and deliverables; facilitate program design with technical expertise, guidance, and coaching; provide communication, strategy, advisory and implementation with coaching and application of technical tools; provide technical guidance and coaching to meet data reporting needs and facilitate solution development to achieve domain-specific goals and strategic objectives.

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

This service is necessary in order to meet requirements and milestones to achieve maximum Medi-Cal reimbursement. The consequences of denial will be to reduce reimbursement to the City and the Department. Zuckerberg San Francisco General Hospital (ZSFG) must demonstrate clear outcomes and milestones for improving quality of care and patient safety while also ensuring operational efficiencies and increasing patient-centered care. Focus will be placed on improving performance in clinical indicators as well as patient experience. In order to achieve the desired outcomes, the Department must ensure that staff in all positions are trained in key components to drive a Culture of Excellence. A Culture of Excellence is when staff are engaged- in partnership with patients and families- with ongoing performance improvement and patient safety initiatives that achieve excellence in communication, patient-centered care, operational efficiency, and quality 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.

This service has been provided under PSC 4049-11/12.

D. Will the contract(s) be renewed?

Yes, if there is an ongoing need for these services.

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

The Department anticipates a longer-term need for these services due to the considerable time needed to train staff in our large Department, in order to ensure continued efficiency improvements in the delivery of high quality public health services.

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:

Services will be provided on an as-needed basis to accommodate clinical and management staffing needs while meeting milestones and training requirements.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Extensive experience implementing Lean, Kaizen, Hoshin Kanri, Value Stream Mapping, 3P and other related styles of management and process improvement methodologies with an emphasis on positive communication, teamwork and patient satisfaction. Commensurate skill and expertise in establishing a Train-the-Trainer Module for ensuring ongoing and sustainable impact from the initial training sessions is required.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 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?

None; City does not currently have the capacity to provide these services as needed by the Department (see attached emails from DHR and Controller's Office).

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

A. Explain why civil service classes are not applicable.

Civil Services classes are not applicable because City Training resources currently do not have the capacity to provide services as needed by the Department.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The services are as-needed and specialized. Ongoing use of specialized contractor resources will be needed in order to supplement staff that have been trained in these new techniques, in order to maintain continuity and effectiveness of the training and management 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 contact? If so, please explain what that will entail; if not, explain why not.
Yes. Contractor will provide training to the following staff: 1) Frontline/Non-Management Clinical and Non-Clinical staff = 3,300; 2) Clinical and Non-Clinical Managers and Supervisors = 300; 3) Academic Physicians in Clinical Practice = 500; 4) Graduate Medical Resident Trainees = 900

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 08/09/2021, 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: Arlene Lee Phone: (415) 255-3492 Email: arlene.lee@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48902 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/04/2021

Receipt of Union Notification(s)

Lee, Arlene (DPH)

From: dhr-psccordinator@sfgov.org on behalf of arlene.lee@SFDPH.org
Sent: Monday, August 9, 2021 4:40 PM
To: Lee, Arlene (DPH); Laxamana, Junko (BOS); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Rossi, Ron (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48902 - 20/21

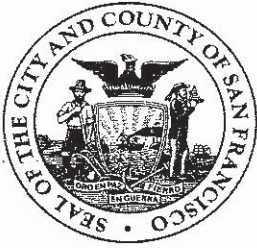
RECEIPT for Union Notification for PSC 48902 - 20/21 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 48902 - 20/21 for \$15,000,000 for Initial Request services for the period 09/01/2021 – 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/16561> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MARK FARRELL
MAYOR

Sent Via Electronic Mail

May 23, 2018

KATE FAVETTI
PRESIDENT

F. X. CROWLEY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

ELIZABETH SALVESON
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS 42606-17/18; 49668-17/18; 45402-17/18; 48693-17/18; 36554-14/15; 4141-11/12; 4049-11/12 AND 3082-11/12.

At its meeting on May 21, 2018 the Civil Service Commission had for its consideration the above matter.

The Commission took the following actions:

1. Approved PSC #42606-17/18 with the condition the department report to back to the Commission in five years by 2023.
2. Approved PSC #45402-17/18 with the condition the department report to back to the Commission in five years by 2023.
3. Adopted the report. Approve the remaining requests for proposed Personal Services Contracts. This shall serve to notify the Office of the Controller and the Office of Contract Administration.

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

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

Posting For May 21, 2018

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2018-05-21

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
36554 - 14/15 - MODIFICATIONS	May 21, 2018	PUBLIC UTILITIES COMMISSION -- PUC	\$119,700	\$219,200	<p>To provide various services to enhance the SFPUC's ability to work with the KISTERS products that SFPUC already have in use. The work to be performed includes implementing enhancements to the KISTERS Data Acquisition Tool (KIDAT), performing system changes to the SFPUC WISKI time series management software installation, and providing advance WISKI and KiScript training to the SFPUC. This is a sole source procurement.</p> <p>Scope Change: Through Amendment 1, SFPUC will procure three additional years of training in Kisters' WISKI software. In addition, Kisters will provide additional services to continue the expansion of the WISKI software database, including: <ul style="list-style-type: none"> • The addition of new data sources; • A clean-up of legacy portions of the database; • Review and clean-up of KiScript (KISTERS scripting language) code base; • Automating quality assurance of data; • Expanding forecasting capabilities; and • Improving architecture of calculation cascades to avoid overloading system. Please see the attached Scope of Work for details regarding the additional scope of work requested through this Amendment 1. </p>	12/01/2017	06/30/2021	REGULAR
4141-11/12 - MODIFICATIONS	May 21, 2018	PUBLIC UTILITIES COMMISSION -- PUC	\$13,100,000	\$22,100,000	<p>Provide the back office services necessary to operate CleanPowerSF, the City's Community Choice Aggregation (CCA) program. In the context of CCA, back office services include comprehensive customer care, account management, billing, and data services for the program. This allows for the tracking of participating customers, recording electric usage and billings via electronic data exchange with PG&E, and managing a customer care call center. Services also include training and support for transitioning CleanPowerSF call center duties to the PUC's Customer Service Bureau, which is anticipated to commence once CleanPowerSF has completed the citywide enrollment process. The PUC anticipates completing the citywide enrollment process by the end of calendar year 2019.</p>	06/01/2018	12/31/2021	REGULAR
			May 21, 2018	\$4,250,000	\$9,000,000	04/11/2018	06/30/2023	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4049-11/12 - MODIFICATIONS		PUBLIC HEALTH -- DPH			<p>Provide a series of 1-4 hour (dependent on category of employment) motivational lecture based Service Excellence-Patient Satisfaction training sessions to Four categories of Academic Medical Center Staff at San Francisco General Hospital and Trauma Center (SFGH): 1).Frontline/Non-Management Clinical and Non-Clinical staff; 2). Clinical and Non-Clinical Managers and Supervisors; 3).Academic Physicians in Clinical Practice and 4) Graduate Medical Resident Trainees. The proposed work will include a Train The-Trainer Module in order to ensure a system for sustainability will be embedded within the hospital's organizational culture at the end of the consultative engagement.</p> <p>Scope Change: This modification is for the inclusion of additional trainings in support of the service excellence projects currently underway within the Department of Public Health. Additional trainings will focus on expanding the Kaizen and LEAN trainings(Toyota Production System) In support of the SFGH rebuild, roll out of the Affordable Care Act, and various service delivery integration initiatives underway within the Department.</p>			
3082 11/12 - MODIFICATIONS	May 21, 2018	PUBLIC HEALTH -- DPH	\$150,000	\$300,000	<p>The Contractor will provide on-site at LHH approximately two hundred eighty-eight (288) hours per year of professional audiology services. The Contractor will also provide a minimum of one (1) seven-hour (7 hour) audiology clinic weekly in the Rehabilitation Department at Laguna Honda Hospital, with the hours 8:00a.m. - 5:00p.m., excluding Saturdays and Sundays. Services shall include: audiology evaluation, including speech reception testing, threshold and discrimination testing, pure tone audiometry with complete audiogram, audiometry screening, hearing aid evaluation, dispensing and repair of hearing aids, and hearing therapy.</p>	07/01/2018	06/30/2023	REGULAR

TOTAL AMOUNT \$17,619,700

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4049-11/12)

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

Type of Service: Mandated Hospital Srvc. Excellence trng. (lecture based) to comply with the req.of 1115 waiver

Funding Source: DSRIP Funds, SFGH Bond, GF

PSC Original Approved Amount: \$1,000,000

PSC Original Approved Duration: 01/01/12 - 06/30/23 (11 years 26 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$500,000

PSC Mod#2 Duration: no duration added

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

PSC Mod#3 Duration: no duration added

PSC Mod#4 Amount: \$1,750,000

PSC Mod#4 Duration: no duration added

PSC Mod#5 Amount: \$4,250,000

PSC Mod#5 Duration: no duration added

PSC Mod#6 Amount: \$2,100,000

PSC Mod#6 Duration: 05/21/21-06/30/25 (2 years 1 day)

PSC Cumulative Amount Proposed: \$11,100,000

PSC Cumulative Duration Proposed: 13 years 26 weeks

1. Description of Work

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

Provide a series of 1-4 hour (dependent on category of employment) motivational lecture based Service Excellence-Patient Satisfaction training sessions to Four categories of Academic Medical Center Staff at San Francisco General Hospital and Trauma Center (SFGH): 1).Frontline/Non-Management Clinical and Non-Clinical staff; 2). Clinical and Non-Clinical Managers and Supervisors; 3).Academic Physicians in Clinical Practice and 4) Graduate Medical Resident Trainees. The proposed work will include a Train The-Trainer Module in order to ensure a system for sustainability will be embedded within the hospital's organizational culture at the end of the consultative engagement.

Scope Change

This modification is for the inclusion of additional trainings in support of the service excellence projects currently underway within the Department of Public Health. Additional trainings will focus on expanding the Kaizen and LEAN trainings(Toyota Production System)in support of the SFGH rebuild, roll out of the Affordable Care Act, and various service delivery integration initiatives underway within the Department.

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

Under the terms of the recently approved 1115 Waiver for the State of California, the Center for Medicare and Medicaid (CMS) will no longer provide reimbursement to healthcare organizations simply for providing services to patients. One new provision required by the 1115 waiver, is called

Value Based Purchasing. Value Based purchasing will require that SFGH demonstrate clear outcomes and milestones for improving quality of care and patient safety while also ensuring operational efficiencies and increasing patient-centered care. The hospital will rely on the achievement of these milestones in order to receive millions of dollars in reimbursement each year over the next four years. Focus will be placed on improving performance in clinical indicators as well as patient experience. In order to achieve the desired outcomes, we will have to ensure that staff in all positions are trained in key components to drive a Culture of Excellence. A Culture of Excellence exists when staff are engaged- in partnership with patients and families- with ongoing performance improvement and patient safety initiatives that achieve excellence in communication, patient-centered care, operational efficiency, and quality 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.

Rona Consulting

D. Will the contract(s) be renewed?

Yes, only if there is funding and a continued need for periodic refresher / updates of training requirements.

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

These hospital service excellence trainings, as part of the Department's Service Excellence Program, are expected to be ongoing in order to meet a continued and recurring need.

2. Reason(s) for the Request

A. Display all that apply

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

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:

Under the terms of 1115 Waiver for the State of California, the Center for Medicare and Medicaid (CMS) will no longer provide reimbursement to healthcare organizations simply for providing services to patients. One new provision required by the 1115 waiver, is called Value Based Purchasing. Value Based purchasing will require that SFGH demonstrate clear outcomes and milestones for improving quality of care and patient safety while also ensuring operational efficiencies and increasing patient-centered care.

B. Reason for the request for modification:

This modification is to increase the funding amount so as to continue hospital service excellence trainings, focused on Kaizen and LEAN.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Extensive experience implementing motivational lecture based hospital service excellence programs, with an emphasis on positive communication,

teamwork and patient satisfaction. Commensurate skill and expertise in establishing a Trainer the Trainer Module for ensuring on-going and sustainable impact from the initial lecture training sessions is required.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer;
- 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 not applicable because City Training resources currently do not have the capacity to provide training that is needed to achieve Culture of Excellence status for a hospital organization.
- 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. Once the consultant engagement has needed, via Train- The-Trainer Curriculum, existing hospital staff will have gained the skills, tools and expertise necessary for sustaining a Culture of Excellence at SFGH.

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.
PH executives, managers and leaders will participate in 5-day sessions and periodic workshops in the Lean Leadership System
- 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. Current contractor is Rona Consulting.

7. **Union Notification:** On 05/21/21, 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St. Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4049-11/12

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 06/02/2021

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request: Initial Modification of an existing PSC (PSC # 30382 - 17/18)

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

Type of Service: Consulting - Workforce Program Planning (One Stop Operator)

Funding Source: Fed Dept of Labor & Gen Fund

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 01/01/18 - 06/30/20 (2 years 25 weeks)

PSC Mod#1 Amount: \$200,000 PSC Mod#1 Duration: 02/18/19-06/30/21 (1 year)

PSC Mod#2 Amount: \$300,000 PSC Mod#2 Duration: 07/01/21-06/30/24 (3 years 1 day)

PSC Cumulative Amount Proposed: \$600,000 PSC Cumulative Duration Proposed: 6 years 25 weeks

1. Description of Work

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

The Office of Economic and Workforce Development (OEWD) is seeking to contract with an individual or firm that can serve as the department's One-Stop Operator (OSO), a lead coordinator of services delivered to San Francisco's workforce system. The workforce system is designed to establish services for a variety of San Francisco jobseekers that include unskilled, semi-skilled and high skilled individuals. The OSO will play a leadership role in coordinating the four (4) core mandated partners - the California Employment Development Department (EDD), California Department of Rehabilitation (DOR), City College of San Francisco (CCSF) Career Technical Education and Adult Education programs, and the San Francisco Human Services Agency (HSA)/Temporary Assistance for Needy Families (TANF) programs - and ensuring that appropriate services are delivered to customers through the workforce system. The role includes establishing Memorandums of Understanding (MOU) with the core partners, providing training and technical assistance and facilitating the successful implementation of services. Additional responsibilities may be determined by OEWD or suggested by the OSO or service providers to fulfill the OSO's role of system coordination and quality assurance.

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

The One Stop Operator (OSO) role was recently mandated under the federal Workforce Opportunity and Innovation Act (WIOA) and the department is required to begin planning and implementing OSO services within the 17-18 program year. If this request is denied, the department will not be able to deploy these services on time and risks violating the federal requirement.

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

Yes, this is a request to extend the existing authorization

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:

This role is mandated by the federal Workforce Opportunity and Innovation Act (WIOA) and must be an entity external to the local workforce development board (OEWD).

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 anticipated to be short-term and requires a broad complement of skills and expertise not currently available within the department. The coordinating functions are also best suited to an outside entity, to ensure that core partners are held accountable to the terms of their service agreements (MOUs).

B. Reason for the request for modification:

This request adds \$300,000 and 3 years to the authorization for the One Stop Operator (OSO), a lead coordinator of services delivered to San Francisco's workforce system. This role is mandated by the federal Workforce Opportunity and Innovation Act (WIOA) and must be an entity external to the local workforce development board (OEWD).

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: In addition to general experience in stakeholder engagement and facilitation, the selected consultant should have verifiable expertise in the following areas: - Infrastructure for collection and analysis of real-time data from industry, educational partners, service providers, and the broader labor market. - Planning and design of system infrastructure that encourages stakeholder collaboration, experimentation, user feedback, and user/customer-centered design. - Identifying and prioritizing opportunities to improve the public workforce system. - Designing, developing, deploying, and evaluating workforce tools. - Developing workforce partnerships and collaborations. - Workforce Innovation and Opportunity Act regulation technical assistance, and other general workforce policy analysis and technical assistance.

B. Which, if any, civil service class(es) normally perform(s) this work? 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 is short-term and requires specific skills.

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

6. Additional Information

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

No.

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

The selected consultant will not train City employees, but will work as a liaison between the four core partners (EDD, DOR, CCSF, HSA) and OEWD staff, providing recommendations and technical consultation to OEWD as needed. The OEWD staff primarily tasked with overseeing the OSO's scope of work will be within the following classifications - 0931, 0923, 0922, 1824.

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.

External provider is federally mandated.

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 - current contractor is expected to continue services.

7. Union Notification: On 08/23/21, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Jenny Collins Phone: 415-701-4842 Email: Jenny.Collins@sfgov.org

Address: 1 South Van Ness Ave, 5th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 30382 - 17/18

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 10/04/2021

Civil Service Commission Action:

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 30382 - 17/18 - MODIFICATIONS

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

on behalf of

Jenny.Collins@sfgov.org <jenny.collins@sfgov.org>

Mon 8/23/2021 8:14 AM

To: Collins, Jenny (ECN) <jenny.collins@sfgov.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; pkim@ifpte21.org <pkim@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; Bloom, Marissa (ECN) <marissa.bloom@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$300,000 for services for the period July 1, 2021 – June 30, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrDrupal/node/12469>

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
junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENTDept. Code: ECNType of Request: Initial Modification of an existing PSC (PSC # 30382 - 17/18)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Consulting - Workforce Program Planning (One Stop Operator)Funding Source: Fed Dept of Labor & Gen FundPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 01/01/18 - 06/30/20
(2 years 25 weeks)PSC Mod#1 Amount: \$200,000PSC Mod#1 Duration: 02/18/19-06/30/21 (1 year)PSC Cumulative Amount Proposed: \$300,000PSC Cumulative Duration Proposed: 3 years 25 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of Economic and Workforce Development (OEWD) is seeking to contract with an individual or firm that can serve as the department's One-Stop Operator (OSO), a lead coordinator of services delivered to San Francisco's workforce system. The workforce system is designed to establish services for a variety of San Francisco jobseekers that include unskilled, semi-skilled and high skilled individuals. The OSO will play a leadership role in coordinating the four (4) core mandated partners - the California Employment Development Department (EDD), California Department of Rehabilitation (DOR), City College of San Francisco (CCSF) Career Technical Education and Adult Education programs, and the San Francisco Human Services Agency (HSA)/Temporary Assistance for Needy Families (TANF) programs - and ensuring that appropriate services are delivered to customers through the workforce system. The role includes establishing Memorandums of Understanding (MOU) with the core partners, providing training and technical assistance and facilitating the successful implementation of services. Additional responsibilities may be determined by OEWD or suggested by the OSO or service providers to fulfill the OSO's role of system coordination and quality assurance.

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

The One Stop Operator (OSO) role was recently mandated under the federal Workforce Opportunity and Innovation Act (WIOA) and the department is required to begin planning and implementing OSO services within the 17-18 program year. If this request is denied, the department will not be able to deploy these services on time and risks violating the federal requirement.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
Yes**D. Will the contract(s) be renewed?**
Unknown at this time.**E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:****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 anticipated to be short-term and requires a broad complement of skills and expertise not currently available within the department. The coordinating functions are also best suited to an outside entity, to ensure that core partners are held accountable to the terms of their service agreements (MOUs).

B. Reason for the request for modification:

Increasing budget amount by \$200k and extending term by 1 year to cover additional service needs.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: In addition to general experience in stakeholder engagement and facilitation, the selected consultant should have verifiable expertise in the following areas: - Infrastructure for collection and analysis of real-time data from industry, educational partners, service providers, and the broader labor market. - Planning and design of system infrastructure that encourages stakeholder collaboration, experimentation, user feedback, and user/customer-centered design. - Identifying and prioritizing opportunities to improve the public workforce system. - Designing, developing, deploying, and evaluating workforce tools. - Developing workforce partnerships and collaborations. - Workforce Innovation and Opportunity Act regulation technical assistance, and other general workforce policy analysis and technical assistance.

B. Which, if any, civil service class(es) normally perform(s) this work? 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 is short-term and requires specific skills.

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

6. Additional Information

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

No.

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

The selected consultant will not train City employees, but will work as a liaison between the four core partners (EDD, DOR, CCSF, HSA) and OEWD staff, providing recommendations and technical consultation to OEWD as needed. The OEWD staff primarily tasked with overseeing the OSO's scope of work will be within the following classifications - 0931, 0923, 0922, 1824.

- 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 - current contractor is expected to continue services.

7. Union Notification: On 01/15/19, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

Name: Marissa Bloom Phone: 415-701-4887 Email: marissa.bloom@sfgov.org

Address: 1 South Van Ness Ave, 5th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 30382 - 17/18

DHR Analysis/Recommendation:

03/04/2019

Commission Approval Required

Approved by Civil Service Commission

03/04/2019 DHR Approved for 03/04/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request: Initial Modification of an existing PSC (PSC # 36583 - 15/16)

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

Type of Service: Web based software development, maintenance, and reporting consultant

Funding Source: Federal Funds and General Fund

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 07/20/15 - 07/19/16 (1 year)

PSC Mod#1 Amount: \$475,000

PSC Mod#1 Duration: 02/15/16-06/30/20 (3 years 49 weeks)

PSC Mod#2 Amount: \$375,000

PSC Mod#2 Duration: 07/01/20-06/30/22 (2 years)

PSC Mod#3 Amount: \$474,000

PSC Mod#3 Duration: no duration added

PSC Mod#4 Amount: \$344,000

PSC Mod#4 Duration: 07/01/22-06/30/23 (1 year)

PSC Cumulative Amount Proposed: \$1,768,000

PSC Cumulative Duration Proposed: 7 years 49 weeks

1. Description of Work

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

The consultant will assist the Office of Economic and Workforce Development (OEWD) with designing, implementing, and transitioning the existing online Workforce Central (WFC) client tracking and performance management platform to integrate new federal Workforce Innovation and Opportunities Act (WIOA) provisions.

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

The new federal Workforce Innovation and Opportunities Act (WIOA) provisions took effect on July 1, 2015, and the OEWD has been working diligently with our grantees over the past year to prepare for implementation. These changes are largely programmatic in nature, including major shifts to the way that clients are categorized and tracked. While grantees have anticipated the changes to their program design and service delivery models, these changes have yet to be fully incorporated into the online tracking system. Over the next year, adjustments will need to be made to the Workforce Central (WFC) system to ensure that grantees can continue to meet their performance goals, improve monitoring outcomes, and securely track and share client information. Additionally, the OEWD continues to apply to new sources of federal revenue and needs to ensure that the WFC system can be flexible to changing federal funding requirements.

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

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:

The services provided through this contract are not currently available within the City. The Department still anticipates the need for this online business tool through at least June 2023 to ensure compliance with Federal grant requirements.

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 is a short-term, transitional project that will require specific technical skills not currently available in the department or DTIS.

B. Reason for the request for modification:

This request adds \$343,850 and one year to the authorization to provide ongoing critical support to the department's essential work in tracking client services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Software development, query building, project management, maintenance of software specific to grant and performance management for workforce programs. Requires familiarity with social service programs and web-based applications in an extra-net environment.

B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: They will "host" the application on their servers, which will be customized to the needs of the OEWD. We are contracting for professional services and will pay a minimal maintenance fee for nightly back ups of data.

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.

We do not currently have this series of classifications in our department. DTIS stated that this project is not within their typical scope of work, and other City agencies that we have approached have contracted this work out to professional services vendors.

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 - we will select a vendor

that has specific expertise in developing performance management and grant management software. Developing such expertise is not core to our department's work.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Employees will be trained on the changes to the software and learn how to create reports using data from the platform. Those employees will also learn how to train grantees to use the platform. Current employees are two (2) 1823s and one (1) 9775. Time required for training will depend on the final contract specifications.

- 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 - this extension is a continuation of existing work.

7. Union Notification: On 08/23/21, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

Name: Jenny Collins Phone: 415-701-4842 Email: Jenny.Collins@sfgov.org

Address: 1 South Van Ness Ave, 5th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 36583 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/04/2021

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 36583 - 15/16 - MODIFICATIONS

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

on behalf of

Jenny.Collins@sfgov.org <jenny.collins@sfgov.org>

Mon 8/23/2021 11:38 AM

To: Collins, Jenny (ECN) <jenny.collins@sfgov.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; pkim@ifpte21.org <pkim@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; Bloom, Marissa (ECN) <marissa.bloom@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$344,000 for services for the period July 1, 2022 – June 30, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrDrupal/node/6292>

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
junko.laxamana@sfgov.org

Additional Attachment(s)



FOR IMMEDIATE RELEASE:

Friday, September 11, 2015

Contact: Mayor's Office of Communications, 415-554-6131

***** PRESS RELEASE *****

**MAYOR LEE ANNOUNCES \$2.9 MILLION FEDERAL GRANT TO
PROVIDE APPRENTICESHIPS IN TECHNOLOGY**

*Federal American Apprenticeship Grant Awarded to San Francisco will Connect More than 300 Residents to
Tech Jobs*

San Francisco, CA— Mayor Edwin M. Lee today announced the U.S. Department of Labor has awarded San Francisco a \$2.9 million American Apprenticeship grant to launch the TechSF Accelerator Program. The City's Office of Economic and Workforce Development will partner with 20 leading technology companies through the Mayor's TechSF initiative to provide more than 300 residents over the next five years with pre-apprenticeships and apprenticeships within the technology industry.

"Helping our residents gain the skills and training needed to succeed in the 21st Century economy is what TechSF is all about, and it's already shown tremendous results," said Mayor Lee. "Through the TechSF Accelerator Program, we will connect unemployed and underemployed residents, especially our veterans, women, and minorities, to apprenticeship training programs that will help them land a job while diversifying the technology industry. I thank the U.S. Department of Labor for selecting San Francisco to receive funding for training and job opportunities to build a stronger workforce."

Through on-the-job learning, accelerated classroom training, mentoring and accelerated "bootcamp" and online education, more than 300 individuals will be connected to high growth occupations that include web developers, computer programmers, and data scientists. Half of the individuals will be employees who want to move upward within the industry. Individuals will be able to earn and learn on the job led by recognized tech companies within the industry. San Francisco companies committed to partnering with the City include: ModCloth, 12FPS, Pinterest, BonFire Labs, Zendesk, LinkedIn, Salesforce, Jawbone, Autodesk, TEAK and other leading technology companies.

"The Mayor and the City has built a nationally recognized model for bringing together private industry and nonprofits through its TechSF initiative," said Zendesk CEO Mikkel Svane. "The American Apprenticeship grant will help companies like ours continue to build innovative and relevant career paths for San Francisco jobseekers, while diversifying and enriching the tech sector."

Individuals will be placed in both pre-apprenticeships and apprenticeship programs with TechSF's regional public and private sector partners and realize transferable college credits and wage gains as they develop portable, industry-recognized credentials and advance in their occupation. The apprenticeship program will further articulate pathways for individuals seeking four-year degrees in Science, Technology, Engineering and Mathematics (STEM) and will create new linkages between online training platforms and higher education. In addition to the American Apprenticeship grant, the Mayor is also investing \$1.5 million from the City budget to TechSF over the next two years to offset expiring Federal grants. TechSF is a committed partner to President

Obama's TechHire initiative, and its effective practices, strong employer partnerships and national recognition will create numerous opportunities for the dissemination and replication of the apprenticeship model.

"Apprenticeships are a tried-and-true job training strategy that offer tremendous value for both employers and workers, and can be particularly effective in high-skilled, high-growth industries like Information Technology," said U.S. Secretary of Labor Thomas E. Perez. "Programs like TechSF Applied Learning Accelerator are great examples of new industries utilizing apprenticeships to help more people punch their ticket to the middle class."

According to the Department of Labor hands-on apprenticeships, where workers earn and learn at the same time, are a proven path to good, secure middle-class jobs. In fact, 87 percent of apprentices are employed after completing their programs. Studies from around the globe suggest that for every dollar spent on apprenticeship, employers get an average of \$1.47 back in increased productivity, reduced waste and greater front-line innovation.

The U.S. Department of Labor's American Apprenticeship grant awarded \$175 million to 46 communities throughout the United States. Each grantee has pledged to train and hire more than 34,000 new apprentices in the tech industry over the next five years. Each grantee has also committed to expanding apprenticeship programs and to align apprenticeships with further education and career advancement, and to scale proven apprenticeship models that work.

About TechSF

TechSF is an initiative of the Office of Economic and Workforce Development which was launched in 2012 to provide jobseekers with industry-recognized skills and experience, and secure internships and employment in high-tech occupations. The program launched with an \$8 million in Federal grants from the Department of Labor. Since the program launched in 2012, approximately 1,000 people have been trained, and placed in jobs and internships. For more information on TechSF and other workforce training programs, go to: www.oewd.org.

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENTDept. Code: ECN

Type of Request: Initial Modification of an existing PSC (PSC # 36583 - 15/16)

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

Type of Service: Web based software development, maintenance, and reporting consultantFunding Source: Federal Funds and General FundPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 07/20/15 - 07/19/16 (1 year)PSC Mod#1 Amount: \$475,000PSC Mod#1 Duration: 02/15/16-06/30/20 (3 years 49 weeks)PSC Mod#2 Amount: \$375,000PSC Mod#2 Duration: 07/01/20-06/30/22 (2 years)PSC Cumulative Amount Proposed: \$950,000PSC Cumulative Duration Proposed: 6 years 49 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The consultant will assist the Office of Economic and Workforce Development (OEWD) with designing, implementing, and transitioning the existing online Workforce Central (WFC) client tracking and performance management platform to integrate new federal Workforce Innovation and Opportunities Act (WIOA) provisions.

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

The new federal Workforce Innovation and Opportunities Act (WIOA) provisions took effect on July 1, 2015, and the OEWD has been working diligently with our grantees over the past year to prepare for implementation. These changes are largely programmatic in nature, including major shifts to the way that clients are categorized and tracked. While grantees have anticipated the changes to their program design and service delivery models, these changes have yet to be fully incorporated into the online tracking system. Over the next year, adjustments will need to be made to the Workforce Central (WFC) system to ensure that grantees can continue to meet their performance goals, improve monitoring outcomes, and securely track and share client information. Additionally, the OEWD continues to apply to new sources of federal revenue and needs to ensure that the WFC system can be flexible to changing federal funding requirements.

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

Yes, this is a request to extend the existing authorization

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:

The services provided through this contract are not currently available within the City. The

Department still anticipates the need for this online business tool through at least June 2022 to ensure compliance with Federal grant requirements.

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 is a short-term, transitional project that will require specific technical skills not currently available in the department or DTIS.

B. Reason for the request for modification:

Department requests additional time and dollars to provide ongoing customization and maintenance of the web-based platform, including the incorporation of new features to improve system functionality and reporting tools.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Software development, query building, project management, maintenance of software specific to grant and performance management for workforce programs. Requires familiarity with social service programs and web-based applications in an extra-net environment.

B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: They will "host" the application on their servers, which will be customized to the needs of the OEWD. We are contracting for professional services and will pay a minimal maintenance fee for nightly back ups of data.

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.

We do not currently have this series of classifications in our department. DTIS stated that this project is not within their typical scope of work, and other City agencies that we have approached have contracted this work out to professional services vendors.

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 - we will select a vendor that has specific expertise in developing performance management and grant management software. Developing such expertise is not core to our department's 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.
Employees will be trained on the changes to the software and learn how to create reports using data from the platform. Those employees will also learn how to train grantees to use the platform. Current employees are two (2) 1823s and one (1) 9775. Time required for training will depend on the final contract specifications.
- 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 - this extension is a continuation of existing work.

7. Union Notification: On 05/28/19, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

Name: Marissa Bloom Phone: 415-701-4887 Email: marissa.bloom@sfgov.org

Address: 1 South Van Ness Ave, 5th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 36583 - 15/16

DHR Analysis/Recommendation:

07/15/2019

Commission Approval Required

Approved by Civil Service Commission

07/15/2019 DHR Approved for 07/15/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request: Initial Modification of an existing PSC (PSC # 38783 - 18/19)

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

Type of Service: Consulting - Grant Coordination and Review

Funding Source: General Fund

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 06/01/19 - 06/30/20 (1 year 4 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/20-12/31/20 (26 weeks 2 days)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 01/01/21-10/15/21 (41 weeks 23 hours)

PSC Mod#3 Amount: \$105,000

PSC Mod#3 Duration: 10/16/21-06/30/23 (1 year 36 weeks)

PSC Cumulative Amount Proposed: \$205,000

PSC Cumulative Duration Proposed: 4 years 4 weeks

1. Description of Work

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

The Office of Economic and Workforce Development (OEWD)'s Contracts and Grants Team is expanding and has experienced some attrition. To support this transition, the Department is in need of a consultant to assist with reviewing, analyzing, and documenting current practices, updating policy and procedures for the expanded scope of work, and reviewing monthly invoices from grantees against Federal, State, local or other applicable regulations to confirm funding is being spent according to appropriate requirements.

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

The Office of Economic and Workforce Development (OEWD) is growing and shifting/consolidating functions to gain more efficiencies and effectiveness in the long term. New policies need to be drafted immediately which will require a short term shift of more routine functions to a contractor. If denied, OEWD risks violating existing local expectations like prompt payment policies as well as falling behind on Federal/State mandated expenditure reporting deadlines.

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

Yes, this is a request to extend the existing authorization.

D. Will the contract(s) be renewed?

Not anticipated 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:

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

There are 2 current vacancies on the Contracts and Grants team, which the Department anticipates filling by the end of the calendar year.

B. Reason for the request for modification:

This request adds \$105,000 and 89 weeks to the existing authorization, which will provide ongoing support for the team to catch up on COVID-related delays, understaffing due to unfilled vacant positions, and increased workload due to a growing departmental budget.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Policies and Procedures: Reviewing, analyzing and documenting current practices; updating policy and procedures as necessary. Developing or revising fiscal policies and procedures for administration of federal workforce funds, local city grant dollars, or a combination of both Invoice Review: Reviewing monthly invoices from grantees against Federal, State, local or other applicable regulations to confirm funding is being spent according to appropriate requirements. Reporting: Creation of financial reports and documents.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This project is short term and requires specific skills.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No - this project is short-term. There are current vacancies on the team, which the Department anticipates filling by the end of the calendar year (additional 6 months of authority requested to cover unanticipated hiring delays).

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.
Contractor will train new and existing team staff (two 1823 Grant Coordinators), approximately 1 hour per month.
- 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.
Term extension with current contractor; Kristine Damalas

7. Union Notification: On 08/23/21, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

Name: Jenny Collins Phone: 415-701-4842 Email: Jenny.Collins@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 38783 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/04/2021

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 38783 - 18/19 - MODIFICATIONS

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

on behalf of

Jenny.Collins@sfgov.org <jenny.collins@sfgov.org>

Mon 8/23/2021 7:23 AM

To: Collins, Jenny (ECN) <jenny.collins@sfgov.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; pkim@ifpte21.org <pkim@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; Bloom, Marissa (ECN) <marissa.bloom@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$105,000 for services for the period October 16, 2021 – June 30, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrDrupal/node/14947>

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
junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENTDept. Code: ECNType of Request: Initial Modification of an existing PSC (PSC # 38783 - 18/19)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Consulting - Grant Coordination and ReviewFunding Source: General FundPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 06/01/19 - 06/30/20 (1 year 4 weeks)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 07/01/20-12/31/20 (26 weeks 2 days)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 01/01/21-10/15/21 (41 weeks 23 hours)PSC Cumulative Amount Proposed: \$100,000PSC Cumulative Duration Proposed: 2 years 19 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of Economic and Workforce Development (OEWD)'s Contracts and Grants Team is expanding and has experienced some attrition. To support this transition, the Department is in need of a consultant to assist with reviewing, analyzing, and documenting current practices, updating policy and procedures for the expanded scope of work, and reviewing monthly invoices from grantees against Federal, State, local or other applicable regulations to confirm funding is being spent according to appropriate requirements.

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

The Office of Economic and Workforce Development (OEWD) is growing and shifting/consolidating functions to gain more efficiencies and effectiveness in the long term. New policies need to be drafted immediately which will require a short term shift of more routine functions to a contractor. If denied, OEWD risks violating existing local expectations like prompt payment policies as well as falling behind on Federal/State mandated expenditure reporting deadlines.

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

Yes, this is a request to extend the existing authorization

D. Will the contract(s) be renewed?

Not anticipated 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:

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

There are 2 current vacancies on the Contracts and Grants team, which the Department anticipates filling by the end of the calendar year.

B. Reason for the request for modification:

Extending contract term to cover an additional 9 months due to ongoing need for consulting support. No new funds are requested.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Policies and Procedures: Reviewing, analyzing and documenting current practices; updating policy and procedures as necessary. Developing or revising fiscal policies and procedures for administration of federal workforce funds, local city grant dollars, or a combination of both Invoice Review: Reviewing monthly invoices from grantees against Federal, State, local or other applicable regulations to confirm funding is being spent according to appropriate requirements. Reporting: Creation of financial reports and documents.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This project is short term and requires specific skills.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No - this project is short-term. There are current vacancies on the team, which the Department anticipates filling by the end of the calendar year (additional 6 months of authority requested to cover unanticipated hiring delays).

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.

Explanation of training has not been provided by the department

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

No.

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

No.

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

No.

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

Term extension with current contractor; Kristine Damalas

7. **Union Notification:** On 11/12/20, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Jenny Collins Phone: 415-701-4842 Email: Jenny.Collins@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 38783 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/25/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request: Initial Modification of an existing PSC (PSC # 49569 - 16/17)

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

Type of Service: Outreach and Education on Labor Laws

Funding Source: General Fund

PSC Original Approved Amount: \$2,100,000 PSC Original Approved Duration: 07/01/17 - 06/30/20 (3 years)

PSC Mod#1 Amount: \$750,000 PSC Mod#1 Duration: 07/01/17-06/30/21 (1 year)

PSC Mod#2 Amount: \$300,000 PSC Mod#2 Duration: 07/01/17-10/10/21 (14 weeks 4 days)

PSC Mod#3 Amount: \$400,000 PSC Mod#3 Duration: 07/01/17-06/30/22 (37 weeks 4 days)

PSC Cumulative Amount Proposed: \$3,550,000 PSC Cumulative Duration Proposed: 5 years

1. Description of Work

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

Outreach and education to San Francisco's low-wage, immigrant, and precariously-employed workers regarding their rights at work. Outreach and education will focus on San Francisco's local labor laws, including the Minimum Wage, Paid Sick Leave, Health Care Security, Family Friendly Workplace, Fair Chance, and Formula Retail Employee Rights Ordinances and additional laws passed during the contracting period. Services to be provided include participation in public events, classes and other activities, holding workshops, conducting one-on-one consultations, identifying potential wage theft violations, and referring or resolving labor law complaints.

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

By ordinance, the Board of Supervisors and Mayor directed the Office of Labor Standards Enforcement (OLSE) to "establish a community-based outreach program to conduct education and outreach to employees." Denial of the modification would mean that fewer San Francisco workers would understand their rights, fewer would seek remedies for violations, and more workers would suffer wage theft.

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

By contract

D. Will the contract(s) be renewed?

Unknown.

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

2. Reason(s) for the Request

A. Display all that apply

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:

San Francisco Administrative Code Section 12 requires that a community group provide these services.

B. Reason for the request for modification:

Duration and funds are requested to allow extension of the contract with the nonprofit vendor to continue to 6.30.22

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Multilingual capabilities and experience in outreach to diverse and minority and disadvantaged communities; extensive experience educating employees about San Francisco labor laws; experience with one-on-one counseling services on employment and/or workers rights under San Francisco labor laws.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 2978, Contract Compliance Officer 2; 2992, Contract Compliance Officer 1;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Ordinance requires that a community based organization provide these 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. Services must be provided by a community group.

6. Additional Information

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

No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No training will be provided.
- C. Are there legal mandates requiring the use of contractual services?
Please see Administrative Code Section 12 attached.
- 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 will extend the contract with the current vendor

7. Union Notification: On 09/05/21, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49569 - 16/17

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 10/04/2021

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lubamersky.Joan(ADM); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)
Subject: Receipt of Modification Request to PSC # 49569 - 16/17 - MODIFICATIONS
Date: Sunday, September 5, 2021 9:20:47 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$400,000 for services for the period July 1, 2017 – June 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14928>

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: GENERAL SERVICES AGENCY - CITY ADMIN -- ADMDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Outreach and Education on Labor LawsFunding Source: General FundPSC Duration: 3 yearsPSC Amount: \$2,100,000**1. Description of Work**

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

Outreach and education to San Francisco's low-wage, immigrant, and precariously-employed workers regarding their rights at work. Outreach and education will focus on San Francisco's local labor laws, including the Minimum Wage, Paid Sick Leave, Health Care Security, Family Friendly Workplace, Fair Chance, and Formula Retail Employee Rights Ordinances and additional laws passed during the contracting period. Services to be provided include participation in public events, classes and other activities, holding workshops, conducting one-on-one consultations, identifying potential wage theft violations, and referring or resolving labor law complaints.

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

By ordinance, the Board of Supervisors and Mayor directed the Office of Labor Standards Enforcement (OLSE) to "establish a community-based outreach program to conduct education and outreach to employees." Denial of the modification would mean that fewer San Francisco workers would understand their rights, fewer would seek remedies for violations, and more workers would suffer wage theft.

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

A prior contract for similar services was approved by the Civil Service Commission under PSC 4057 12/13. Before that, a contract was awarded under PSC 4021 07/08. Before 2007, the City had not undertaken a proactive Citywide campaign to educate low-income and immigrant San Francisco workers about their rights.

D. Will the contract(s) be renewed?

Unknown.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable**2. Reason(s) for the Request**

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

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:

San Francisco Administrative Code Section 12 requires that a community group provide these services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Multilingual capabilities and experience in outreach to diverse and minority and disadvantaged communities; extensive experience educating employees about San Francisco labor laws; experience with one-on-one counseling services on employment and/or workers rights under San Francisco labor laws.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 2978, Contract Compliance Officer 2; 2992, Contract Compliance Officer 1;

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

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

Ordinance requires that this work be performed by a community based group. This work requires skills and experience beyond those required for existing City classes. Additionally, because many workers, particularly from immigrant communities, are afraid to complain to a government agency, the use of community-based organizations is necessary for this type of work.

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

A. Explain why civil service classes are not applicable.

Ordinance requires that a community based organization provide these 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. Services must be provided by a community group.

6. Additional Information

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

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

C. Are there legal mandates requiring the use of contractual services?
Yes. Please see Administrative Code Section 12 attached.

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 02/21/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49569 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 06/14/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMINDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # 49569 - 16/17)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Outreach and Education on Labor LawsFunding Source: General FundPSC Original Approved Amount: \$2,100,000 PSC Original Approved Duration: 07/01/17 - 06/30/20 (3 years)PSC Mod#1 Amount: \$750,000 PSC Mod#1 Duration: 07/01/17-06/30/21 (1 year)PSC Cumulative Amount Proposed: \$2,850,000 PSC Cumulative Duration Proposed: 4 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Outreach and education to San Francisco's low-wage, immigrant, and precariously-employed workers regarding their rights at work. Outreach and education will focus on San Francisco's local labor laws, including the Minimum Wage, Paid Sick Leave, Health Care Security, Family Friendly Workplace, Fair Chance, and Formula Retail Employee Rights Ordinances and additional laws passed during the contracting period. Services to be provided include participation in public events, classes and other activities, holding workshops, conducting one-on-one consultations, identifying potential wage theft violations, and referring or resolving labor law complaints.

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

By ordinance, the Board of Supervisors and Mayor directed the Office of Labor Standards Enforcement (OLSE) to "establish a community-based outreach program to conduct education and outreach to employees." Denial of the modification would mean that fewer San Francisco workers would understand their rights, fewer would seek remedies for violations, and more workers would suffer wage theft.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
By contract**D. Will the contract(s) be renewed?**
Unknown.**E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:****2. Reason(s) for the Request****A. Display all that apply**

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:

San Francisco Administrative Code Section 12 requires that a community group provide these services.

B. Reason for the request for modification:

To add funds and duration.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Multilingual capabilities and experience in outreach to diverse and minority and disadvantaged communities; extensive experience educating employees about San Francisco labor laws; experience with one-on-one counseling services on employment and/or workers rights under San Francisco labor laws.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 2978, Contract Compliance Officer 2; 2992, Contract Compliance Officer 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Ordinance requires that a community based organization provide these 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. Services must be provided by a community group.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No training will be provided.
- C. Are there legal mandates requiring the use of contractual services?
Please see Administrative Code Section 12 attached.
- 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 will extend the contract with the current vendor

7. **Union Notification:** On 05/19/20, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49569 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/05/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMINDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # 49569 - 16/17)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Outreach and Education on Labor LawsFunding Source: General FundPSC Original Approved Amount: \$2,100,000 PSC Original Approved Duration: 07/01/17 - 06/30/20 (3 years)PSC Mod#1 Amount: \$750,000 PSC Mod#1 Duration: 07/01/17-06/30/21 (1 year)PSC Mod#2 Amount: \$300,000 PSC Mod#2 Duration: 07/01/17-10/10/21 (14 weeks 4 days)PSC Cumulative Amount Proposed: \$3,150,000 PSC Cumulative Duration Proposed: 4 years 14 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Outreach and education to San Francisco's low-wage, immigrant, and precariously-employed workers regarding their rights at work. Outreach and education will focus on San Francisco's local labor laws, including the Minimum Wage, Paid Sick Leave, Health Care Security, Family Friendly Workplace, Fair Chance, and Formula Retail Employee Rights Ordinances and additional laws passed during the contracting period. Services to be provided include participation in public events, classes and other activities, holding workshops, conducting one-on-one consultations, identifying potential wage theft violations, and referring or resolving labor law complaints.

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

By ordinance, the Board of Supervisors and Mayor directed the Office of Labor Standards Enforcement (OLSE) to "establish a community-based outreach program to conduct education and outreach to employees." Denial of the modification would mean that fewer San Francisco workers would understand their rights, fewer would seek remedies for violations, and more workers would suffer wage theft.

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

By contract

D. Will the contract(s) be renewed?

Unknown.

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

2. Reason(s) for the Request

A. Display all that apply

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:

San Francisco Administrative Code Section 12 requires that a community group provide these services.

B. Reason for the request for modification:

Additional work is required.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Multilingual capabilities and experience in outreach to diverse and minority and disadvantaged communities; extensive experience educating employees about San Francisco labor laws; experience with one-on-one counseling services on employment and/or workers rights under San Francisco labor laws.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 2978, Contract Compliance Officer 2; 2992, Contract Compliance Officer 1;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Ordinance requires that a community based organization provide these 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. Services must be provided by a community group.

6. Additional Information

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

No.

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

No training will be provided.

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

Please see Administrative Code Section 12 attached.

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 will extend the contract with the current vendor

7. **Union Notification:** On 06/01/21, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49569 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/14/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 2000-03/04)

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

Type of Service: Supportive Housing & Property Management Services Residential

Funding Source: Federal State and General Fund

PSC Original Approved Amount: \$51,875,000

PSC Original Approved Duration: 07/01/04 - 06/30/09 (5 years)

PSC Mod#1 Amount: \$75,125,000

PSC Mod#1 Duration: 07/01/07-06/30/12 (3 years 1 day)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 07/01/12-06/30/13 (1 year)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 07/01/13-06/30/16 (3 years 1 day)

PSC Mod#4 Amount: \$130,000,000

PSC Mod#4 Duration: 07/01/16-06/30/21 (5 years 1 day)

PSC Mod#5 Amount: \$128,000,000

PSC Mod#5 Duration: no duration added

PSC Mod#6 Amount: \$199,455,360

PSC Mod#6 Duration: 07/01/21-06/30/26 (5 years 1 day)

PSC Cumulative Amount Proposed: \$584,455,360

PSC Cumulative Duration Proposed: 22 years 4 days

1. Description of Work

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

Contractor and partner agencies will work together to provide supportive housing services, including property management services for chronically homeless adults in San Francisco. Contractor will be responsible for property management and/or support services at various multi residential sites in targeted neighborhoods. This PSC is for \$10,375,000 per year for the next five years and reflects increased grant funds from Federal and State agencies, compared to the previous PSC.

Scope Change

Contractors and partner agencies provide supportive housing services, including property management and fiscal management services, for the chronically homeless or individuals at risk of becoming homeless and individuals affected by HIV/AIDS. Contractors are responsible for property management, fiscal management, and/or support services at various multi-unit residential sites in targeted neighborhoods as well as street based assistance. Fiscal management and support services may include rental subsidies, case management, transitional housing, outreach, program management, assisted housing services, and emergency housing services.

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

This service will provide affordable transitional and permanent housing and comprehensive on-site social services to the chronically homeless of San Francisco. Denial will result in a lack of affordable

housing units and the absence of comprehensive social services, thereby severely hampering the clients' ability to stabilize their lives and will result in increased inappropriate use of high-end emergency services, such as Psychiatric Emergency Services at SFGH.

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

D. Will the contract(s) be renewed?
Yes, if funding is available.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This service will provide affordable transitional and permanent housing and comprehensive on-site social services to the chronically homeless of San Francisco. Denial will result in a lack of affordable housing units and the absence of comprehensive social services, thereby severely hampering the clients' ability to stabilize their lives and will result in increased inappropriate use of high-end emergency services, such as Psychiatric Emergency Services at SFGH.

B. Reason for the request for modification:

To extend the duration of the PSC by 5 years, to cover continuation of services to the Department of Homelessness and Supportive Housing for an additional two years, and services to the Department of Public Health for an additional five years.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Proven track record in the provision of supportive services in a residential setting. Experience in providing service to chronically homeless individuals and/or individuals with special needs. Proven ability to successfully enter into and manage collaborative efforts with client advocates, community based organizations and providers of medical, nursing, mental health, substance abuse and other services. Proven experience in successfully managing properties, especially multi-unit buildings.

B. Which, if any, civil service class(es) normally perform(s) this work? 2720, Janitorial Services Supervisor; 2910, Social Worker; 2914, Social Work Supervisor;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will master-lease multi-unit residential properties.

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.
due to the timeline and comprehensive nature of the services, which will be provided under this program, civil service classifications are not applicable. In addition, clients or potential clients that will be served by the program will respond to and utilize the services if the program is administered by familiar and trusted community based organizations.

- 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 experience in operating supportive housing programs as well as experience with collaborative efforts is critical to the overall success of the program. Further, the community-based contracts which the providers will bring to the program will aid in the acceptance of treatment modalities for the target

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.

- 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.
various

7. Union Notification: On 05/21/21, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous;

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

Name: O Phone: (415) 255-3492 Email: arlene.lee@sfdph.org

Address: 101 Grove Room 402, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2000-03/04

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/04/2021

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, May 21, 2021 12:40 PM
To: Hale, Jacquie (DPH); Frigault, Noah (HRC); Meyers, Julie (HSA); Ricardo.Lopez@sfgov.org; Basconillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Carmona, Irene (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 2000 07/08 - 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 \$199,455,360 for services for the period July 1, 2021 – May 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/1014>

Email sent to the following addresses: jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconillo@sfwater.org Ricardo.Lopez@sfgov.org Julie.Meyers@sfgov.org noah.frigault@sfgov.org

Additional Attachment(s)



San Francisco Department of Public Health

Dr. Grant Colfax
Director of Health

City and County of San Francisco
London Breed
Mayor

DATE: September 14, 2021

TO: Suzanne Choi, PSC Coordinator, Human Resources/Citywide

FROM: Arlene Lee, PSC Coordinator, Department of Public Health *AL*

RE: PSC 2000-03/04 Supportive Housing & Property Management Services Residential

The Department of Public Health (DPH) respectfully requests that PSC 2000-03/04, Supportive Housing & Property Management Services Residential, be calendared for the October 4, 2021, meeting of the Civil Service Commission.

This PSC will be utilized by both DPH and the Department of Homelessness and Supportive Housing (DHS). DHS plans to award contracts under this PSC during July 1, 2021, through June 30, 2023, so that current contracts may continue. During this time, DHS plans to prepare a PSC specific to their needs, to begin in FY23-24. DPH will continue awarding contracts under this PSC through FY25-26.

Please note that this is a long-standing PSC, originally approved in 2004. The classifications listed in the initial request included 4140 Real Property Officer, since at the time DPH's administration of these contracts was relatively new. Since any property management needed is and has been provided by the same staff who provide supportive housing services (rather than real estate staff), we have corrected the PSC.

Please let us know if you need any further information. Thank you for your consideration.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 2000-03/04)

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

Type of Service: Supportive Housing & Property Management Services Residential

Funding Source: Federal State and General Fund

PSC Original Amount: \$51,875,000 PSC Original Approved Duration: 07/01/04 - 06/30/09 (5 year)
PSC Mod#1 Amount: \$75,125,000 PSC Mod#1 Duration: 07/01/07-06/30/12 (3 years 1 day)
PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 07/01/12-06/30/13 (1 year)
PSC Mod#3 Amount: no amount added PSC Mod#3 Duration: 07/01/13-06/30/16 (3 years 1 day)
PSC Mod#4 Amount: \$130,000,000 PSC Mod#4 Duration: 07/01/16-06/30/21 (5 years 1 day)
PSC Mod#5 Amount: \$128,000,000 PSC Mod#5 Duration: no duration added
PSC Mod#6 Amount: PSC Mod#6 Duration:
PSC Cumulative Amount Proposed: \$385,000,000 PSC Cumulative Duration Proposed: 17 years 3 days

1. Description of Work

A. Scope of Work:

Contractors and partner agencies provide supportive housing services, including property management and fiscal management services, for the chronically homeless or individuals at risk of becoming homeless and individuals affected by HIV/AIDS. Contractors are responsible for property management, fiscal management, and/or support services at various multi-unit residential sites in targeted neighborhoods as well as street based assistance. Fiscal management and support services may include rental ssubsidies, case management, transitional housing, outreach, program management, assisted housing services, and emergency housing services. See attached document(s).

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

This service will provide affordable transitional and permanent housing and comprehensive on-site social services to the chronically homeless of San Francisco. Denial will result in a lack of affordable housing units and the absence of comprehensive social services, thereby severely hampering the clients' ability to stabilize their lives and will result in increased inappropriate use of high-end emergency services, such as Psychiatric Emergency Services at SFGH.

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

Yes

D. Will the contract(s) be renewed? Yes, if funding is available.

2. Union Notification: On 06/30/14, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2000-03/04

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 07/14/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Proven track record in the provision of supportive services in a residential setting. Experience in providing service to chronically homeless individuals and/or individuals with special needs. Proven ability to successfully enter into and manage collaborative efforts with client advocates, community based organizations and providers of medical, nursing, mental health, substance abuse and other services. Proven experience in successfully managing properties, especially multi-unit buildings.

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

2910,2914,2720,4140,

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

Yes. Contractor will master-lease multi-unit residential properties.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

due to the timeline and comprehensive nature of the services, which will be provided under this program, civil service classifications are not applicable. In addition, clients or potential clients that will be served by the program will respond to and utilize the services if the program is administered by familiar and trusted community based organizations.

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

No. The experience in operating supportive housing programs as well as experience with collaborative efforts is critical to the overall success of the program. Further, the community-based contracts which the providers will bring to the program will aid in the acceptance of treatment modalities for the target

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

YES NO

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/30/14 BY:

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

Address: 101 Grove Room 402 San Francisco, CA



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

January 10, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4055-12/13 THROUGH 4058-12/13; 4039-07/07; 3087-09/10 AND 2000-03/04.

At its meeting of January 7, 2013 the Civil Service Commission had for its consideration the above matter.

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

The Commission:

- 1) Adopted the report; Approved the requests for PSC #4057-12/13 on the condition that the General Services Agency submit a progress report on its staffing and vacancies to the Commission after six (6) months. Notified the Office of the Controller and the Office of Contract Administration.
- 2) Adopted the report; Approved the requests for PSC #4058-12/13 as amended to clarify why the work cannot be done in-house and to clarify that City employees will still be used to perform some of the needed work. Notified the Office of the Controller and the Office of Contract Administration.
- 3) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
 Jeanne Buick, Department of Human Resources
 Micki Callahan, Human Resources Director
 Carina Carlos, Department of Public Works
 Gordon Choy, Department of Public Works
 Leorah Dang, Department of Human Resources
 Ateric Degrafinried, Public Utilities Commission
 Jaci Fong, Office of Contract Administration
 Jacquie Hale, Department of Public Health
 Deedra Jackson, Children, Youth & Families
 Shanica Jackson, Public Utilities Commission
 LaWan Jones, Public Utilities Commission
 Deborah Landis, Board of Supervisors
 Joan Lubamersky, General Services Agency
 Ben Rosenfield, Office of the Controller
 Commission File
 Chron

POSTING FOR
01/07/2013

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	Dept No	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4039-06/07	01	Board of Supervisors	Regular	\$0	\$325,000	Acquisition, development and customization of legislative tracking and reporting software for the Board of Supervisors. The Legislator system tracks the legislation of the City. It tracks legislative actions from agenda creation through final action. The Clerk of the Board staff use this software as part of their daily activities to create agendas, minutes, generate reports, and staff committees and board meetings. The public facing side of the system allows interested parties to search for meetings and legislation on the BOS website. The system is currently in use by the department.	10/1/2006 - 3/31/2013
3087-09/10	27	Airport Commission	Regular	\$30,000	\$30,000	As-needed background investigative services for safety-sensitive classifications at San Francisco International Airport (SFO) during the pre-employment hiring process. The Airport experienced highly than usual usage during the first two years of this contract necessitating the increase.	7/1/2010 - 6/30/2015
2000-03/04	81	Public Health	Regular	\$130,000,000	\$257,000,000	Contractor and partner agencies will work together to provide supportive housing services and direct access to housing services including property management services for chronically homeless adults, and individuals affected by HIV/AIDS in San Francisco. Contractor will be responsible for property management and/or support services at various multi-unit residential sites in targeted neighborhoods. This PSC reflects grant funds for Federal and State agencies and recent RFP terms. All services were approved through an RFP solicitation process of an approved Sole Source.	7/1/2004 - 6/30/2021
				Sum of Modified Amounts:	\$130,030,000		

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/09/12 12/8/2012 W

DEPARTMENT NAME: PUBLIC HEALTH DEPARTMENT NUMBER: 81

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING []) [] CONTINUING [] ANNUAL

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC #: 2000-03/04)

TYPE OF SERVICE: Supportive housing and property management services for various residential sites

FUNDING SOURCE: Federal Grants, State Grants, and General Fund

Table with 4 columns: PSC AMOUNT, MOD AMT #1-4, PSC DURATION, DURATION MOD #1-4, TOTAL AMT., TOTAL DURATION. Values include \$51,875,000, \$75,125,000, No Change, \$130,000,000, \$257,000,000 and durations from 7/1/04 to 6/30/21.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractors and partner agencies work together to provide supportive housing services, including property management services, for chronically homeless adults and individuals affected by HIV/AIDS in San Francisco.

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

These services will provide affordable transitional and permanent housing and comprehensive on-site social services to the chronically homeless, and individuals affected by HIV/AIDS in San Francisco.

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

PSC #2000-03/04.

D. Will the contract(s) be renewed?

It is anticipated that these contracts will be renewed if the need for services persists and if funding is available.

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

[X] IFPTE Local 21; SEIU Local 1021 Union Name, Jacquie Hale Signature of person mailing/faxing form, 7/20/12 Date

RFP sent to: IFPTE Local 21; SEIU Local 1021 Union Name, on [] Date, Irene Carmona Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2000-03/04 STAFF ANALYSIS/RECOMMENDATION: Approved 12/11/12 W

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive experience and knowledge in the provision of comprehensive supportive services in a residential setting. Experience in providing services to chronically homeless individuals and/or individuals with special needs. Proven ability to successfully enter into and manage collaborative efforts with client advocates, community based organizations and providers of medical, nursing, mental health, substance abuse and other services.

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

Social Worker Supervisor (2914), Social Worker (2910), Janitorial Supervisor (2720)

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

Yes. Contractor will master-lease multi-unit residential properties.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Due to the comprehensive nature of the services which will be provided and the multi-unit residential property required to provide these services, Civil Service classifications are not applicable. In addition, clients or potential clients who will be served by the program will respond to and utilize the services if the program is administered by familiar and trusted community based organizations.

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

No. The experience in operating supportive housing programs as well as experience with collaborative efforts is critical to the overall success of the program. Further, the community based contacts which the providers will bring to the program will aid in the acceptance of treatment modalities for the target population.

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

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, these Contractors are currently providing these services for DPH. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Jacquie Hale
Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale
Print or Type Name

(415) 554-2609
Telephone Number

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