



London Breed
Mayor

Carol Isen
Human Resources Director

Date: October 29, 2021

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Joyce Kimotsuki, CON
William Lee / Thomas Chen, DEM
Amy Nuque, MTA
Esperanza Zapien/Johanna Gendelman, DSS
Genie Wong, POL
Shawndrea Hale / Daniel Kwon, PUC
Joan Lubamersky, ADM
Arlene Lee, DPH

Subject: **Personal Services Contracts Approval Request**

This report contains eleven (11) 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
\$77,950,131	\$100,957,187	\$1,016,714,418

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POSTING FOR

November 15, 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
43883 - 21/22	CONTROLLER	\$300,000.00	Executive Leadership Coaching, Strategic Management Training, Leadership, Management, and Innovative Employee Development Training including: competency model, strategic management skills, 360 evaluations, business enhancement skills, interpersonal skills, leadership/management and supervisory skills, best practices in equitable leadership and leadership for diversity, equity, and inclusion. Services to include the identification of development goals and next steps for Executive, Management or High Potential employees. Strategic Management consultations focused on strategic innovation in the public sector, change management, team building, etc.	November 15, 2021	June 30, 2027	REGULAR
45792 - 21/22	DEPARTMENT OF EMERGENCY MANAGEMENT	\$5,000,000.00	Contractor will use specific expertise to successfully complete projects identified as priorities under the Department of Homeland Security grant that is being used to fund these projects. Projects will be in the areas of designing and implementing regional trainings and exercises relating to cybersecurity, cyber incident response, and simulated virtual environments, creating blueprints, systems, and mitigation plans relating to election security, insider threats, TDoS, virtual security operation centers, and cyber resilience throughout the Bay Area UASI region.	December 1, 2021	November 30, 2026	REGULAR
41452 - 21/22	MUNICIPAL TRANSPORTATION AGENCY	\$790,000.00	This San Francisco Municipal Transportation Agency (SFMTA) is conducting a grant-funded citywide bicycle master plan, with a grant funding expiration date of February 2024. The SFMTA proposes to contract a planning consultant team to supplement staffing by SFMTA staff and sub-grantee community-based organizations. The consultant will provide planning consulting services for discrete tasks within the larger bike plan scope, including: <ul style="list-style-type: none"> - Existing Conditions documentation - Technical Analysis, including analysis of the bike network and conducting a statistically significant resident preference survey - Public outreach event staffing, development of online engagement tools, graphic design for outreach materials, and procurement of outreach materials - Development of the draft bike plan recommendations and Draft Plan 	November 1, 2021	May 31, 2024	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			document - Development of the Final Plan document The sub-grantee organizations will participate in the larger plan process and conduct community-specific outreach in Equity Priority Communities identified in the scope of work. The SFMTA plans to actively staff this project, with consultant work supplementing SFMTA staff work and SFMTA staff providing full oversight of consultant activities.			
49252 - 21/22	HUMAN SERVICES	\$476,131.00	The scope of work shall include technical assistance and best practices in the implementation and evaluation of FFPSA prevention programs and services in the following areas: prevention program development and implementation that leverages a public and private partner network; determining funding sources for services; developing provider and SFHSA capacity and processes to capture services costs in alignment with FFPSA requirements and CDSS instructions for claiming; continuous quality improvement utilizing programmatic and data evaluation and findings; and related coaching, supervision, and capacity building. The expected outcome is development and implementation of an integrated citywide plan that increases economic stability, reduces child maltreatment, and improves child welfare permanency outcomes through coordinated prevention programs provided to children, youth and families of the City and County of San Francisco.	November 1, 2021	October 31, 2023	REGULAR
48317 - 21/22	POLICE	\$800,000.00	The contractor will provide the San Francisco Police Department (SFPD) with pre-employment psychological screening services on Police Officer, Police Reserve Officer, Police Cadet, and Police Service Aide employment applicants as mandated by California Government Code section #1031(f). Other contractor services may include, but not be limited to, refinement of predictive validity assessment procedures, specialized research projects or activities requested by the SFPD, and expert testimony.	July 1, 2022	June 30, 2026	REGULAR
41349 - 21/22	PUBLIC UTILITIES COMMISSION	\$3,000,000.00	The SFPUC requests to solicit the services of a consultant to provide and support ongoing emergency preparedness, response, and support activities to all SFPUC enterprises and divisions. Specifically: Incident Command System (ICS) training under the National Incident Management System (NIMS) to SFPUC employees, updates to Field Operations Guides (FOG's) and Emergency Operations Plans (EOP's), assistance with the creation of an emergency drinking water distribution plan (in conjunction with DEM and other city partners), and other related emergency planning and response services to the SFPUC as needed.	June 6, 2022	June 6, 2026	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			Consultant would additionally coordinate any needed updates of existing Divisional EOPs into the general EOP as necessary; and ensure that comments, corrections and editing discussed in after action report/post exercise briefings are incorporated into the EOP, DEOP, and/or FOG, as necessary and/or as prescribed. Consultant would work with SFPUC Emergency Planning and Security (EPS) team to strategize on how to update complex EOP documents, targeted at producing specific checklists for actionable emergency response for operating divisions and front line staff. Consultant would also work with EPS Team to design, coordinate, and conduct multi-divisional emergency response exercises to build upon smaller division specific exercises already being delivered by EPS team.			
41948 - 21/22	PUBLIC UTILITIES COMMISSION	\$20,000,000.00	This as-needed PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of as-needed specialized and technical services and as-needed engineering and design services in the areas of water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP). The as-needed services sought through this PSC will be used to meet HHWP operational needs when existing staff resources are exceeded.	October 6, 2021	October 5, 2026	REGULAR
43266 - 21/22	PUBLIC UTILITIES COMMISSION	\$30,000,000.00	This PSC will be made up of four (4) contracts, each at a value of \$7.5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, delivery, and monitoring; water treatment and waste water treatment services; power services (all systems, generation to transmission /substation /switchyard /distribution); management improvement services; workforce development and outreach; asset management services; inspections and condition assessments of all HHWP assets; land management services; security, asset control, and emergency response services; environmental and regulatory compliance; training; job inspection services; health and safety services, and customer services for the San Francisco Public Utilities Commission (SFPUC). Each team should be able to respond to the full scope. Roughly 50% of this scope is to augment existing staff resources, and 50% is for highly technical and specialized services.	October 1, 2021	October 1, 2026	REGULAR

TOTAL AMOUNT \$60,366,131

POSTING FOR

November 15, 2021

PROPOSED PERSONAL SERVICES CONTRACTS – MODIFICATIONS

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
40301 - 18/19 - MODIFICATIONS	November 15, 2021	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$6,500,000	\$9,500,000	Services will include as-needed rental and cleaning of portable restrooms for City use at City construction worksites and City-sponsored events. The number and type of portable restrooms will vary. The need for the equipment may last from a day to a month, or more. Portable restrooms would be delivered to the needed sites. Janitorial services are needed to keep the equipment clean and functioning. These services include cleaning the rented, portable restrooms and wash stations, replacement of soap and paper products, removal of waste from the holding tanks into a waste-receiving truck, and trucking the waste to a facility for proper disposal of the waste. The need for the services is	07/01/2019	10/31/2026	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					unpredictable and depends on the number of worksites, users, and duration of the rental. For example, more portable restrooms would be required during summer months when more City constructions occur.			
31207 - 18/19 - MODIFICATIONS	November 15, 2021	PUBLIC HEALTH -- DPH	\$44,000	\$134,000	Contractor will provide rental and maintenance of ten 55-gallon, 4-foot aquaria located inside Laguna Honda Hospital (LHH) and one 8-foot aquarium located on the esplanade of the hospital. Maintenance will include regular feeding of fish and related aquaria animals using automated feeders, at least biweekly evaluation of all aquaria for cleaning and/or repair, and provision of those services as indicated. Results of the evaluation/quality assurance to be shared weekly with Director of Therapeutic Activities and Wellness Department, or their designee. Contractor will supply all aquaria with appropriate or agreed upon number of fish and any other related animals, and to replace all fish that may die during the course of the contract. Contractor	10/31/2021	12/31/2023	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					will also provide 24-hour, on-call service for any problems that may occur, such as dead fish, equipment malfunction, or dirty tank conditions, and resolve those problems within 24 hours of the call. Contractor will maintain liaison with the Therapeutic Activities and Wellness Department regarding the operation and condition of the aquaria.			
40942 - 14/15 - MODIFICATIONS	November 15, 2021	PUBLIC HEALTH -- DPH	\$11,040,000	\$22,844,800	Provision of intermittent, as-needed, temporary, on-call, professional, licensed Physical, Occupational and Speech Therapists and Physical and Occupational Therapy Assistants, 7 days a week, 8:00am to 4:30pm. Therapists will be available on 24-hour notice to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.	01/01/2022	12/31/2026	REGULAR

TOTAL AMOUNT \$17,584,000

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

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

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

Type of Service: Executive and Management Development and Employee Training

Funding Source: General Fund

PSC Amount: \$300,000

PSC Est. Start Date: 11/15/2021

PSC Est. End Date 06/30/2027

1. Description of Work

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

Executive Leadership Coaching, Strategic Management Training, Leadership, Management, and Innovative Employee Development Training including: competency model, strategic management skills, 360 evaluations, business enhancement skills, interpersonal skills, leadership/management and supervisory skills, best practices in equitable leadership and leadership for diversity, equity, and inclusion. Services to include the identification of development goals and next steps for Executive, Management or High Potential employees. Strategic Management consultations focused on strategic innovation in the public sector, change management, team building, etc.

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

The services are necessary to facilitate the Controller's Office development of Executive Management and High Potential Employees to successfully continue our mission of ensuring the City's financial integrity and promoting efficient, effective, and accountable government by instilling best practices in the world of leadership, management, change management and performance development, and best practices in equitable leadership and leadership for diversity, equity, and inclusion. Contractor services to include eliciting Management, Peer, Subordinate and Customer feedback, followed up with world class coaching and development that will enable the Controller's Office to further enhance engagement and professional development for continued delivery of excellent products and services to the City family.

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

Services provided in the past by a consultant and this service was previously approved by the Civil Service Commission.

D. Will the contract(s) be renewed?

It is possible the contract will be renewed, depending on department's service needs.

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

The Controller's Office requests that the PSC cover over 5 years since the contract will have options to renew depending on the department's service needs. The Controller's Office plans to implement the services across all 8 divisions of the Controller's Office using a multi-year approach that will account for each division's executive, management and staffing resources needed to support the Executive Leadership Coaching and Strategic Management training services and the Leadership, Management, and Innovative Employee Development training. This multi-year approach will provide the consultant with the department-wide overview of the Controller's Office and provide cost and service efficiencies.

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:

CON periodically needs additional support highlighting areas of improvement for management and executive staff that are supported through these consultant services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge and expertise in the most current methods of Professional Development, Strategic Management Training, Team Building and Change Management, Executive and Employee Leadership and Coaching and Development, skills and expertise to conduct 360 assessments.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 1246, Principal Personnel Analyst; 0932, Manager IV; 1246, Principal Human Resources 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?

There are currently no specific classifications or employees with the knowledge, skills, training and certification to perform 360-degree administration, analysis, feedback and related leadership, team building and change management professional development.

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

- A. Explain why civil service classes are not applicable.
There are currently no specific classifications or employees with the knowledge, skills, training and certification to perform 360-degree administration, analysis, feedback and related leadership, team building and change management professional development.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The City does not currently have viable resources. The work falls into various different aspects from hiring/recruitment, discipline, executive leadership to fostering of internal culture and management of boards and committees and it is too broad a scope of work for one classification to take on.

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. Yes, consultants will train executives and managers with at least 8 employee-facing hours per executive and manager and additional trainings as-needed.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 09/20/2021, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: City Hall, 1 Dr. Carlton B. Goodlett Place, Rm 306 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43883 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/15/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joyce.kimotsuki@sfgov.org
To: [Kimotsuki, Joyce \(CON\); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Laxamana, Junko \(BOS\); Criss@sfmea.com; camaguey@sfmea.com \(contact\); Christina@sfmea.com; staff@sfmea.com; Kimotsuki, Joyce \(CON\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Kimotsuki_Joyce(CON); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Laxamana_Junko(BOS); Criss@sfmea.com; camaguey@sfmea.com(contact); Christina@sfmea.com; staff@sfmea.com; Kimotsuki_Joyce(CON); DHR-PSCCoordinator, DHR(HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 43883 - 21/22
Date: Monday, September 20, 2021 7:09:00 PM

RECEIPT for Union Notification for PSC 43883 - 21/22 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 43883 - 21/22 for \$300,000 for Initial Request services for the period 11/15/2021 – 06/30/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17346> 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)

Over 5-year PSC Justification for PSC 43883-21/22

The Controller's Office requests that the PSC cover over 5 years since the contract will have options to renew depending on the department's service needs. The Controller's Office plans to implement the services across all 8 divisions of the Controller's Office using a multi-year approach that will account for each division's executive, management and staffing resources needed to support the Executive Leadership Coaching and Strategic Management training services and the Leadership, Management, and Innovative Employee Development training. This multi-year approach will provide the consultant with the department-wide overview of the Controller's Office and provide cost and service efficiencies.

	Total Hours
<p>Part 1: Intake and contracting with the Employee [Meeting 1, Week 1] Contracting meeting with the employee and their coach to introduce the coach, explain the process, identify their unique goals/objectives and agree on measures of success for each employee.</p>	2
<p>Part 2: Assessing the Employee (Quantitative 360 Only) [Meeting 2, Week 4] Debrief Benchmarks 360 results and themes in one two-hour meeting. Review written report.</p>	2
<p>Part 3: Development Plan [Meeting 3, Week 5; Meeting 4, Week 6] Review the draft Development Plan with the employee and makes collaborative recommendations for both long and short-term professional development goals and action items. Two one-hour action planning meetings for reviewing and refining the employee's Development Plan. Week 7 through 11 is implementation period of employee's Development Plan.</p>	2
<p>Part 4: Post-Implementation Review of Employee's Development Plan [Meeting 5, Week 12] Review the Development Plan with the employee to assess progress and incorporate action steps to make continuous improvements to employee performance. Two one-hour meetings.</p>	2



City and County of San Francisco

Controller's Office

REQUEST FOR QUALIFICATIONS FOR EXECUTIVE AND MANAGEMENT DEVELOPMENT AND EMPLOYEE TRAINING CONSULTING SERVICES

CON | RFQ2020-18

CONTACT: Rebecca Lui, CentralContracts@sfgov.org

UPDATED January 11, 2020

- Clarification to A) Experience in 5.2 Minimum Qualifications has been added in red.

UPDATED December 18, 2020

- Deadline for Proposals has been extended by 2 weeks to January 13, 2021.

UPDATED December 11, 2020 (edits are in red)

- Section 5.2 Minimum Qualifications has been updated.
- Attachment V has been updated.
- No other changes were made to this RFQ.

Background

The City and County of San Francisco (City) seeks responses from qualified firms to assist in leadership development and training efforts.

The City seeks proposals from firms demonstrating expertise in one (1) or more of the following Service Areas:

1. Executive Leadership Coaching and Strategic Management Training
2. Leadership, Management, and Innovative Employee Development Training

Training and leadership development will be provided to senior and mid-level management and supervisory staff, as well as career development support to individual contributors. Services will include educational institutions, talent management development groups, leadership development training consultants, and organizational development consulting firms to provide as-needed executive leadership, development, instructional design, coaching, training professional services, 360 evaluation services, and strategic planning services.

Intent of this Request for Qualification (RFQ)

The City may use the prequalified list, at its sole and absolute discretion, for selection of firms and negotiations of contracts on an as-needed basis for two (2) years, and up to four (4) years from the prequalification date, if the requirements of San Francisco Administrative Code Section 21.4 (c) (2) are met. Firms prequalified under this RFQ are not guaranteed a contract.

Anticipated Contract Term

The anticipated contract term for contracts resulting from this RFQ may last up to 5 years, with the option to extend the contract for up to 3 additional years. Actual contract term may vary, depending upon service and project needs at the City's sole, absolute discretion. Proposers selected for resulting contract(s) must be available to commence work on or before January 1, 2021.

Anticipated Contract Budget

For each contract resulting from this RFQ, the anticipated not-to-exceed contract budget is between \$50,000 and

Important City's Supplier and Bidder Resources

City Supplier and Bidder Portal:

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

Bid Opportunities:

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

Frequently Asked Questions:

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

User Support:

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

User Support tel. (415) 944-2442

Subcontracting Requirement

The S.F. Administrative Code Chapter 14B Local Business Enterprise (LBE) subcontracting requirement for this RFQ and resulting contract(s) is 20% of the total value of the goods and/or services procured. In order to be responsive, Respondents must meet the LBE goal and perform the requisite Good Faith Outreach. If Respondent meets/exceeds LBE participation by 35% (i.e. 27% LBE participation), Good Faith Outreach requirements will be waived. See the RFQ Attachment II for more information. If you have any questions regarding CMD requirements, please contact the Contract Compliance Officer for the Controller's Office, Seth Benkle at Seth.Benkle@sfgov.org or (650) 275-3439. **We strongly urge proposers to reach out to CMD for assistance and review of the CMD forms required to ensure Proposals are not determined non-responsive and rejected due to incorrect or incomplete forms.**

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

To request an expedited review of LBE certification, please contact the Certification Unit of the Contract Monitoring Division (CMD). Include in your email and application for certification to CMD that certification is requested by **Deadline for RFQ Responses** for CON | RFQ2020-18. Please note that requesting an expedited review does not guarantee certification by the Proposal submission due date.

CMD Form 2A, and CMD Form 4 (Joint Venture, if applicable) and CMD Form 5 must be submitted by the Proposal submission deadline. The forms and detailed information about the 14B requirements can be found at this link: <https://sfgov.org/cmd/sites/default/files/Documents/CMD%20Attachment%20%20-%20208.01.16.pdf>

For questions regarding CMD requirements and RFQ Attachment II, please immediately contact Seth Benkle at Seth.Benkle@sfgov.org or (650) 275-3439.

\$750,000. Actual contract budget may vary, depending upon service and project needs at the City's sole and absolute discretion.

Schedule*

RFQ Issued	11-30-2020
Deadline for RFQ Questions	12-07-2020
CMD Informational Conference Call (via Tel: 415-906-4659 , Conference Code: 118522430#)	12-07-2020 (11am PT)
RFQ Answers available online	12-11-2020
Deadline for Courtesy e-mail to CentralContracts@sfgov.org for Intent to Respond	12-21-2020 1-6-2021
CMD Technical Assistance Period (Seth.Benkle@sfgov.org , or 650-275-3439)	11-30-2020 to 12-30-2020 1-13-2021
Deadline for RFQ Responses	12-30-2020 1-13-2021 (3pm PT)
Notice of Intent to Establish a Prequalified List	2-15-2021

*Each date subject to change. All hours are Pacific time zone. Check website for latest schedule.

Submission of Proposals Requirements

Proposals and all related materials, including all CMD forms, must be submitted by **Deadline for RFQ Proposals**. Late submissions past the hard stop of **Deadline for RFQ Proposals** will be rejected and deemed non-responsive.

Submit via the SF City Partner Portal listed under Opportunities, "CON | RFQ2020-18 Leadership Development & Training", Event ID 0000004730. See RFQ Section 4.1 for more information;

You must be a registered Bidder to submit in the SF City Partner Portal so it is important to follow the instructions at the above links.

OR

Submit via email to CentralContracts@sfgov.org.

1. Introduction

1.1 General terms used in this Request for Qualifications (RFQ)

Terms and abbreviations used throughout this RFQ include:

- **CCSF or The City** – The City and County of San Francisco.
- **Contract Monitoring Division (CMD)** – San Francisco Contract Monitoring Division, a department of the City and County of San Francisco.
- **Contractor** – The Proposer(s) awarded a contract for services subsequent to prequalification under this RFQ.
- **Firm** – Any business entity including, but not limited to, companies, nonprofit organizations, educational institutions, and individuals.
- **Local Business Enterprise (LBE)** – A business that is certified as an LBE under S.F. Administrative Code §14B.3. Only certified Small and Micro-LBEs can be used to satisfy the LBE subcontracting participation goal.
- **Proposal** – A Proposer’s written response submitted for this Request for Qualifications
- **Proposer** – Any entity submitting a proposal to this Request for Qualifications

1.2 Statement of Need and Intent

What Does the City Seek?

The City seeks proposals from firms demonstrating successful experience in providing leadership development and training services on a range of topics, broadly divided into 2 Service Areas, including:

Service Area 1: Executive Leadership Coaching and Strategic Management Training

Service Area 2: Leadership, Management, and Innovative Employee Development Training

Proposers must have experience working with municipalities (or similar government agencies) in developing trainings and coaching leaders to work effectively with a diverse workforce and best practices in equitable leadership and leadership for diversity, equity, and inclusion.

With Whom Will Consultants Work?

Consultants will work with division, and staff from other departments, potentially including, but not limited to, the Controller’s Office, San Francisco Public Utilities Commission, San Francisco Airport Commission, Treasurer and Tax Collector’s Office, Department of Human Resources, Department of Public Works, boards and/or commissions, outside counsel and consultants, as appropriate, among others. Firms on the prequalified list may additionally be utilized by other City departments for selection and negotiation of contracts for the scope of services described herein.

What is the City’s Intent with this RFQ?

Based on Proposals to this RFQ, it is the intent of the City to create a prequalified list of Firms from which the City may select prospective Contractors on an as-needed basis for services

indicated below in Section 2, Scope of Work. The City may use the prequalified list, at its sole and absolute discretion, for selection of Firms and negotiations of contracts on an as-needed basis for two (2) years, and up to four (4) years from the prequalification date, if the requirements of San Francisco Administrative Code Section 21.4(c)(2) are met. Contracts issued to prequalified Firms will have terms of varying lengths depending on the City's needs, but in no case longer than 8 years. The City reserves the right to procure services similar or identical to the services specified in this RFQ by any other means. Multiple contracts may be awarded at the City's sole and absolute discretion in accordance to San Francisco Administrative Code, Section 21.8. No prequalified Proposer is guaranteed a contract.

1.3 Background of the City and County of San Francisco

What is the City?

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

1.4 Companies Headquartered in Certain States

Subject to certain exceptions, Proposers are hereby advised that this Contract is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into a contract with a contractor that has its headquarters in a state that has enacted a law or laws that perpetuate discrimination against LGBT people and/or has enacted a law that prohibits abortion prior to the viability of the fetus, or a contractor that will perform any or all of the work on the contract in such a state. Chapter 12X requires the City Administrator to maintain a list of such states, defined as "Covered States" under Administrative Code Sections 12X.2 and 12X.12. The list of Covered States is available on the website of the City Administrator at this link: <http://sfgov.org/oca/qualify-do-business>. Proposers will be required to certify compliance with Chapter 12X as part of its proposal, unless the City determines that a statutory exception applies.

2. Scope of Work

This scope of work is a general guide to the work the City expects to be performed, and is not a complete listing of all services that may be required or desired. The City is soliciting qualifications to create a prequalified list of consultant firms that may be selected for the services described below.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the multiple projects solicited within this RFQ, as well as for previous and future projects, the selected Contractors' findings and data may be shared by the City with other City Contractors, as deemed appropriate by the City.

What if My Firm is Interested in Being Considered for More than One Service Area?

Proposers are asked to indicate the Service Areas for which they would like to be considered in RFQ Attachment V, Proposal Template. Given the broad range of possible opportunities, we encourage firms to respond for all Service Areas for which they meet or exceed minimum qualifications as described in this RFQ. Please note that qualifications are evaluated separately for each Service Area.

Is My Firm Expected to Propose for a Specific Project?

No. The Controller's Office will create a list of prequalified consultant firms. Each Proposer should demonstrate its capabilities by providing concise, but comprehensive proposals in RFQ Attachment V, Proposal Template. The City will negotiate the specific scope of services, budget, deliverables and timeline with prequalified firms selected for contract negotiations. For example, for the contracts resulting from this RFQ, the contractor(s) may work on a project basis, with an engagement agreement for each project/task specifying the maximum number of hours, due date and hourly rate to be charged. There is no guarantee of a minimum amount of work or compensation for any Proposer(s) selected for contract negotiations. The City may select Contractors from the prequalified list in its sole and absolute discretion.

After the prequalified list has been established, the City may issue Request(s) for Proposals or Request(s) for Quotes to the prequalified consultant list to better assess qualifications for a specific scope of service, which may include staffing, scheduling, deliverable, and cost considerations.

Does the City prefer firms to form a large group or consortium to cover more services, or to focus on an area of expertise and respond individually?

The City prefers individual firm proposals focused on the Service Areas that the firm and its lead staff can demonstrate possession of appropriate qualifications. For any proposed Proposer partnerships, at least 50% of proposed work effort on the City's projects must come from the lead Proposer firm.

Possible Contract Deliverables include, but are not limited to:

- Executive Leadership Coaching and Strategic Management Training including Myers Briggs, DiSC and Booth 360 delivery
- Development and delivery of innovative seminars, strategic planning retreats, workshops, and training courses
- All levels of leadership, management, and employee development learning experiences and retreats that reflect unique industry trend for the public service sector
- Presentations on innovative industry techniques on delivering instructional materials using online, blended, on-the-job, micro learning, and other innovative delivery methods

Demonstrated expertise is requested, but is not limited to, the following Service Areas:

2.1 Service Area 1: Executive Leadership Coaching and Strategic Management Training

Firms prequalified for work in this Service Area may be engaged to provide Executive Leadership Coaching and Strategic Management Training. The scope of work for firms prequalified for Service Area 1 will include as-needed individualized coaching for senior and

managerial staff based on department-specific or Citywide leadership competency models that may include the following competencies:

1. Competency Model
 - a. Leading Others
 - b. Leading the Organization
 - c. Self-Leadership
 - d. Avoiding Derailment factors
 - e. Build Meaningful Relationships and Partnerships
2. Strategic Management Skills
 - a. Strategic planning
 - b. Developing a Strategic Leadership Plan
 - c. Financial management and analysis
 - d. Execution in a civil service environment
 - e. Strategic innovation in the public sector
 - f. Change management,
 - g. Emotional Intelligence
 - h. 360 Evaluations
 - i. DiSC Evaluations
 - j. Advanced communications skills
 - k. Negotiation skills.

2.2 Service Area 2: Leadership, Management, and Innovative Employee Development Training

Firms prequalified for work in this Service Area may be engaged to provide Leadership, Management, and Innovative Employee Development Training. The scope of work for firms prequalified for Service Area 2 will include collaborating with department staff in the development and delivery of innovative seminars, retreats, workshops, and training courses as part of the City-wide management development and employee development programs. Present and design innovative industry techniques on delivering instructional materials using online, blended, on-the-job, micro learning, and other innovative delivery methods. Firms may develop and deliver training in the following topical areas/curriculum:

1. Business Enhancement skills – Training with an emphasis on enhancing the participants approaches to the following
 - a. Problem solving & Critical thinking skills
 - b. Entrepreneurial mindset
 - c. Business writing skills
 - d. Diversity and Inclusion
 - e. Financial analysis
 - f. Leader transition into new roles
 - g. Customer Service in the civil service environment
 - h. Time management skills
 - i. Continuous Improvement
2. Interpersonal Skills – Training with an emphasis on making each employee a strong communicator:
 - a. Emotional Intelligence
 - b. Interpersonal Communication
 - c. Everything DiSC Workplace and Management
 - d. Booth 360
 - e. Myers Briggs
 - f. Conflict resolution

- g. Listening
 - h. Accountability
 - i. Presentation skills
 - j. Negotiation
3. Leadership/Management and Supervisory Skills – Training with an emphasis on techniques for developing leadership and governing the interaction between the leader and their teams:
- a. Team Management
 - b. Communication and Messaging
 - c. Innovation and Entrepreneurial Spirit
 - d. Executive Leadership
 - e. Succession Planning
 - f. Performance management program
 - g. Delegation
 - h. Change Management
 - i. Strategic Management
 - j. Upward Management
 - k. Growth Facilitation
 - l. Organizational Socialization and Assimilation

3. City-Proposer Communications

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

3.1 Deadline for RFQ Questions

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

3.2 Summary of Information Requested and Presented

A summary of all addenda, questions and answers pertaining to this RFQ will be posted on the City’s website at the following link listed under Opportunities, “CON | RFQ2020-18 Leadership Development & Training”: <https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>

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

3.3 City Communication Following Receipt of Proposals

The City may contact the Proposers for clarification or correction of minor errors or deficiencies in their Proposals prior to deeming a Proposal as non-responsive. Clarifications are “limited

exchanges” between the City and a Proposer for the purpose of clarifying certain aspects of the Proposals, and do not give a Proposer the opportunity to revise or modify its Proposal. Minor errors or deficiencies are defined as those that do not materially impact the City’s evaluation of the Proposal. For information regarding the City’s Evaluation Process, see RFQ Section 5 - Evaluation Criteria.

4. Proposal Submission Requirements

4.1 Submission of Proposal Requirements

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

Late submissions past the hard stop of **Deadline for RFQ Proposals** will be rejected and deemed non-responsive.

Proposals **must** be submitted electronically and it is recommended that proposals are submitted 24 hours prior to the **Deadline for RFQ Proposals**:

Submit via the SF City Partner Portal listed under Opportunities, “CON | RFQ2020-19 Economic Consulting Services”: <https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>

You must be a registered Bidder in order to submit in the SF City Partner Portal. The SF City Partner Portal does not allow any submissions past the hard stop of Deadline for RFQ Proposals and submission will become inaccessible within the next second.

Please reference the Event ID # when contacting User Support for any troubleshooting: <https://sfcitypartner.sfgov.org/pages/contact.aspx> or (415) 944-2442 from 8:30 am – 5:00 pm PT.

OR

Submit via email to CentralContracts@sfgov.org

Late submissions via email past the hard stop of **Deadline for RFQ Proposals** will be rejected and deemed non-responsive.

4.2 Proposal Package

The following items must be included in your Proposal labeled **CON | RFQ2020-18 Leadership Development & Training**.

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

For word processing documents, the department prefers that text be unjustified (i.e., with a ragged-right margin) and use a clear font (e.g., Times Roman), and that pages have margins of at least 1" on all sides (excluding headers and footers). Please include a Table of Contents.

Please note that there is a page limit for Attachment V, based upon the number of Service Areas for which a firm is applying:

- RFQ Attachment V has a page limit of 20 pages, if firm is applying to one (1) Service Area.
- RFQ Attachment V has a page limit of 30 pages, if firm is applying to two (2) Service Areas.
- If RFQ Attachment V exceeds the page limit, then the pages beyond the page limit will not be evaluated. Include copies of resumes in RFQ Attachment V. Copies of resumes do not count towards the page limit.

Proposal Item Checklist, to complete and submit:

RFQ Attachment I – Acknowledgement of RFQ Terms and Conditions

RFQ Attachment II – Contract Monitoring Division’s (CMD) Local Business Enterprise Forms

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

RFQ Attachment III – City’s Administrative Requirements

RFQ Attachment IV – City’s Agreement Terms and Conditions

RFQ Attachment V – Proposal Template

Each Attachment must include all documents submitted for that Attachment in one separate, complete file. Each of these separate files must be titled with Proposer’s name and Attachment number (e.g. **ABC Company Attachment I, ABC Company Attachment II**), in that **specific order**. Each file should include signatures, where applicable.

Proposers are advised to review RFQ Attachments I through IV before beginning work on Proposal Template in RFQ Attachment V to ensure that City’s requirements can be met.

For Notification Purposes Only:

RFQ Attachment VI – Notification of Submission of Proposal (SF Ethics Commission)

4.3 Content

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

Proposals received under this RFQ that fail to address each of the requested items in sufficient and complete detail to substantiate that the Proposer can meet the City's minimum qualifications, will be deemed non-responsive and will not be considered for prequalification. Note that Proposals stating, "to be provided upon request" or "to be determined" or the like, or that do not otherwise provide the information requested (left blank) are not acceptable and shall be deemed non-responsive.

4.4 Sunshine Ordinance; Public Records

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

4.4.1 Proposals to RFQs, contracts, and all other records of communications between the City and Proposers shall be open to inspection immediately after a contract has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit.

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

5. Evaluation Criteria

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

City representatives will serve as the Evaluation Team responsible for evaluating Proposals. Specifically, the team will be responsible for the evaluation and scoring of the Proposals for prequalification, and for interviews, if desired by the City.

5.1 Initial Screening

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

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

5.1.1 Local Business Enterprise Goals and Outreach

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

<http://sfgov.org/cmd/sites/default/files/Documents/CMD%20Attachment%20%20-%208.01.16.pdf>

5.1.1.1 CMD Documents to be Submitted at Time of Subsequent Solicitation/Contracting (Deadline TBD)

Further solicitations and/or task orders resulting from this RFQ shall require submittal of the following documents at the time of Proposal. As applicable, the submittal Deadline of these documents will be determined at a later date that will be provided by the City:

1. Form 2A – CMD Contract Participation Form
2. Form 2B – CMD “Good Faith Outreach” Requirements Form
3. Form 3 – CMD Compliance Affidavit
4. Form 4 – CMD Joint Venture Form (if applicable)
5. Form 5 – CMD Employment Form

1. LBE Subconsultant Participation Requirement

LBE sub-consulting requirements is 20%. Subconsulting requirements can only be met with CMD-certified Small or Micro-LBEs located in San Francisco.

Please refer to San Francisco Administrative Code Chapter 14B and *CMD Attachment 2* for information concerning the City’s LBE program.

2. Link to LBE Subconsultant Directory

This link takes you to a directory of current Local Business Enterprises.
http://mission.sfgov.org/hrc_certification/

a. Good Faith Outreach to Select LBE Subconsultants

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

b. Documentation of Good Faith Outreach Efforts

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a Proposer shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(C) & (D) and CMD Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts.

Proposals which fail to comply with the material requirements of S.F. Administrative Code §§14B.8 and 14B.9, CMD Attachment 2, this RFQ, and resulting solicitations will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of LBE subconsultant participation specified in the contract shall be deemed a material breach of contract.

Note: If the Proposer meets/exceeds LBE participation by 35%, Good Faith Outreach documentation is not required.

c. LBE Participation and Rating Bonuses

The City strongly encourages Proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating bonuses will be in effect for the award of this project for any Proposers who are certified as a Small or Micro-LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. Certification applications may be obtained by calling (415) 581-2310. The rating bonus applies at each phase of the selection process. The application of the rating bonus is as follows:

- 1) A 10% bonus to a Small or Micro LBE—including Non-Profit; or a joint venture between or among LBEs; or

- 2) A 5% bid discount will be applied to an SBA-LBE, except that the 5% discount shall not be applied at any stage if it would adversely affect a Small LBE or Micro-LBE bidder
- 3) A 5% bonus to a joint venture with LBE participation that equals or exceeds 35%, but is under 40%;
- 4) A 7.5% bonus to a joint venture with LBE participation that equals or exceeds 40%;

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

d. Local Business Enterprise Tracking System

Contractors must submit all required payment information using the City's new online Financial and Procurement System as required by CMD to enable the City to monitor Contractor's compliance with the LBE subcontracting commitments. Contractor shall pay its LBE subcontractors within three working days after receiving payment from the City, except as otherwise authorized by the LBE Ordinance. Failure to submit all required payment information in the Financial and Procurement System with each payment request may result in the Controller withholding 20% of the payment due pursuant to that invoice until the required payment information is provided. Following the City's payment of an invoice, Contractor has ten calendar days to acknowledge all subcontractors have been paid in the online Financial and Procurement System.

Local Business Enterprise Goals and Outreach

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

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

LBE Sub-Consultant Participation Requirement

Please refer to San Francisco Administrative Code Chapter 14B and *CMD Attachment 2* for information concerning the City's LBE program.

The S.F. Administrative Code Chapter 14B Local Business Enterprise (LBE) **subcontracting requirement** for this RFQ and resulting contracts is **20%**.

5.2 Minimum Qualifications

Any Proposal that does not demonstrate that the Proposer meets these minimum qualifications by the Proposal deadline will be considered non-responsive and will not be evaluated or

eligible for award of any subsequent contract(s). Each Project Description may be used to apply for more than one (1) Service Area. Use RFQ Attachment V to indicate for each Project Description the relevant Service Area(s).

A) EXPERIENCE:

Independent consultants (regardless of organizational structure – LLC, sole proprietorship, etc.) may rely on experience with other organizations to meet the Minimum Qualifications.

- a. **Service Area 1:** Five (5) years of experience in the last 10 years conducting executive coaching with leadership within the government and/or public service sector.
- b. **Service Area 2:** Three (3) years of experience in the last ten (10) years in developing and delivering seminars, retreats, and workshops.
- c. Has submitted two (2) Prior Project Descriptions as part of the RFQ Attachment V Proposal FOR EACH SERVICE AREA for which it would like to be considered for prequalification, which meet all of the following criteria:
 1. The services/experiences described in **each** of the Prior Project Descriptions FOR EACH SERVICE AREA must be comparable to the services the City is requesting, described in RFQ Section 2, Scope of Work.
 2. The services described in **at least one** of the Prior Project Descriptions FOR EACH SERVICE AREA must have been provided to public sector municipalities or similar government agency clients.
 3. **Both** Prior Project Descriptions FOR EACH SERVICE AREA must demonstrate successful completion within ten (10) years from the issuance date of this RFQ (successful completion means **all** project deliverables have been completed as required). **Projects that are presently ongoing are not considered complete and may not be used to satisfy minimum qualifications.**

Each Project Description may be used to apply for more than one (1) Service Area. If more than two (2) Prior Project Descriptions are submitted per Service Area, only the first two (2) will be reviewed for consideration.

B) STAFFING:

- a. The lead staff proposed to be assigned to the City's project(s) must individually have had a similar lead role in **both at least one** of the Prior Project Descriptions submitted FOR EACH SERVICE AREA.

5.3 Proposal Evaluation Criteria for Prequalification (100 points)

Evaluation Team

City representatives will serve as the Evaluation Team responsible for evaluating Proposers. Specifically, the team will be responsible for the evaluation and rating of the Proposals for prequalification, and for interviews, if desired by the City.

Each RFQ Proposal that meets the Minimum Qualifications will be evaluated in accordance with the criteria below. A Proposer must receive a score of 70 points or above out of the 100 total possible points for each Service Area to be prequalified for that Service Area. There is no numerical limit to the number of firms that may be prequalified.

5.3.1 Firm Qualifications – 20 points

- 1) Proposer’s firm history and structure, including total staff size and composition.
- 2) Proposers experience providing leadership development and training services as described in the Scope of Work.
- 3) Proposers capacity and resources to provide the services under this RFQ
- 4) Demonstrated experience training and coaching leaders to work effectively with a diverse workforce or demonstrate awareness about best practices in equitable leadership and leadership for diversity, equity, and inclusion
- 5) Pending of current litigation related to consulting services provided by the firm, if any.
- 6) Client relationships severed for reasons other than convenience, if any.

5.3.2 Staff Qualifications – 30 points

- 1) Clarity and appropriateness of proposed staffing structure.
- 2) Roles and responsibilities, qualifications, and educational backgrounds of lead staff members, including subcontractor staff, if applicable, proposed to perform services for the City are appropriately demonstrated for each Service Area indicated in Proposal.

5.3.3 Approach and Cost – 40 points

- 1) Expectations of client involvement or level of effort are appropriate; the proposed approach demonstrates experience with providing services to comparable clients.
- 2) Sufficient expertise and methodology to create competitive differences that will be beneficial to the City is demonstrated.
- 3) Cost Proposal is sufficiently detailed, reasonable and appropriate.

5.3.4 Completeness of Proposal Submission – 10 points

- 1) Proposal conforms with RFQ requirements and concisely but comprehensively addresses RFQ requirements.
- 2) Proposal is professionally presented and contains organized content and format.

5.4 Prequalification Process

Proposers scoring 70 points and above for each Service Area may be added to the prequalified list and eligible for potential contract negotiations with the City on an as-needed basis in that Service Area. Due to the varied nature of the services to be performed, the City reserves the right to contract with any or all prequalified Proposers.

Reference Checks

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

Release and Waiver Agreement

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

5.5 Selection from Prequalified Lists

After the prequalified list has been established, the City may, at its discretion, select the highest available ranked prequalified consultant based on the ranking of responses to the RFQ, or issue Request(s) for Quotes, or Request(s) for Proposals, to the prequalified consultant list to better assess qualifications for a specific scope of service, which may include staffing, scheduling, deliverable, and cost considerations. The City reserves the right to request proposals, quotes, or interviews from consultants in one service category or multiple service categories simultaneously.

For resulting contracts that are equal to or less than the Minimum Competitive Amount, the City may select Contractors from the prequalified list in its discretion instead of issuing further solicitations. The Minimum Competitive Amount is \$129,000, effective January 1, 2020.

Award of contracts will be made in a manner consistent with San Francisco Administrative Code Section 21.4(c), pending amendments to Section 21.4(d).

5.6 Other Terms and Conditions

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

If a satisfactory contract cannot be negotiated in a reasonable time with any prequalified Proposer, then the City, in its sole discretion, may terminate negotiations and begin contract negotiations with other remaining prequalified Proposers, consistent with San Francisco Administrative Code Section 21.4.

The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to a firm's projects before and throughout the contract term. The City reserves the right at any time to approve, disapprove or modify proposed project plans, timelines and deliverables. Such approvals will not be unreasonably withheld.

6. Protest Procedures

6.1 Protest of RFQ Terms

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

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

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

The Protest shall state the basis for the Protest, refer to the specific requirement or portion of the RFQ at issue, and shall describe the modification to the RFQ sought by the prospective Proposer. The Protest shall also include the name, address, telephone number, and email address of the person representing the prospective Proposer.

If required, the City may extend the Proposal submittal deadline to allow sufficient time to review and investigate the Protest, and issue Addenda to incorporate any necessary changes to the RFQ.

6.2 Protest of Non-Responsiveness Determination

By 5:00 p.m. PST on the fifth (5th) working day of the City's issuance of a notice of non-responsiveness, any Proposer that has submitted a Proposal and believes that the City has incorrectly determined that its Proposal is non-responsive, may submit a written notice of protest by e-mail (fax is not acceptable) as directed in Section 6.4. Such notice of protest must be received by the City on or before 5 p.m. PST of the fifth (5th) working day following the City's issuance of the notice of non-responsiveness.

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

6.3 Protest of Establishment of Prequalified Consultant List

By 5:00 p.m. PST on the fifth (5th) working day of the City's issuance of a Notice of Intent to Establish a Prequalified Consultant List, any consultant firm that has submitted a responsive Proposal and believes that the City has incorrectly (i) been excluded from the prequalified list or (ii) selected another Proposer for prequalification may submit a written notice of protest as directed in Section 6.4. Such notice of protest must be received by the City on or before 5 p.m. PST of the fifth (5th) working day after the City's issuance of the Notice of Intent to Establish a Prequalified Consultant List.

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

6.4 Delivery of Protests

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

Protests must be delivered via:

E-mail: CentralContracts@sfgov.org

6.5 Protest Review

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

If a Proposer submits a complete and timely protest, the Controller's Office will review notice of protest soon after receipt of the protest to determine validity of notice, including, but not limited to: (1) receipt by due date; (2) inclusion of a written statement specifying in detail each and every one of the grounds asserted for the protest; (3) signed by an individual authorized to represent the Proposer; (4) citation of the law, rule, local ordinance, procedure or RFQ provision on which the protest is based; and (5) specification of facts and evidence sufficient for the City to determine the validity of the protest.

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

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

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

7. Supplier Compliance

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD

Dept. Code: ECD

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

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

Type of Service: Cyber readiness, resilience, security, response and recovery services

Funding Source: Federal UASI Homeland Security Grant

PSC Amount: \$5,000,000

PSC Est. Start Date: 12/01/2021

PSC Est. End Date 11/30/2026

1. Description of Work

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

Contractor will use specific expertise to successfully complete projects identified as priorities under the Department of Homeland Security grant that is being used to fund these projects. Projects will be in the areas of designing and implementing regional trainings and exercises relating to cybersecurity, cyber incident response, and simulated virtual environments, creating blueprints, systems, and mitigation plans relating to election security, insider threats, TDOS, virtual security operation centers, and cyber resilience throughout the Bay Area UASI region.

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

The Bay Area Urban Area Security Initiative (UASI) Region is comprised of twelve counties and three core cities San Francisco, Oakland, and San Jose, which together receive federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area. Denial of this request will jeopardize the Bay Area UASI Region's ability to prevent, protect against, respond to, and recover from acts of terrorism, election security, and other catastrophic cyber attacks in the Bay Area. Further, the denial of this request and inability to successfully perform these tasks will hinder the Bay Area UASI to develop, request, and secure further federal funding opportunities for the region.

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

D. Will the contract(s) be renewed?

Possibly, based on need, performance, and federal funding availability.

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):

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

B. Explain the qualifying circumstances:

This contract will be funded by a federal grant from the Department of Homeland Security. The funding and performance period are limited and not guaranteed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This service requires extensive knowledge and expertise in regional emergency planning and specific expertise in varying cyber resilience fields. The contractor must have experience in how to prevent, respond to, and recover from acts of cyber terrorism or other catastrophic cyber events at the Bay Area UASI regional level. The contractor must have a thorough understanding of how the unique characteristics of each member county impacts the entire Bay Area region during an event. The specific areas of expertise are determined annually by the Department of Homeland Security and could change.

B. Which, if any, civil service class(es) normally perform(s) this work? 0931, Manager III;

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

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

The areas of expertise could change annually depending on what the Department of Homeland Security prioritizes, making it difficult to anticipate which types of expertise to hire for in order to meet the grant requirements. Further, the Homeland Security Grant being used to fund these services include conditions such as a personnel cap limit. This cap has been reached and no further funds can be used toward personnel.

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

A. Explain why civil service classes are not applicable.

The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on the behalf of the state and other counties. The personnel cap limit on the time-limited Department of Homeland Security grant has been reached. Lastly, the areas expertise required under the grant can change annually depending on the priorities of the Department of Homeland Security making it difficult to anticipate which expertise to hire for.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as stated above the regional, state, and federal interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. Additionally, we have reached the personnel cap limit under the time-limited Department of Homeland Security grant

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 develop curriculum and implement regional trainings relating to cybersecurity, resilience, and recovery. Trainings will be attended by UASI staff and other emergency agency personnel from around the region. An estimated 100 hours of classroom or virtual training is expected.

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

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

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

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

7. Union Notification: On 09/09/2021, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association

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

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45792 - 21/22

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 11/15/2021

Civil Service Commission Action:

Receipt of Union Notification(s)

Kaplan, Scott (DEM)

From: dhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org
Sent: Thursday, September 9, 2021 3:20 PM
To: Lee, William (DEM); Laxamana, Junko (BOS); Criss@sfmea.com; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; Kaplan, Scott (DEM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45792 - 21/22

RECEIPT for Union Notification for PSC 45792 - 21/22 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 45792 - 21/22 for \$5,000,000 for Initial Request services for the period 12/01/2021 – 11/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F17308&data=04%7C01%7Cscott.kaplan%40sfgov.org%7C43c0cdf6f6e04827858908d973e02d5e%7C22d5c2cfce3e443d9a7fdfcc0231f73f%7C0%7C0%7C637668228943720730%7CUnknown%7CTWFpbGZsb3d8eyJWIjojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjE6IjEhaWwiLCJXVCi6Mn0%3D%7C1000&reserved=0> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

Subpart D—Post Federal Award Requirements

Procurement Standards

https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=385d69f9fc5ea931a99f6ac4aae87e27&mc=true&n=sp2.1.200.d&r=SUBPART&ty=HTML#se2.1.200_1319

§200.317 Procurements by states.

When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by §200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§200.318 through 200.327.

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§200.318 General procurement standards.

(a) The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§200.317 through 200.327.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the non-Federal entity must also maintain written standards of

conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.214.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[85 FR 49543, Aug. 13, 2020, as amended at 86 FR 10440, Feb. 22, 2021]

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§200.319 Competition.

(a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and §200.320.

(b) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (2) Requiring unnecessary experience and excessive bonding;
- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest;
- (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- (7) Any arbitrary action in the procurement process.

(c) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(d) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(e) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

(f) Noncompetitive procurements can only be awarded in accordance with §200.320(c).

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§200.320 Methods of procurement to be followed.

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

(a) *Informal procurement methods.* When the value of the procurement for property or services under a Federal award does not exceed the *simplified acquisition threshold (SAT)*, as defined in §200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:

(1) *Micro-purchases—(i) Distribution.* The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of *micro-purchase* in §200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.

(ii) *Micro-purchase awards.* Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.

(iii) *Micro-purchase thresholds.* The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-

Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.

(iv) **Non-Federal entity increase to the micro-purchase threshold up to \$50,000.** Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with §200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

(A) A qualification as a low-risk auditee, in accordance with the criteria in §200.520 for the most recent audit;

(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

(C) For public institutions, a higher threshold consistent with State law.

(v) **Non-Federal entity increase to the micro-purchase threshold over \$50,000.** Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.

(2) **Small purchases—(i) Small purchase procedures.** The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

(ii) **Simplified acquisition thresholds.** The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

(b) **Formal procurement methods.** When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with §200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:

(1) **Sealed bids.** A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively for the business; and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

(A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(E) Any or all bids may be rejected if there is a sound documented reason.

(2) *Proposals.* A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

(i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections;

(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and

(iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.

(c) *Noncompetitive procurement.* There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

- (1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);
- (2) The item is available only from a single source;
- (3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;
- (4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or
- (5) After solicitation of a number of sources, competition is determined inadequate.

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§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.

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§200.322 Domestic preferences for procurements.

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

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§200.323 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

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§200.324 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would

be allowable for the non-Federal entity under subpart E of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

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§200.325 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies,

procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

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§200.326 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

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§200.327 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in appendix II to this part.

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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: Consultant Request for Proposal for Citywide Bike Plan

Funding Source: Local Sales Tax, Operating Bgt, State Grant

PSC Duration: 2 years 30 weeks

PSC Amount: \$790,000

1. Description of Work

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

This San Francisco Municipal Transportation Agency (SFMTA) is conducting a grant-funded citywide bicycle master plan, with a grant funding expiration date of February 2024. The SFMTA proposes to contract a planning consultant team to supplement staffing by SFMTA staff and sub-grantee community-based organizations.

The consultant will provide planning consulting services for discrete tasks within the larger bike plan scope, including:

- Existing Conditions documentation
- Technical Analysis, including analysis of the bike network and conducting a statistically significant resident preference survey
- Public outreach event staffing, development of online engagement tools, graphic design for outreach materials, and procurement of outreach materials
- Development of the draft bike plan recommendations and Draft Plan document
- Development of the Final Plan document

The sub-grantee organizations will participate in the larger plan process and conduct community-specific outreach in Equity Priority Communities identified in the scope of work.

The SFMTA plans to actively staff this project, with consultant work supplementing SFMTA staff work and SFMTA staff providing full oversight of consultant activities.

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

The citywide bike plan project is extremely time-limited by the Caltrans grant funding this work. The Final Plan must be adopted before the SFMTA Board of Directors by February of 2024, leaving only 2 years to complete existing conditions documentation, technical analysis, a broadly based public outreach process that includes paid partnerships with 6 community-based organization sub-grantees, and the development and adoption of the Draft and Final Plan documents. With current project loads and staffing constraints at the SFMTA, the volume of work required for the citywide bike plan cannot be completed within the time required by our funders at Caltrans. Denial of this service would result in either a substantially pared-back scope of work, forfeiture of grant funds back to Caltrans, and/or the citywide bike plan not being pursued by the SFMTA. Sub-grantee partners are included in the terms of the agreement with Caltrans. Failure to contract with them for this project would result in non-compliance with the Caltrans grant agreement and forfeiture of the grant funds.

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

The SFMTA has not conducted a citywide bicycle master plan process since 2005, so no recent precedents exist.

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:

You must explain the qualifying circumstance – please include all items checked in explanation: The two-year grant period required by the Caltrans grant which is funding the project requires both a diverse set of skills and expertise, as well as a staffing load for this project that cannot be met internally.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The following skills are required for this scope of work: - Active transportation planning expertise - ArcGIS analytical skills - Best-practices research for emerging mobility - Statistically significant surveying - Language translation & interpretation services - Graphic design - Interactive web-tool development - Best-practices policy research for active transportation The following skills are required for sub-grantee partners: - Community-based relationships - Culturally competent outreach methods - Ability to engage with hard-to-reach populations - Language fluency for substantial non-English speaking populations in specific communities

- B. Which, if any, civil service class(es) normally perform(s) this work? 5277, Planner 1; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV;

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

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

The Streets division within the SFMTA has sought out staffing across multiple sub-divisions and sections for the necessary expertise and skills for the citywide bike plan, in addition to coordination with the City Planning Department and the San Francisco County Transportation Authority.

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

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

The civil service classes listed above will perform work on the citywide bike plan, with consultant activities supplementing work performed by SFMTA staff. A consultant contract is desirable in order (1) to appropriately staff the volume of work within the scope of work that cannot be fully staffed by SFMTA staff at this time, and (2) to gain project efficiencies by contracting discrete tasks that are not typically conducted by SFMTA staff, such as conducting a statistically significant resident survey.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical. This is a one-time project with a limited timeline, not an ongoing staffing need. The majority of the work falls within the job descriptions of existing civil service positions listed above, with the primary constraint being project load.

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. SFMTA staff will be overseeing the work conducted by consultants

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

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
Yes. Caltrans, per the terms of their grant agreement, requires the SFMTA to share with them: - The City and County of San Francisco procurement guidelines - A copy of the Request for Proposals submitted for public bidding - A copy of the executed contract with the consultant, following their selection - Copies of any contract amendments executed with the consultant
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 09/08/2021, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41452 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/15/2021

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Wednesday, September 8, 2021 8:40 AM
To: Nuque, Amy; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41452 - 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 41452 - 21/22 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 41452 - 21/22 for \$790,000 for Initial Request services for the period 11/01/2021 – 05/31/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrDrupal/node/17285> 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)

California Department of Transportation

DIVISION OF TRANSPORTATION PLANNING
 P.O. BOX 942873, MS-32 SACRAMENTO, CA 94273-0001
 (916) 261-3326 | TTY 711
www.dot.ca.gov



06/22/21

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, we are pleased to congratulate you on your Fiscal Year 2021-22 Sustainable Transportation Planning Grant award.

Fiscal Year 2021-22 Sustainable Transportation Planning Grant Program					
Grant Category	Sustainable Communities - Road Maintenance and Rehabilitation Account				
Project Title	Active Communities Plan				
Grantee/Agency	San Francisco Municipal Transportation Agency				
Executive Director	Jeff Tumlin				
Grantee/Agency Contact	Jesse Rosemoore				
Sub-Recipient(s)	PODER; Tenderloin Community Benefit District; San Francisco Bicycle Coalition; Bayview Hunters Point; SoMa Pilipinas				
Caltrans District Contact(s)	Becky Frank/Stephen Conteh				
Caltrans District Contact(s) E-mail	Becky.Frank@dot.ca.gov/Stephen.Conteh@dot.ca.gov				
Grant Award	Local Match (Cash)	Local Match (In-Kind)	Total Local Match	% Local Match	Total Project Cost
\$600,000	\$260,000	\$0	\$260,000	30.23%	\$860,000
Conditions of Award Due to Caltrans		Grant Expiration Date		Final Invoice Due	
07/30/21		02/29/24		04/29/24	
* The final contractually agreed upon Local Match and Fund Source are located on the Grant Application Cover Sheet and Project Cost and Schedule. Any change in Local Match that increases/decreases the Total Project Cost must be approved by Caltrans and may require a Formal Amendment. Each invoice must include the contractual/agreed upon local match % - any deviation to this amount requires an approved Tapered Local Match Amendment prior to invoice submittal. Any change to the Local Match Fund Source requires prior Caltrans approval and an Administrative Amendment.					

Next Steps

1. The Caltrans District Grant Manager will schedule a Conditional Award Teleconference, with your agency soon.
 - A list of conditions and project revisions necessary to accept grant funding will be provided at this meeting as well as a follow-up email outlining the discussion.
2. The required conditions must be submitted to the Caltrans District Grant Manager no later than the date listed in the table above.
 - Failure to satisfy these conditions will result in the forfeiture of grant funds.
3. The Caltrans District Grant Manager will review and approve all items required to fulfill the Conditions of Grant Acceptance outlined in the teleconference and follow-up email.
4. Once the required conditions are met and agreements in place, the Caltrans District Grant Manager will:
 - Send a Notice to Proceed letter (for MPO/RTPAs, this will happen after the OWP/OWPA formal amendment is processed). ***Grant work cannot begin until the Notice to Proceed letter is received by your agency.***
 - Coordinate and schedule a grant kick-off meeting with your agency.

If you have questions concerning your Conditional Grant Award, please reach out to your Caltrans District contact listed in the table above.

Sincerely,



ERIN THOMPSON
Chief, Office of Regional and Community Planning

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

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

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

Type of Service: Child Abuse Prevention Plan

Funding Source: Federal funds passed through State to HSA

PSC Amount: \$476,131

PSC Est. Start Date: 11/01/2021

PSC Est. End Date 10/31/2023

1. Description of Work

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

The scope of work shall include technical assistance and best practices in the implementation and evaluation of FFPSA prevention programs and services in the following areas: prevention program development and implementation that leverages a public and private partner network; determining funding sources for services; developing provider and SFHSA capacity and processes to capture services costs in alignment with FFPSA requirements and CDSS instructions for claiming; continuous quality improvement utilizing programmatic and data evaluation and findings; and related coaching, supervision, and capacity building. The expected outcome is development and implementation of an integrated citywide plan that increases economic stability, reduces child maltreatment, and improves child welfare permanency outcomes through coordinated prevention programs provided to children, youth and families of the City and County of San Francisco.

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

Family First Prevention Place Services Act (FFPSA) was signed into law on February 9, 2018, and significantly changed the landscape of the Title IV-E federal funding distribution as child welfare can utilize Title IV-E funding to pay for services to prevent children from entering or re-entering foster care. If these consultant services aren't provided, millions in General fund that could be shifted to the Federal and State revenue sources could be misallocated.

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

The Contractor shall provide support to the development and implementation of an integrated citywide plan that increases economic stability, reduces child maltreatment, and improves child welfare permanency outcomes through coordinated prevention programs provided to children, youth and families of the City and County of San Francisco. If denied, this vulnerable population could be left without shelter and proper care.

D. Will the contract(s) be renewed?

The City shall have the option to extend the term for a period of two (2) years, subject to annual availability of funds, annual satisfactory grantee performance, and need. SF-HSA has the sole, absolute discretion to exercise this option, and reserves the right to enter into agreements of a shorter duration. Unclear if full scope of work will be completed within time frame

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

N/A

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

Need for work is in reference to new Federal policy, changing landscape of eligible child welfare activities.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: A deep knowledge of skills and experience in the areas of :Child welfare, organizational assessment, development and change, CDSS claiming and reimbursement

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 type of analysis and service is One time only and relatively short term, in response to the FFPSA legal requirements. The work also requires an objective outsider perspective of the child welfare system

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the service is one time only and it's not practical to create a new class for time limited work. Key to the work is the ability to be impartial and unbiased of the San Francisco Child welfare systems and it's community partners.

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

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 08/19/2021, the Department notified the following employee organizations of this PSC/RFP request:

Management & Superv 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: johanna.gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

Address: 1651 Mission Street, 5th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49252 - 21/22

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 11/15/2021

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: [Gendelman, Johanna \(HSA\)](mailto:Gendelman,Johanna@HSA); [Laxamana, Junko \(BOS\)](mailto:Laxamana,Junko@BOS); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Alvarez, Tara \(HSA\)](mailto:Alvarez,Tara@HSA); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49252 - 21/22
Date: Thursday, August 19, 2021 12:33:38 PM

RECEIPT for Union Notification for PSC 49252 - 21/22 more than \$100k

The Dept Title -- Dept has submitted a request for a Personal Services Contract (PSC) 49252 - 21/22 for \$476,131 for Initial Request services for the period 11/01/2021 – 10/31/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17206> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

**City and County of San Francisco
Request for Proposals (RFP # 955)**

Development of a Citywide Child Abuse Prevention Plan



Date issued:	August 9, 2021
Pre-proposal conference:	August 17, 2021, 10 AM
Proposal due:	September 16, 2021, 3 PM

Request for Proposals (RFP #955) for Development of a City-wide Child Abuse and Prevention Plan

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Separate Attachments:

1. CA FFPSA Part 1 Prevention Draft
2. G-100 sample
3. P-600 sample

I. Introduction and Tentative Schedule

A. Introduction and background

The Human Services Agency (HSA) is seeking qualifications from consultants, organizations or individuals interested in the development of a citywide child abuse prevention plan for the division of Family and Children's Services (FCS). This plan will comply with of the California Department of Social Services, "Five Year Prevention Plan" for the Family First Prevention Place Services Act (FFPSA).

The scope of work shall include technical assistance and best practices in the implementation and evaluation of FFPSA prevention programs and services in the following areas: prevention program development and implementation that leverages a public and private partner network; determining funding sources for services; developing provider and SFHSA capacity and processes to capture services costs in alignment with FFPSA requirements and CDSS instructions for claiming; continuous quality improvement utilizing programmatic and data evaluation and findings; and related coaching, supervision, and capacity building. The expected outcome is development and implementation of an integrated citywide plan that increases economic stability, reduces child maltreatment, and improves child welfare permanency outcomes through coordinated prevention programs provided to children, youth and families of the City and County of San Francisco.

FFPSA was signed into law on February 9, 2018, and significantly changed the landscape of the Title IV-E federal funding distribution as child welfare can utilize Title IV-E funding to pay for services to prevent children from entering or re-entering foster care. Additionally, FFPSA places new requirements to reduce the use of congregate care and increase supports for foster children to live in family settings. Services must be approved as evidence-based in accordance with federal and state guidelines, and provisions in the law regarding reducing the number of youths in congregate care placements must be in place *prior* to receiving the prevention dollars.

The source of funding for these services will be federal funds passed through the State to SFHSA. Payment for all services provided in accordance with provisions under the grant shall be contingent upon the availability of funds for the purpose of providing these services. The City shall not be required to provide any definite units of services nor does the City guarantee any minimum amount of funding for this service. Due to federal and state funding for these services, **LBE bid discounts will not be used in this RFP.**

As a county welfare department, HSA is subject to various fiscal documentation and other reporting requirements (including in some cases, time studying, enhanced invoicing, and caseload information) to demonstrate the State, Federal and other grant funds it receives are used for their intended purpose.

The estimated funding for this RFP is \$476,131. HSA expects to make one award through this procurement process.

B. Terms

The grant shall have a tentative term from November 1, 2021 to October 31, 2023. In addition, the City shall have the option to extend the term for a period of two (2) years, subject to annual availability of funds, annual satisfactory grantee performance, and need. SF-HSA has the sole, absolute discretion to exercise this option, and reserves the right to enter into agreements of a shorter duration.

C. Diversity, Inclusion and Racial Equity

The City and County of San Francisco, including the Human Services Agency, is committed to a culture of inclusion in which our differences are celebrated. Everyone should have what they need in order to thrive no matter their race, ability, gender, sexual orientation, ethnicity, or country of origin. The Department believes that a diverse and inclusive workforce will produce more creative and innovation outcomes for the organization, and ultimately, its clients.

We are committed to combating systemic racism and disparate impact of governmental services by advancing racial equality in all aspects of our work, ensuring access to services and providing support to communities to ensure their ability to succeed and thrive.

We seek to partner with community-based organizations that share these values in their organizational culture and program services. We see our contracted community services and their work as a means to enhance and further advance efforts to address racial equity and inclusion across San Francisco.

Respondents to this request for proposals must ensure that they clearly demonstrate how these values are exemplified through their organizational and program operations. This should include a description of the organization’s plans, strategies and activities to address racial equity and inclusion among staff and program participants, as well as internal controls to regularly review current practices through the lens of racial equity and inclusion to identify areas of improvement.

Additional examples of information to be provided are: the organization mission or inclusion statements, non-discrimination documents, and/or other supporting documents, community outreach plans, staff training activities on racial equity, and a description of/or data on the demographics of staff and program participants.

B. Tentative Schedule

The anticipated schedule for selection is:

<u>Proposal Phase</u>	<u>Date</u>
RFP issued by the City	August 9, 2021
Pre-proposal conference	August 17, 2021, 10 am via ZOOM
Deadline for Questions	August 20, 2021, 3:00PM
Proposals due	September 16, 2021 3:00 PM

C. General Definitions

CPM	Core Practice Model, a State model which outlines the values, components, elements and behavior associated with Child Welfare
CBO	Community-Based Organization
Capacity Building	On-going evidence-informed process to develop a system’s potential
CPS	Child Protective Services
CDSS	California Department of Social Services
FFPSA	Family First Prevention Services Act
FCS	Family and Children Services Division of SFDHS
FRC	Family Resource Center
Grantee/Contractor	To be determined
PTI	Parent Training Institute
SFBFS	San Francisco Department of Family Benefits and Support

II. Scope of Services

The Scope of Services is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

A. Description of Services

1. Implementation expertise:
 - a. Asset mapping of services and organizations providing potentially eligible services under FFPSA, including identification of services and approval status on the FFPSA federal clearinghouse
 - b. Engagement of key stakeholders/public partners/ Family Resource Centers (FRCs)/Community Based Organizations (CBOs) in the assessment mapping and service implementation
 - c. Development of readiness assessments of FRCs and CBOs to provide services, determine eligibility, document eligibility, and submit to county authority for approval and subsequent claiming of IV-E funds
 - d. Identification of pilot site(s) for implementation based on readiness factors
 - e. Scaling of implementation across multiple sites based on lessons learned from pilot
 - f. Development of communication and implementation plans
 - g. Training and coaching for FRC/CBO and eligibility staff on how to assess, recommend, and determine eligibility
 - h. Tool and protocol development, including the prevention plan to be completed by FRCs/CBOS and approved by the county agency for eligible families
 - i. Development of behaviorally observable measures of compliance for FRCs/CBOs recommending family eligibility and providing approved services
 - j. Best practices in the provision of Title IV-E prevention services and programs
 - k. Consultation and coaching to FRC's/CBO's in how to implement eligible evidence based prevention services, including adapting existing services to meet requirements and/or submitting approval to the federal clearing house for existing services

2. Fiscal Reporting:
 - a. Review and recommendation of services currently eligible for claiming under FFPSA
 - b. Training and education for eligible staff regarding FFPSA
 - c. Development of a fiscal reporting structure between SFHSA and the FRCs/CBOs to capture services costs in alignment with FFPSA requirements and CDSS instructions and enable SFHSA to claim the most possible services in alignment with FFPSA and other requirements.
 - d. Assessment of current prevention funding to prevent supplantation as services are implemented
 - e. Identification and provision of information about cost centers or funding streams to claim federal reimbursement through cost allocation methodologies
 - f. Determining funding sources and outcomes measured for existing services.

3. Continuous Quality Improvement Expertise:
 - a. Fidelity for FRC's/CBO's for new processes related to prevention plan development, service delivery and evaluation requirements for model fidelity, and claiming to assure compliance
 - b. Fidelity for county agency staff related to claiming, approvals, and monitoring
 - c. Quarterly IV-E reviews for first year of implementation to assure maximum claiming and identify claiming improvements, including identifying errors in regulation interpretation
 - d. Quarterly reports for all of the above to identify and make improvements during implementation cycle

B. Service Objectives

1. Within in the first year of services, develop a technical assistance model that can be sustained and replicated.
2. Develop a comprehensive service array of evidence-based practices that are culturally responsive and support the needs of families in building protective factors
3. Train CBOs through the life of the service period in the selected evidence based practices, ensuring model fidelity and increased capacity to serve families. The training plan may be developed with other local efforts, such as the Parent Training Institute (PTI) and involve coordination with state
4. Develop new fiscal reporting structures for FCS and CBOs to capture service costs and other elements to ensure alignment with FFPSA requirements and CDSS instructions.

C. Outcome Objectives

1. Economic sustainability to ensure prevention network implementation of identified services to San Francisco families
2. Established protocols for determining client eligibility and delivering and claiming approved, reimbursable services
3. Collaborative and effective partnerships between SFHSA, public partners, and FRCs/CBOs to work through challenges, changes, and improvements
4. County and FRC/CBO staff awareness of FFPSA benefits and requirements and participation in building a prevention based safety net in the community
5. County and FRC/CBO knowledge and skill in facilitating eligibility and claiming under FFPSA guidelines
6. Increased availability and provision of identified prevention services to San Francisco children, youth, and families that meet eligibility and model fidelity requirements
7. Improvement in identified child welfare state and federal outcomes including reduction in child maltreatment and decreased entries and reentries into foster care

D. Deliverables

1. Maintain in-depth knowledge and understanding of the child welfare system, including hands-on experience in the child welfare field, particularly in policy and program implementation.
2. Maintain an understanding of current industry standards, changes in federal funding systems and best practices in state and local Child Welfare systems.
3. Provide policy-driven technical assistance that helps address impact on cross-section collaboration between family services agency in the county
4. Conduct a readiness assessment of community based providers and building capacity for providers to implement evidence-based
5. Develop an implementation and communication plan for FFPSA requirements
6. Support capacity building for the county and CBOs to fully implement FFPSA requirements.
7. Provide fiscal consultation
8. Maintain the confidentiality of all agencies as appropriate

III. Submission Requirements

A. Time and Place for Submission of Proposals

Proposers shall submit one (1) electronic pdf copy of the proposal to HSARFP@sfgov.org and Candace.Gray@sfgov.org. Electronic file title should include the RFP number, agency name, number of files submitted (i.e. 1 of 4). Proposals must be received by **5:00 p.m., on September 16, 2021**. **Late submissions**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Pre-Employment Psychological Screening

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$800,000

1. Description of Work

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

The contractor will provide the San Francisco Police Department (SFPD) with pre-employment psychological screening services on Police Officer, Police Reserve Officer, Police Cadet, and Police Service Aide employment applicants as mandated by California Government Code section #1031(f). Other contractor services may include, but not be limited to, refinement of predictive validity assessment procedures, specialized research projects or activities requested by the SFPD, and expert testimony.

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

Pre-employment psychological evaluations of police officer candidates are required by section #1031(f) of the California Code of Regulations. Denial would prevent the SFPD from hiring police officers.

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

PSC 47260-14/15

D. Will the contract(s) be renewed?

Unknown at this time.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Services are as-needed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Section #1031(f) of the California Code of Regulations requires the clinician(s) have a Ph.D. in Psychology and at least five years of post-graduate experience in diagnosis and treatment of emotional and mental disorders and meet the California Commission on Peace Officer Standards and Training's (POST) Continuing Professional Education (CPE) requirements.

B. Which, if any, civil service class(es) normally perform(s) this work? 2574, Clinical Psychologist; 2575, Research Psychologist; 2576, Sprv Clinclal Psychologist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will be required to have specialized software used for psychological evaluation and tracking of candidates.

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

None. The contractor must have sufficient staffing to schedule many candidates with minimal notice during peak hiring periods as-needed.

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

A. Explain why civil service classes are not applicable.

The contractor must have sufficient staffing to schedule many candidates with minimal notice during peak hiring periods as-needed.

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

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 needed

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 08/19/2021, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48317 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/15/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
To: [RECEIPT for Union Notification for PSC 48317 - 21/22 more than \\$100k](mailto:Wong, Genie (POL); Laxamana, Junko (BOS); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Frigault, Noah (HRC); Meyers, Julie (HSA); Ricardo.lopez@sfgov.org; 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; 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; Wong, Genie (POL); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 48317 - 21/22
Date: Thursday, August 19, 2021 3:27:44 PM</p><hr/></div><div data-bbox=)

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 48317 - 21/22 for \$800,000 for Initial Request services for the period 07/01/2022 – 06/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17192> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICEDept. Code: POLType of Request: Initial Modification of an existing PSC (PSC # 47260 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Pre-Employment Psychological Screening ServicesFunding Source: General FundPSC Original Approved Amount: \$600,000 PSC Original Approved Duration: 07/01/15 - 06/30/19 (4 years)PSC Mod#1 Amount: \$300,000 PSC Mod#1 Duration: 07/01/19-06/29/21 (2 years)PSC Mod#2 Amount: \$200,000 PSC Mod#2 Duration: 11/01/20-06/30/22 (1 year 1 day)PSC Cumulative Amount Proposed: \$1,100,000 PSC Cumulative Duration Proposed: 7 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The vendor will provide the San Francisco Police Department with psychological evaluations of final entry level police officer candidates and refinement of predictive validity assessment procedures.

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

Pre-employment psychological evaluations of police officer candidates is required by section #1031(f) of the California Code of Regulations. Denial would prevent the San Francisco Police Department from hiring police officers.

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

Services have been provided in the past through earlier PSC request. See 47260 - 14/15

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:

Pre-employment psychological screening services continue to be an essential part of the hiring process of sworn applicants to ensure candidates are an appropriate fit for law enforcement.

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:

Services required are on an as-needed, intermittent, or periodic basis when there is a police officer recruitment.

B. Reason for the request for modification:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Section #1031(f) of the California Code of Regulations requires a Ph.D. in Psychology with at least five (5) years of post-graduate experience in diagnosis and treatment of emotional and mental disorders.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the vendor will be required to have specialized software used for psychological evaluation and tracking of police officer candidates.

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.
These services will be performed on an as-needed basis.

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 will be performed on an as-needed basis.

6. Additional Information

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

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

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.
Contract will be extended and increase in value

7. **Union Notification:** On 07/16/20, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

Address: 850 Bryant Street, #511, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47260 - 14/15

DHR Analysis/Recommendation:

09/21/2020

Commission Approval Required

Approved by Civil Service Commission

09/21/2020 DHR Approved for 09/21/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Emergency Planning, Response, Training, and Technical Support (PRO.0229)

Funding Source: Emergency Planning and Security

PSC Duration: 4 years 1 day

PSC Amount: \$3,000,000

1. Description of Work

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

The SFPUC requests to solicit the services of a consultant to provide and support ongoing emergency preparedness, response, and support activities to all SFPUC enterprises and divisions. Specifically: Incident Command System (ICS) training under the National Incident Management System (NIMS) to SFPUC employees, updates to Field Operations Guides (FOG's) and Emergency Operations Plans (EOP's), assistance with the creation of an emergency drinking water distribution plan (in conjunction with DEM and other city partners), and other related emergency planning and response services to the SFPUC as needed. Consultant would additionally coordinate any needed updates of existing Divisional EOPs into the general EOP as necessary; and ensure that comments, corrections and editing discussed in after action report/post exercise briefings are incorporated into the EOP, DEOP, and/or FOG, as necessary and/or as prescribed. Consultant would work with SFPUC Emergency Planning and Security (EPS) team to strategize on how to update complex EOP documents, targeted at producing specific checklists for actionable emergency response for operating divisions and front line staff. Consultant would also work with EPS Team to design, coordinate, and conduct multi-divisional emergency response exercises to build upon smaller division specific exercises already being delivered by EPS team.

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

Consultant support is necessary to support the Emergency Planning team and Division and Bureau staff in emergency response training and exercise coordination to address a multitude of emergencies the agency could face. SFPUC staff and facilities span across many counties, with varying needs and resources available to support emergency preparedness and response. The EPS team and SFPUC as a whole request consultant support to augment staff time and realize continual improvements in emergency preparedness and response due to the number of Divisions and Bureaus we are expected to support. Not being able to have support on emergency training, exercises and general planning would decrease the agency's ability to respond and recover from emergencies.

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. CS-945, and CS-366 (current).

D. Will the contract(s) be renewed?

No

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

N/A

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

Consultant support is needed to deliver SFPUC staff emergency training, exercise and emergency plan update

support. In addition, unpredictable circumstances could arise which can necessitate further need for additional training and expertise. EPS team can easily be pulled in multiple directions, and workload is always high. Recent events and increased emergency environment (COVID, wildfires, drought) require not only SFPUC staff, but qualified consultant support to ensure SFPUC staff are as prepared as possible to ensure staff safety and continue to deliver critical services to our customers.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Qualified consultants would need to have proven expertise and extensive experience in emergency management systems as based on NIMS and the Standardized Emergency Management System (SEMS), training and exercises as based on the Homeland Security Exercise Evaluation Program (HSEEP), providing ICS training, and in working with large utilities to develop, update and exercise emergency plans. Consultant would also need to be able to support immediate training needs or plan development or updates in response to SFPUC needs to support staff safety when carrying out operations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5291, Planner 3; 8602, Emergency Services Coord II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

SFPUC Emergency Planning and Security hired a Training and Exercise Planner (5291) in 2018. This position is crucial in managing overall training and exercise program. Consultant support is needed to provide specialized ICS training, perform plan updates, and support complex planning efforts for SFPUC Divisions and Bureaus, and address emergency response support needs that may not be easily anticipated.

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

- A. Explain why civil service classes are not applicable.
Certain Incident Command Courses (ICS 300 and ICS 400) are required to be delivered by a certified trainer with vast incident response experience. No Civil Service staff are certified to provide this training. Typically certified trainers have a fire service background, responding to and leading complex incidents and emergencies. There is also a need for technical support in updating emergency operations plans, requiring a strong engineering aptitude and familiarity with water and wastewater systems.
- 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. I believe the variance in the scope of work would make it difficult for one position to support this as a whole. Plan updates necessitate a strong engineering background and familiarity with state/federal regulations; emergency exercise and training necessitate a strong background in emergency response and training. As mentioned before, the large number of staff and specific needs from SFPUC enterprises and divisions require support to establish and maintain momentum in our emergency planning and response readiness.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Incident Command System Training. Hours are difficult to approximate, but over the course of 4 years are estimated to reach 3,000 hours total. Staff receiving training would be various engineers, managers, operators, field staff, accountants, administrative analysts, utility analysts, etc.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so,

please explain and include a copy of the board or commission action.

No.

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

No.

7. **Union Notification:** On 09/20/2021, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41349 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/15/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfgwater.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [Laxamana, Junko \(BOS\)](mailto:Laxamana,Junko); WendyWong26@yahoo.com; wendywong26@yahoo.com;
tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org;
L21PSCReview@ifpte21.org; [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR(HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 41349 - 21/22
Date: Monday, September 20, 2021 4:17:09 PM

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

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

RECEIPT for Union Notification for PSC 41349 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41349 - 21/22 for \$3,000,000 for Initial Request services for the period 06/06/2022 – 06/06/2026. 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/17344> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: As-Needed Engineering Services for HHWP R&R Service: Operational and Maintenance

Funding Source: Hetch Hetchy Operating and Capital Budget

PSC Duration: 5 years

PSC Amount: \$20,000,000

1. Description of Work

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

This as-needed PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of as-needed specialized and technical services and as-needed engineering and design services in the areas of water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP). The as-needed services sought through this PSC will be used to meet HHWP operational needs when existing staff resources are exceeded.

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

Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety. The as-needed services include, but are not limited to: water supply development to meet contractual obligations; Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance; hazardous materials and waste management and planning; soils and groundwater sampling and testing; natural resources management and species monitoring; and planning and design services to support these functions. Denial of these contracted services could lead to fines from regulatory agencies and other civil penalties.

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

Similar services have been provided in the past via PSC#1000015090 (PRO.0114), PSC #41873-14/15 (CS-391) and PSC #4162-08/09 (CS-229). More recently PSC# 48280 19/20, but the scope has changed significantly so we are requesting a new PSC.

D. Will the contract(s) be renewed?

No

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

The agreement term will be five (5) years.

2. Reason(s) for the Request

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

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

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

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

B. Explain the qualifying circumstances:

PRO.0167 will support short-term, technical and highly specialized work. If the lead for the HHWP department that would normally perform the work establishes that the department has insufficient resources to perform the work or does not have the skillsets internally to perform the work, contract PRO.0167 will be used to augment HHWP staff in

meeting its operational obligation.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management including hydrological modeling, electrical engineering, mechanical engineering, surveying, waste water plant operations, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset management, performance assessment and health and safety services; and engineering and design services for rehabilitation and replacement, operating, regulatory, and emergency repair projects to support HHWP operations and management.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5362, Engineering Assistant; 5602, Utility Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Possibly. There may be new and improved technology available within the next five years to, for example, monitor vegetation around power transmission/distribution lines or monitoring of dams which will improve our ability to meet regulatory requirements.

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

These services are required because there is necessary and immediate short-term engineering and design work for small, highly specialized projects and well as specialized and technical work for water supply and quality, wastewater treatment, and power distribution. This contract may be used to provide the specialized and technical services or engineering services listed when positions are vacant. The remote location of HHWP and the work can lengthen the hiring process. Existing HHWP staff will be working collaboratively with the consultant(s) to broaden our in-house skill sets for these specialized tasks. Additionally, consultant(s) will be able to mentor and train the incoming staff when the vacant positions are filled.

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

- A. Explain why civil service classes are not applicable.
These projects are small, short-term, and technically highly specialized work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. We are having difficulty filling vacant positions. This contract will be used to fill hiring stop gaps. These same contractors will be used to mentor incoming staff once the vacant positions are filled. Our largest relevant gaps are with mechanical engineers and electrical engineers.

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. We are having difficulty filling vacant positions. This contract will be used to fill hiring stop gaps due to retirements. These same contractors will be used to mentor incoming staff once the vacant positions are filled. Our largest gaps are with information technology staff, mechanical engineers and electrical engineers.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so,

please explain.
No.

7. **Union Notification:** On 09/20/2021, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

Address: 525 Golden Gate Ave 8th FL San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41948 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/15/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@swater.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [Laxamana, Junko \(BOS\)](mailto:Laxamana,Junko); WendyWong26@yahoo.com; wendywong26@yahoo.com;
tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org;
L21PSCReview@ifpte21.org; [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR(HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 41948 - 21/22
Date: Monday, September 20, 2021 3:51:07 PM

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

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

RECEIPT for Union Notification for PSC 41948 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41948 - 21/22 for \$20,000,000 for Initial Request services for the period 10/06/2021 – 10/05/2026. 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/17343> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed HHWP Support Services(PRO.0167)Funding Source: Hetch Hetchy Operating and Capital BudgetsPSC Duration: 5 yearsPSC Amount: \$20,000,000**1. Description of Work**

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

This as-needed PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP).

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

Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: water supply development to meet contractual obligations, Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and groundwater sampling and testing, and natural resources management and species monitoring. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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

Similar services have been provided in the past via PSC#48095-17/18 (PRO.0114), PSC #41873-14/15 (CS-391) and PSC #4162-08/09 (CS-229).

D. Will the contract(s) be renewed?

No.

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

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

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

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

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

B. Explain the qualifying circumstances:

PRO.0167 will support short-term, technical and highly specialized work. If the lead for the HHWP department that would normally perform the work establishes that the department has insufficient resources to perform the work or does not have the skillsets internally to perform the work, contract PRO.0167 will be used to augment HHWP staff in meeting its operational obligation.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management including hydrological modeling, electrical engineering, mechanical engineering, surveying, waste water plant operations, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset management, performance assessment and health and safety services. Our staff will be working collaboratively with the consultant to broaden our in-house skill sets for these specialized tasks. This contract may be used to provide "stop-gap" services when positions are vacant. The remote location of the work can lengthen the hiring process. Contractors will mentor and train the incoming staff when the vacant positions are filled.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1062, IS Programmer Analyst; 1093, IT Operations Support Admn III; 1094, IT Operations Support Admin IV; 1820, Junior Administrative Analyst; 1822, Administrative Analyst; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5362, Engineering Assistant; 5602, Utility Specialist; 6318, Construction Inspector; 6319, Senior Const Inspector; 7318, Electronic Maintenance Tech; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Possibly. There may be new and improved technology available within the next five years to, for example, monitor vegetation around power transmission/distribution lines or monitoring of dams which will improve our ability to meet our regulatory requirements.

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

The contract is needed because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. For example, it would not be practical for the City to permanently hire a technically-specialized expert in naturally occurring asbestos to do one time studies that are necessary to meet regulatory requirements and protect worker health.

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, technical and highly specialized work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. For specialized, short-term, technical and highly specialized work, there is currently no staff to perform the work. Regarding current vacancies, it is taking up to two years to fill vacancies and there is insufficient staff to provide the needed "stop-gap" services.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. We are having difficulty filling vacant positions. This contract will be used to fill hiring stop gaps due to retirements. These same contractors will be used to mentor incoming staff once the vacant positions are filled. Our largest gaps are with information technology staff, mechanical engineers and electrical engineers.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

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

7. **Union Notification:** On 11/08/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Electrical Workers, Local 6; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48280 - 19/20

DHR Analysis/Recommendation:

action date: 02/03/2020

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Professional Support Services for Hetch Hetchy Water and Power Operations (CS-391/PRO.0023)Funding Source: Capital Improvement Program FundPSC Amount: \$16,000,000PSC Est. Start Date: 12/01/2014PSC Est. End Date 11/01/2019**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Water Enterprise is responsible for managing the transmission, treatment, storage and distribution of potable water to SF's customers plus the operation and maintenance of the storage of non-potable reservoirs, hydroelectric and power facilities (switchyards, transmission lines and distribution lines) and the roads and bridges within the Hetch Hetchy Water and Power(HHWP) project. Contractors will provide services related to operations and management of the HHWP Division. The work includes short duration services in water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services. These as-needed tasks include work to meet Federal and State environmental and regulatory agency reporting requirements, conduct ongoing studies and implementation planning to meet the requirements of the Hetchy System Improvement Program (HSIP), as well as support for projects like the San Joaquin Pipeline (SJPL) inspection program. More highly experienced technical support will be required for dam and facility inspections.

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

HHWP often has insufficient resources to meet the short-term operational and technical needs. In addition, HHWP has new regulatory challenges on the power side and requires training of staff on how best address and meet these new challenges. Not meeting these regulatory operational requirements may result in regulatory fines of \$1,000 to \$1,000,000 per day.

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

This service hasn't been provided in the past.

D. Will the contract(s) be renewed?

No.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

These services are specialized and on an as-needed basis. There is no guarantee that there will be a consistent need for this type of work.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Engineering support will assist with HHWP design projects and other service needs to support on-going operations including the critical infrastructure protection standards, underground

detection and inspection services and maintenance project coordination. More highly experienced technical support will be required for dam and facility inspections and geotechnical support following small slides. Experience must include experience in steel pipe inspections using the multi-flux tool and interpretation of data.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5362, Engineering Assistant; 5602, Utility Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide electromagnetic inspection equipment to inspect HHWP's pre-stressed concrete cylindrical pipes. The City does not own this equipment or the expertise to perform the condition assessments.

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

N/A. The City does not have these services available.

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

- A. Explain why civil service classes are not applicable.
For design projects and short-term operational support, staff performing these activities must be available in Moccasin. Resources are needed to supplement staff on an as-needed basis and staff is not always available from within the San Francisco Public Utilities Commission to be temporarily reassigned to Moccasin (125 mi. from San Francisco). For special inspections, the frequency of these activities varies from annually to five years.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, these services are on an as-needed basis. There is no guarantee that there will be a consistent need for this type of work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No. Training will not be provided as these services are specialized and on an as-needed basis.
- 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 07/11/2014, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41873 - 14/15

DHR Analysis/Recommendation:

action date: 09/15/2014

Commission Approval Required

Approved by Civil Service Commission

09/15/2014 DHR Approved for 09/15/2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 4162-08/09)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Specialized&Technical As-Needed Services, Water Enterprise(CS-229,CS-1015,CS-387RR,CS-361)Funding Source: WE Capital and Operating BudgetsPSC Original Approved Amount: \$9,000,000PSC Original Approved Duration: 09/01/09 - 09/01/14 (5 years 1 day)PSC Mod#1 Amount: \$9,000,000PSC Mod#1 Duration: 09/02/14-01/01/17 (2 years 17 weeks)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 01/02/17-11/30/17 (47 weeks 4 days)PSC Mod#3 Amount: \$200,000PSC Mod#3 Duration: no duration addedPSC Mod#4 Amount: \$300,000PSC Mod#4 Duration: 12/01/17-11/30/19 (2 years)PSC Cumulative Amount Proposed: \$18,500,000PSC Cumulative Duration Proposed: 10 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; and enterprise operations and management services. The San Francisco Public Utilities Commission (SFPUC) is requesting a modification of the existing Personal Services Contract(PSC) for CS-971 due to its anticipation of additional work required. The additional work anticipated stems from continuing Federal and State environmental and regulatory agency reporting requirements, ongoing studies and implementation planning to meet the requirements of the Water System Improvement Program, and additional short term, technical, highly specialized tasks.

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

Federal and State Environmental and Regulatory Agencies require reporting and compliance in numerous areas including Water Quality, Hazardous Materials, Waste, Health and Safety Services, The as-needed services provided by these contracts include, but are not limited to: Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and ground water sampling and testing, regulatory agency liaison services, and code of safe practices development. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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

This service is currently being provided via PSC No. 4162-08/09 (CS-229/CS-1015).

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:

Please see attachment.

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 work is as-needed for short-term, technical and highly specialized work.

B. Reason for the request for modification:

To align the PSC & Contract amount.

3. **Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management including hydrologic modeling, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, process optimization, risk assessment, business planning, sustainability analysis, asset management, performance assessment and health and safety services.

B. Which, if any, civil service class(es) normally perform(s) this work? 5148, Water Operations Analyst; 5602, Utility Specialist; 5620, Regulatory Specialist;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classes are performing some of the applicable work as project managers. However, the contract is needed because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. It would not be practical for the City to permanently hire the technically-specialized experts regarding naturally occurring asbestos to do one-time studies that are necessary in order to meet regulatory requirements and protect worker health.

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

adopt a new civil service class to perform this work because it is as-needed for short-term, technical and highly specialized 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.
- 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.
RMC/AECOM-WRE/MWH-Lee/Kennedy Jenks-AGS/Mohr Engineering

7. Union Notification: On 11/12/15, the Department notified the following employee organizations of this PSC/RFP request:

Stationary Engineers, Local 39; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4162-08/09

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/25/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: As-Needed Support Services

Funding Source: SFPUC Water Enterprise

PSC Amount: \$30,000,000

PSC Est. Start Date: 10/01/2021

PSC Est. End Date 10/01/2026

1. Description of Work

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

This PSC will be made up of four (4) contracts, each at a value of \$7.5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, delivery, and monitoring; water treatment and waste water treatment services; power services (all systems, generation to transmission /substation /switchyard /distribution); management improvement services; workforce development and outreach; asset management services; inspections and condition assessments of all HHWP assets; land management services; security, asset control, and emergency response services; environmental and regulatory compliance; training; job inspection services; health and safety services, and customer services for the San Francisco Public Utilities Commission (SFPUC). Each team should be able to respond to the full scope. Roughly 50% of this scope is to augment existing staff resources, and 50% is for highly technical and specialized services.

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

Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, power operations, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: inspections and condition assessments, Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; and cultural resources management and species monitoring. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties. It could also have significant impact Hetch Hetchy's ability to respond to operational issues and changes due to staffing shortages.

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

Similar services have been provided in the past via PSC No. #4187314/15 (CS391) and PSC #416208/09 (CS229). This service is currently being provided by PSC No. #48095-1718 (PRO.0114).

D. Will the contract(s) be renewed?

No

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

The agreement term as written in the Request for Proposal (RFP) PRO-231 is five (5) years. Hetch Hetchy Water & Power will always have various small projects that need to be performed as regulatory requirements change or new requirements come into play. Services procured through this contract will be used to meet this operational need when it exceeds existing staff resources or skillsets. A modification will be requested for this PSC if the SFPUC wishes to extend the contract beyond the initial 5 years.

2. Reason(s) for the Request

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

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

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

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

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

B. Explain the qualifying circumstances:

The work is as-needed, short-term, and occasionally highly specialized, which means that it will be needed to fulfill short-term needs in operations, maintenance, or compliance on an as-needed basis to avoid operational failures and/or associated fines or assessments. The contract will also be used to address unanticipated or emergency staffing changes such as staffing to address fires, flooding, or the pandemic. Staffing is needed to address and mitigate health and safety risks, and assist with recovery efforts and claims. Services may also be needed on a periodic basis due to peak work volumes (such as updates to the Wildfire Mitigation and Transmission Vegetation Management plans). There are also regulatory requirements or audits (eg. bulk electric system) that require a third-party to assess or provide comment on, and that will be provided by these services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management, electrical engineering, mechanical engineering, surveying, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset management, performance assessment and health and safety services. Hetch Hetchy Water and Power staff will be working collaboratively with the consultant to broaden our in-house skill sets for these tasks. This contract may be used to provide "stop-gap" services when positions are vacant. The remote location of the work can lengthen the hiring process. Contractors may mentor and train the incoming staff when the vacant positions are filled.

B. Which, if any, civil service class(es) normally perform(s) this work? 1023, IS Administrator 3; 1024, IS Administrator-Supervisor; 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1062, IS Programmer Analyst; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1232, Training Officer; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 3426, Forester; 5177, Safety Officer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5216, Chief Surveyor; 5241, Engineer; 5305, Materials Testing Technician; 5310, Survey Assistant I; 5312, Survey Assistant II; 5314, Survey Associate; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2; 5601, Utility Analyst; 5602, Utility Specialist; 5620, Regulatory Specialist; 6130, Safety Analyst; 6138, Industrial Hygienist; 6318, Construction Inspector; 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ;

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

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

Hetch Hetchy Water requests engineering and technical assistance from the SFPUC's Infrastructure Division. If SFPUC Infrastructure resources are not available, other departments will be contacted for assistance if the skill-sets might be available, such as Department of Public Works (DPW), and the City's Bureau of Environmental Management (BEM).

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

A. Explain why civil service classes are not applicable.

The contract is needed because the work is short-term, technical, and specialized. If the lead for the HHWP department that would normally perform the work establishes that the department has insufficient resources to perform the work or does not have the skillsets internally to perform the work, the requested contract will be used to augment HHWP staff in meeting its operational obligation.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class to perform this work because it is as-needed for short-term, technical and/or highly specialized work. It is taking up to two years to fill vacancies and there is insufficient staff to provide the needed "stop-gap" services.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Yes. We are having difficulty filling vacant positions. This contract will be used to fill hiring stop gaps due to retirements. These same contractors will be used to mentor incoming staff once the vacant positions are filled. Our largest gaps are with information technology staff and electrical engineers.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 09/20/2021, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sflower.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43266 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/15/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfwater.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Laxamana, Junko \(BOS\)](mailto:Laxamana,Junko(BOS)); Criss@sfmea.com; Camaguey@sfmea.com; Christina@sfmea.com; staff@sfmea.com; oashworth@ibew6.org; khughes@ibew6.org; [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator.DHR(HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 43266 - 21/22
Date: Monday, September 20, 2021 4:24:10 PM

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

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

RECEIPT for Union Notification for PSC 43266 - 21/22 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 43266 - 21/22 for \$30,000,000 for Initial Request services for the period 10/01/2021 – 10/01/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17290> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 48095 - 17/18)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Operations & maint water supply,storage,transport,power,wastewater treatment srvcs (PRO.0114)Funding Source: Hetch Hetchy Operating and Capital BudgetPSC Original Approved Amount: \$20,000,000 PSC Original Approved Duration: 11/01/18 - 10/31/23 (5 years)PSC Mod#1 Amount: \$10,000,000 PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$30,000,000 PSC Cumulative Duration Proposed: 5 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This as-needed PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP).

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

Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: water supply development to meet contractual obligations, Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and groundwater sampling and testing, and natural resources management and species monitoring. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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

Services have been provided in the past through earlier PSC request. See 48095 - 17/18

D. Will the contract(s) be renewed?

No.

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

The agreement term as written in Request for Proposal(RFP) PRO-0114 is five (5) years. Hetch Hetchy Water & Power will always have various small projects that need to be performed as regulatory requirements change or new requirements come into play. Services procured through this contract will be used to meet this operational need when it exceeds existing staff resources or

skillset. A modification will be requested for this PSC if the SFPUC wishes to extend the contract beyond the initial five years.

2. Reason(s) for the Request

A. Display all that apply

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

Explain the qualifying circumstances:

PRO.0114 will support short-term, technical and highly specialized work. If the lead for the HHWP department that would normally perform the work establishes that the department has insufficient resources to perform the work or does not have the skillsets internally to perform the work, contract PRO.0114 will be used to augment HHWP staff in meeting its operational obligation.

B. Reason for the request for modification:

To provide sufficient contract capacity through the end of the original contract term. The contract is being used to address additional needs not foreseen when the original contract was awarded, including addressing the COVID pandemic (e.g. safety plans, facilities assessments, procedures and training), and Racial Equity Goals - planning and implementation.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management including hydrological modeling, electrical engineering, mechanical engineering, surveying, waste water plant operations, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset management, performance assessment and health and safety services. Our staff will be working collaboratively with the consultant to broaden our in-house skill sets for these specialized tasks. This contract may be used to provide "stop-gap" services when positions are vacant. The remote location of the work can lengthen the hiring process. Contractors will mentor and train the incoming staff when the vacant positions are filled.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1093, IT Operations Support Admn III; 5207, Assoc Engineer; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5362, Engineering Assistant; 5602, Utility Specialist; 1093, IT Operations Support Administrator III ;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Possibly. There may be new and improved technology available within the next five years to, for example, monitor vegetation around power transmission/distribution lines or monitoring of dams which will improve our ability to meet our regulatory requirements.

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 this work is short-term, technical and highly specialized.

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: For specialized, short-term, technical and highly specialized work, there is currently no staff to perform the work. Regarding current vacancies, it is taking up to two years to fill vacancies and there is insufficient staff to provide the needed "stop-gap" services.

6. Additional Information

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

No.

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

We are having difficulty filling vacant positions. This contract will be used to fill hiring stop gaps due to retirements. These same contractors will be used to mentor incoming staff once the vacant positions are filled. Our largest gaps are with information technology staff and electrical engineers.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 02/10/21, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48095 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/22/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Operations & maint water supply,storage,transport,power,wastewater treatment srvc (PRO.0114)Funding Source: Hetch Hetchy Operating and Capital BudgetPSC Duration: 5 yearsPSC Amount: \$20,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This as-needed PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP).

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

Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: water supply development to meet contractual obligations, Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and groundwater sampling and testing, and natural resources management and species monitoring. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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

Similar services have been provided in the past via PSC No. 41873-14/15 (CS-391) and PSC #4162-08/09 (CS-229).

D. Will the contract(s) be renewed?

No.

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

The agreement term as written in Request for Proposal(RFP) PRO-0114 is five (5) years. Hetch Hetchy Water & Power will always have various small projects that need to be performed as regulatory requirements change or new requirements come into play. Services procured through this contract will be used to meet this operational need when it exceeds existing staff resources or skillset. A modification will be requested for this PSC if the SFPUC wishes to extend the contract beyond the initial five years.

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

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

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

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

B. Explain the qualifying circumstances:

PRO.0114 will support short-term, technical and highly specialized work. If the lead for the HHWP department that would normally perform the work establishes that the department has insufficient resources to perform the work or does not have the skillsets internally to perform the work, contract PRO.0114 will be used to augment HHWP staff in

meeting its operational obligation.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management including hydrological modeling, electrical engineering, mechanical engineering, surveying, waste water plant operations, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset management, performance assessment and health and safety services. Our staff will be working collaboratively with the consultant to broaden our in-house skill sets for these specialized tasks. This contract may be used to provide "stop-gap" services when positions are vacant. The remote location of the work can lengthen the hiring process. Contractors will mentor and train the incoming staff when the vacant positions are filled.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1093, IT Operations Support Admn III; 5207, Assoc Engineer; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5362, Engineering Assistant; 5602, Utility Specialist; 1093, IT Operations Support Administrator III ;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Possibly. There may be new and improved technology available within the next five years to, for example, monitor vegetation around power transmission/distribution lines or monitoring of dams which will improve our ability to meet our regulatory requirements.

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

The contract is necessary because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. For example, it would not be practical for the City to permanently hire a technically-specialized expert in naturally occurring asbestos to do one time studies that are necessary to meet regulatory requirements and protect worker health.

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 this work is short-term, technical and highly specialized.
- 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. For specialized, short-term, technical and highly specialized work, there is currently no staff to perform the work. Regarding current vacancies, it is taking up to two years to fill vacancies and there is insufficient staff to provide the needed "stop-gap" services.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. We are having difficulty filling vacant positions. This contract will be used to fill hiring stop gaps due to retirements. These same contractors will be used to mentor incoming staff once the vacant positions are filled. Our largest gaps are with information technology staff and electrical engineers.
- 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 07/12/2018, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48095 - 17/18

DHR Analysis/Recommendation:

action date: 09/17/2018

Commission Approval Required

Approved by Civil Service Commission with conditions

09/17/2018 DHR Approved for 09/17/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Professional Support Services for Hetch Hetchy Water and Power Operations (CS-391/PRO.0023)Funding Source: Capital Improvement Program FundPSC Amount: \$16,000,000PSC Est. Start Date: 12/01/2014PSC Est. End Date 11/01/2019**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Water Enterprise is responsible for managing the transmission, treatment, storage and distribution of potable water to SF's customers plus the operation and maintenance of the storage of non-potable reservoirs, hydroelectric and power facilities (switchyards, transmission lines and distribution lines) and the roads and bridges within the Hetch Hetchy Water and Power(HHWP) project. Contractors will provide services related to operations and management of the HHWP Division. The work includes short duration services in water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services. These as-needed tasks include work to meet Federal and State environmental and regulatory agency reporting requirements, conduct ongoing studies and implementation planning to meet the requirements of the Hetchy System Improvement Program (HSIP), as well as support for projects like the San Joaquin Pipeline (SJPL) inspection program. More highly experienced technical support will be required for dam and facility inspections.

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

HHWP often has insufficient resources to meet the short-term operational and technical needs. In addition, HHWP has new regulatory challenges on the power side and requires training of staff on how best address and meet these new challenges. Not meeting these regulatory operational requirements may result in regulatory fines of \$1,000 to \$1,000,000 per day.

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

This service hasn't been provided in the past.

D. Will the contract(s) be renewed?

No.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

These services are specialized and on an as-needed basis. There is no guarantee that there will be a consistent need for this type of work.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Engineering support will assist with HHWP design projects and other service needs to support on-going operations including the critical infrastructure protection standards, underground

detection and inspection services and maintenance project coordination. More highly experienced technical support will be required for dam and facility inspections and geotechnical support following small slides. Experience must include experience in steel pipe inspections using the multi-flux tool and interpretation of data.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5362, Engineering Assistant; 5602, Utility Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide electromagnetic inspection equipment to inspect HHWP's pre-stressed concrete cylindrical pipes. The City does not own this equipment or the expertise to perform the condition assessments.

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

N/A. The City does not have these services available.

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

- A. Explain why civil service classes are not applicable.
For design projects and short-term operational support, staff performing these activities must be available in Moccasin. Resources are needed to supplement staff on an as-needed basis and staff is not always available from within the San Francisco Public Utilities Commission to be temporarily reassigned to Moccasin (125 mi. from San Francisco). For special inspections, the frequency of these activities varies from annually to five years.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, these services are on an as-needed basis. There is no guarantee that there will be a consistent need for this type of work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No. Training will not be provided as these services are specialized and on an as-needed basis.
- 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 07/11/2014, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41873 - 14/15

DHR Analysis/Recommendation:

action date: 09/15/2014

Commission Approval Required

Approved by Civil Service Commission

09/15/2014 DHR Approved for 09/15/2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 4162-08/09)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Specialized&Technical As-Needed Services, Water Enterprise(CS-229,CS-1015,CS-387RR,CS-361)Funding Source: WE Capital and Operating BudgetsPSC Original Approved Amount: \$9,000,000PSC Original Approved Duration: 09/01/09 - 09/01/14 (5 years 1 day)PSC Mod#1 Amount: \$9,000,000PSC Mod#1 Duration: 09/02/14-01/01/17 (2 years 17 weeks)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 01/02/17-11/30/17 (47 weeks 4 days)PSC Mod#3 Amount: \$200,000PSC Mod#3 Duration: no duration addedPSC Mod#4 Amount: \$300,000PSC Mod#4 Duration: 12/01/17-11/30/19 (2 years)PSC Cumulative Amount Proposed: \$18,500,000PSC Cumulative Duration Proposed: 10 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; and enterprise operations and management services. The San Francisco Public Utilities Commission (SFPUC) is requesting a modification of the existing Personal Services Contract(PSC) for CS-971 due to its anticipation of additional work required. The additional work anticipated stems from continuing Federal and State environmental and regulatory agency reporting requirements, ongoing studies and implementation planning to meet the requirements of the Water System Improvement Program, and additional short term, technical, highly specialized tasks.

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

Federal and State Environmental and Regulatory Agencies require reporting and compliance in numerous areas including Water Quality, Hazardous Materials, Waste, Health and Safety Services, The as-needed services provided by these contracts include, but are not limited to: Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and ground water sampling and testing, regulatory agency liaison services, and code of safe practices development. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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

This service is currently being provided via PSC No. 4162-08/09 (CS-229/CS-1015).

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:

Please see attachment.

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 work is as-needed for short-term, technical and highly specialized work.

B. Reason for the request for modification:

To align the PSC & Contract amount.

3. **Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management including hydrologic modeling, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, process optimization, risk assessment, business planning, sustainability analysis, asset management, performance assessment and health and safety services.

B. Which, if any, civil service class(es) normally perform(s) this work? 5148, Water Operations Analyst; 5602, Utility Specialist; 5620, Regulatory Specialist;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classes are performing some of the applicable work as project managers. However, the contract is needed because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. It would not be practical for the City to permanently hire the technically-specialized experts regarding naturally occurring asbestos to do one-time studies that are necessary in order to meet regulatory requirements and protect worker health.

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

adopt a new civil service class to perform this work because it is as-needed for short-term, technical and highly specialized 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.
- 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.
RMC/AECOM-WRE/MWH-Lee/Kennedy Jenks-AGS/Mohr Engineering

7. Union Notification: On 11/12/15, the Department notified the following employee organizations of this PSC/RFP request:

Stationary Engineers, Local 39; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4162-08/09

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/25/2015

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request: Initial Modification of an existing PSC (PSC # 40301 - 18/19)

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

Type of Service: Rental and cleaning of portable restrooms

Funding Source: General Fund

PSC Original Approved Amount: \$1,500,000

PSC Original Approved Duration: 07/01/19 - 06/30/22 (3 years)

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

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$6,500,000

PSC Mod#2 Duration: 07/01/19-10/31/26 (4 years 17 weeks)

PSC Cumulative Amount Proposed: \$9,500,000

PSC Cumulative Duration Proposed: 7 years 17 weeks

1. Description of Work

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

Services will include as-needed rental and cleaning of portable restrooms for City use at City construction worksites and City-sponsored events. The number and type of portable restrooms will vary. The need for the equipment may last from a day to a month, or more. Portable restrooms would be delivered to the needed sites. Janitorial services are needed to keep the equipment clean and functioning. These services include cleaning the rented, portable restrooms and wash stations, replacement of soap and paper products, removal of waste from the holding tanks into a waste-receiving truck, and trucking the waste to a facility for proper disposal of the waste. The need for the services is unpredictable and depends on the number of worksites, users, and duration of the rental. For example, more portable restrooms would be required during summer months when more City constructions occur.

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

The consequences of denial would be that City employees working a City construction sites would not have access to restrooms. If cleaning was not provided, the restrooms would need to be removed daily, cleaned, and new restrooms delivered for use the next day. For City sponsored events, individuals and families with children would not have access to clean restrooms.

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?

If there is a demand for the service.

- 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:
Duration in excess of 5 years is required because there is an ongoing need for the rental/servicing of portable restrooms and handwashing stations on an as-needed and intermittent basis.
Portable restrooms are needed at City construction worksites, City-sponsored events, and other City-designated sites.

2. Reason(s) for the Request

A. Display all that apply

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

Portable restrooms will be provided as needed. Services will include equipment and storage space the City lacks.

B. Reason for the request for modification:

Department requests to add funds and duration because there is an ongoing need for the rental/servicing of portable restrooms and handwashing stations on an as-needed and intermittent basis. Portable restrooms are needed at City construction worksites, City-sponsored events, and other City-designated sites.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Ability to drive trucks carrying the portable restrooms and supplies, unload the items onto the site, clean restrooms, remove waste into a hauling truck, and dispose of waste according to applicable health and safety standards.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2708, Custodian; 2716, Custodial Assistant Supervisor; 2718, Custodial Supervisor; 2719, Janitorial Svcs Asst Sprv; 2720, Janitorial Services Supervisor; 7355, Truck Driver;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Waste removal equipment and waste hauling truck as well as the rental of portable restrooms of different sizes and types, some with hand-washing stations, will be provided by contractor.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The City does not own portable restrooms and storage facilities required as well as the equipment required for removal of waste. Cleaning and replacement of supplies is within the custodial classification series.

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 are as needed and would require purchase, maintenance and storage of portable restrooms.

6. Additional Information

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

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

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

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

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

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

7. Union Notification: On 08/13/21, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; Bldg Mtl & Constr Teamsters, L 853;

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

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

Address: One Carlton B. Goodlett Place, Room 362, San Francisco, CA 95102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40301 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/15/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\)](mailto:Lubamersky.Joan@ADM); [Frigault, Noah \(HRC\)](mailto:Frigault.Noah@HRC); [Meyers, Julie \(HSA\)](mailto:Meyers.Julie@HSA); Ricardo.lopez@sfgov.org; [Basconcillo, Katherine \(PUC\)](mailto:Basconcillo.Katherine@PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; [Poon, Sin Yee \(HSA\)](mailto:Poon.SinYee@HSA); david.canham@seiu1021.org; jtanner940@aol.com; [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator_DHR@HRD)
Subject: Receipt of Modification Request to PSC # 40301 - 18/19 - MODIFICATIONS
Date: Friday, August 13, 2021 10:24:20 AM

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 \$6,500,000 for services for the period July 1, 2019 – October 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/15582>

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
Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org Julie.Meyers@sfgov.org
noah.frigault@sfgov.org

From: [Lubamersky, Joan \(ADM\)](#)
To: lpinedo@teamsters853.org; connections@teamsters853.org; dancingbear853@yahoo.com
Subject: Personal Services Modification Notification PSC 40301
Date: Friday, August 13, 2021 11:51:00 AM
Attachments: [PSC_mod 40301 to Teamsters 853.pdf](#)

August 13, 2021

MEMORANDM

TO: Teamsters Local 853,
lpinedo@teamsters853.org; connections@teamsters853.org;
dancingbear853@yahoo.com

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

SUBJ: Union Notification
2021 Personal Services Contract No. 40301 modification

The Office of Contract Administration of the City and County of San Francisco proposes to do a Personal Services Contract (PSC) modification to add funds to a contract with a company deliver and clean portable restrooms to City worksites and City sponsored events.

We are required by the Department of Human Resources and the Civil Service Commission to notify employee organizations when contracting out is requested to do work that City employees could possibly perform. The City classification involved would be Truck Driver Class 7355 which is represented by your union. Typically, unions have 30 days to raise questions about a personal services contract being scheduled at a Civil Service Commission meeting.

We discussed an earlier modification with Dan Harrington from L853. Please see attached.

Please see the PSC Form 1 attached that is posted on the City website.

If you should have any questions, please let me know at Joan.Lubamersky@sfgov.org or contact the Department of Human Resources, DHR-PSC Coordinator, dhr-psccordinator@sfgov.org

Thank you.

Sincerely,

Joan Lubamersky

Attachment: 2021 PSC modification request PSC 40301

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

Additional Attachment(s)

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 # 40301 - 18/19)

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

Type of Service: Rental and cleaning of portable restrooms

Funding Source: General Fund

PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 07/01/19 - 06/30/22 (3 years)

PSC Mod#1 Amount: \$1,500,000 PSC Mod#1 Duration: no duration added

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

1. Description of Work

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

Services will include as-needed rental and cleaning of portable restrooms for City use at City construction worksites and City-sponsored events. The number and type of portable restrooms will vary. The need for the equipment may last from a day to a month, or more. Portable restrooms would be delivered to the needed sites. Janitorial services are needed to keep the equipment clean and functioning. These services include cleaning the rented, portable restrooms and wash stations, replacement of soap and paper products, removal of waste from the holding tanks into a waste-receiving truck, and trucking the waste to a facility for proper disposal of the waste. The need for the services is unpredictable and depends on the number of worksites, users, and duration of the rental. For example, more portable restrooms would be required during summer months when more City constructions occur.

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

The consequences of denial would be that City employees working a City construction sites would not have access to restrooms. If cleaning was not provided, the restrooms would need to be removed daily, cleaned, and new restrooms delivered for use the next day. For City sponsored events, individuals and families with children would not have access to clean restrooms.

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?

If there is a demand for the service.

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).

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

Explain the qualifying circumstances:

Portable restrooms will be provided as needed. Services will include equipment and storage space the City lacks.

B. Reason for the request for modification:

To add funds

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to drive trucks carrying the portable restrooms and supplies, unload the items onto the site, clean restrooms, remove waste into a hauling truck, and dispose of waste according to applicable health and safety standards.

B. Which, if any, civil service class(es) normally perform(s) this work? 2708, Custodian; 2716, Custodial Assistant Supervisor; 2718, Custodial Supervisor; 2719, Janitorial Svcs Asst Sprv; 2720, Janitorial Services Supervisor; 7355, Truck Driver;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Waste removal equipment and waste hauling truck as well as the rental of portable restrooms of different sizes and types, some with hand-washing stations, will be provided by contractor.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The City does not own portable restrooms and storage facilities required as well as the equipment required for removal of waste. Cleaning and replacement of supplies is within the custodial classification series.

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 are as needed and would require purchase, maintenance and storage of portable restrooms.

6. Additional Information

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

No.

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

7. Union Notification: On 09/28/20, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; Bldg Mtl & Constr Teamsters, L 853;

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

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

Address: One Carlton B. Goodlett Place, Room 362, San Francisco, CA 95102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40301 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/04/2021

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: Rental and cleaning of portable restroomsFunding Source: General FundPSC Duration: 3 yearsPSC Amount: \$1,500,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Services will include as-needed rental and cleaning of portable restrooms for City use at City construction worksites and City-sponsored events. The number and type of portable restrooms will vary. The need for the equipment may last from a day to a month, or more. Portable restrooms would be delivered to the needed sites. Janitorial services are needed to keep the equipment clean and functioning. These services include cleaning the rented, portable restrooms and wash stations, replacement of soap and paper products, removal of waste from the holding tanks into a waste-receiving truck, and trucking the waste to a facility for proper disposal of the waste. The need for the services is unpredictable and depends on the number of worksites, users, and duration of the rental. For example, more portable restrooms would be required during summer months when more City constructions occur.

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

The consequences of denial would be that City employees working a City construction sites would not have access to restrooms. If cleaning was not provided, the restrooms would need to be removed daily, cleaned, and new restrooms delivered for use the next day. For City sponsored events, individuals and families with children would not have access to clean restrooms.

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

These services were provided through a term contract for the rental of portable restrooms. It has come to our attention that the janitorial services included in the rental of equipment should be brought to the Civil Services Commission for consideration.

D. Will the contract(s) be renewed?

If there is a demand for the service.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

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

B. Explain the qualifying circumstances:

Portable restrooms will be provided as needed. Services will include equipment and storage space the City lacks.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to drive trucks carrying the portable restrooms and supplies, unload the items onto the site, clean restrooms, remove waste into a hauling truck, and dispose of waste according to applicable health and safety standards.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2708, Custodian; 2716, Custodial Assistant Supervisor; 2718, Custodial Supervisor; 2719, Janitorial Svcs Asst Sprv; 2720, Janitorial Services Supervisor; 7355, Truck Driver;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Waste removal equipment and waste hauling truck as well as the rental of portable restrooms of different sizes and types, some with hand-washing stations, will be provided by contractor.

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

Other departments do not have access to portable restrooms and waste hauling vehicles.

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

- A. Explain why civil service classes are not applicable.
The City does not own portable restrooms and storage facilities required as well as the equipment required for removal of waste. Cleaning and replacement of supplies is within the custodial classification series.
- 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 are as needed and would require purchase, maintenance and storage of portable restrooms.

6. Additional Information

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

7. Union Notification: On 03/07/2019, the Department notified the following employee organizations of this PSC/RFP request:
Bldg Mtl & Constr Teamsters, L 853; SEIU 1021 Miscellaneous

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

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

Address: One Carlton B. Goodlett Place, Room 362 San Francisco, CA 95102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40301 - 18/19

DHR Analysis/Recommendation:

action date: 06/03/2019

Commission Approval Required

Approved by Civil Service Commission

06/03/2019 DHR Approved for 06/03/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 31207 - 18/19)

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

Type of Service: Aquaria maintenance

Funding Source: General Fund

PSC Original Approved Amount: \$90,000 PSC Original Approved Duration: 08/01/18 - 12/31/22 (4 years 21 weeks)

PSC Mod#1 Amount: \$44,000 PSC Mod#1 Duration: 10/31/21-12/31/23 (1 year)

PSC Cumulative Amount Proposed: \$134,000 PSC Cumulative Duration Proposed: 5 years 21 weeks

1. Description of Work

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

Contractor will provide rental and maintenance of ten 55-gallon, 4-foot aquaria located inside Laguna Honda Hospital (LHH) and one 8-foot aquarium located on the esplanade of the hospital.

Maintenance will include regular feeding of fish and related aquaria animals using automated feeders, at least biweekly evaluation of all aquaria for cleaning and/or repair, and provision of those services as indicated. Results of the evaluation/quality assurance to be shared weekly with Director of Therapeutic Activities and Wellness Department, or their designee.

Contractor will supply all aquaria with appropriate or agreed upon number of fish and any other related animals, and to replace all fish that may die during the course of the contract. Contractor will also provide 24-hour, on-call service for any problems that may occur, such as dead fish, equipment malfunction, or dirty tank conditions, and resolve those problems within 24 hours of the call. Contractor will maintain liaison with the Therapeutic Activities and Wellness Department regarding the operation and condition of the aquaria.

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

These services are necessary for the ongoing therapeutic wellness of residents of Laguna Honda Hospital. The consequences of denial would be the disruption of that wellness.

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, as services are deemed necessary by program staff.

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

The duration is over five years so that the PSC can align with the duration in the current solicitation.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

These as-needed, intermittent services include the capacity to rent 10 55-gallon, 4-foot aquaria and one 8-foot aquarium, and the professional capacity to provide ongoing intermittent/occasional maintenance, , including 24-hour, on-call availability. City lacks the appropriate resources, equipment and capacity to provide these services.

B. Reason for the request for modification:

This modification is to support these continuing services by extending the term and adding to the amount.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required skills include the capacity to rent ten 55-gallon, 4-foot aquaria located inside Laguna Honda Hospital (LHH) and one 8-foot aquarium to be located on the esplanade of the hospital, and the professional capacity to provide ongoing maintenance as required including 24-hour, on-call availability.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor must provide its own equipment needed to perform the services.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

No current civil service classes are trained to provide the required professional capabilities.

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: Not at this time, as the services are not of sufficient volume and intermittent in nature.

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.
Training of civil service employees is not included, as the purpose of the contract is to provide aquaria maintenance services.

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

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

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

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
This service is currently provided by Some Things Fishy

7. Union Notification: On 10/07/21, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Arlene Lee Phone: 415-554-2938 Email: arlene.lee@sfdph.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 31207 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/15/2021

Receipt of Union Notification(s)

Lee, Arlene (DPH)

From: dhr-psccordinator@sfgov.org on behalf of arlene.lee@SFDPH.org
Sent: Thursday, October 7, 2021 11:20 AM
To: Lee, Arlene (DPH); snaranjo@cirseiu.org; mdennis@twusf.org; roger marengo; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (BOS); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Meyers, Julie (HSA); seichenberger@local39.org; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Rossi, Ron (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 31207 - 18/19 - 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 \$44,000 for services for the period October 31, 2021

– December 31, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/17391>

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

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Aquaria maintenanceFunding Source: General FundPSC Duration: 4 years 21 weeksPSC Amount: \$90,000**1. Description of Work**

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

Contractor will provide rental and maintenance of ten 55-gallon, 4-foot aquaria located inside Laguna Honda Hospital (LHH) and one 8-foot aquarium located on the esplanade of the hospital.

Maintenance will include regular feeding of fish and related aquaria animals using automated feeders, at least biweekly evaluation of all aquaria for cleaning and/or repair, and provision of those services as indicated. Results of the evaluation/quality assurance to be shared weekly with Director of Therapeutic Activities and Wellness Department, or their designee.

Contractor will supply all aquaria with appropriate or agreed upon number of fish and any other related animals, and to replace all fish that may die during the course of the contract. Contractor will also provide 24-hour, on-call service for any problems that may occur, such as dead fish, equipment malfunction, or dirty tank conditions, and resolve those problems within 24 hours of the call. Contractor will maintain liaison with the Therapeutic Activities and Wellness Department regarding the operation and condition of the aquaria.

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

These services are necessary for the ongoing therapeutic wellness of residents of Laguna Honda Hospital. The consequences of denial would be the disruption of that wellness.

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

This is a new service, which was previously paid for directly by the Laguna Honda Hospital gift fund.

D. Will the contract(s) be renewed?

Yes, as services are deemed necessary by program staff.

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

The duration is over five years so that the PSC can align with the duration in the current solicitation.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

These as-needed, intermittent services include the capacity to rent 10 55-gallon, 4-foot aquaria and one 8-foot

aquarium, and the professional capacity to provide ongoing intermittent/occasional maintenance, , including 24-hour, on-call availability. City lacks the appropriate resources, equipment and capacity to provide these services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skills include the capacity to rent ten 55-gallon, 4-foot aquaria located inside Laguna Honda Hospital (LHH) and one 8-foot aquarium to be located on the esplanade of the hospital, and the professional capacity to provide ongoing maintenance as required including 24-hour, on-call availability.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor must provide its own equipment needed to perform the services.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
No current civil service classes are trained to provide the required professional capabilities.
- 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. Not at this time, as the services are not of sufficient volume and intermittent in nature.

6. Additional Information

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

**7. Union Notification: On 07/25/2018, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified**

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

Name: Phone: Email:

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 31207 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/07/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 40942 - 14/15)

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

Type of Service: As needed, Physical, Occupational and Speech Therapy Registry Services

Funding Source: General Fund

PSC Original Approved Amount: \$1,042,000

PSC Original Approved Duration: 07/01/15 - 12/31/16 (1 year 26 weeks)

PSC Mod#1 Amount: \$461,040

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$7,000,000

PSC Mod#2 Duration: 01/01/17-12/31/21 (5 years 1 day)

PSC Mod#3 Amount: \$3,301,760

PSC Mod#3 Duration: no duration added

PSC Mod#4 Amount: \$11,040,000

PSC Mod#4 Duration: 01/01/22-12/31/26 (5 years 1 day)

PSC Cumulative Amount Proposed: \$22,844,800

PSC Cumulative Duration Proposed: 11 years 26 weeks

1. Description of Work

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

Provision of intermittent, as-needed, temporary, on-call, professional, licensed Physical, Occupational and Speech Therapists and Physical and Occupational Therapy Assistants, 7 days a week, 8:00am to 4:30pm. Therapists will be available on 24-hour notice to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.

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

Services are necessary to provide an adequate level of rehabilitation staff at San Francisco General and Laguna Honda Hospitals, during periods of unanticipated staff absences requiring the use of licensed or certified personnel. Denial of the utilization of these registry services will result in decreased access to both in and outpatient rehabilitation services at San Francisco General and Laguna Honda Hospitals, reducing the likelihood of positive rehabilitative outcomes and possibly increasing lengths of stay for in-patient hospitalizations.

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

Services have been provided in the past through earlier PSC request. See 40942 - 14/15

D. Will the contract(s) be renewed?

Only 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 duration is over five years so that the PSC can align with the duration in the current solicitations.

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:

Services are needed intermittently to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.

- B. Reason for the request for modification:

To extend the duration and increase the amount to align with current solicitations.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractors must have licensed Physical, Occupational and Speech Therapists and Occupational Therapist Assistants.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2542, Speech Pathologist; 2548, Occupational Therapist; 2555, Physical Therapist Assistant;

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

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

Not Applicable

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

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

Services are required on an as needed basis. Civil service classifications already exist. The Department utilizes registries to provide coverage for scheduled and unscheduled staff absences.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, The City has Civil Service classifications that are used to provide a portion of these services.

6. Additional Information

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

No.

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

Training of civil service staff is not included in this PSC.

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

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

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

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
40942-14/15

7. Union Notification: On 10/08/21, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Management & Superv Local 21;

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

Name: Arlene Lee Phone: 415-554-2938 Email: arlene.lee@sfdph.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40942 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/15/2021

Receipt of Union Notification(s)

Lee, Arlene (DPH)

From: dhr-psccordinator@sfgov.org on behalf of arlene.lee@sfdph.org
Sent: Friday, October 8, 2021 6:00 PM
To: Lee, Arlene (DPH); Laxamana, Junko (BOS); amakayan@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Girma, Mahlet (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 40942 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$11,040,000 for services for the period January 1, 2022 – December 31, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/7741>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 40942 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As needed, Physical, Occupational and Speech Therapy Registry ServicesFunding Source: General FundPSC Original Approved Amount: \$1,042,000PSC Original Approved Duration: 07/01/15 - 12/31/16 (1 year 26 weeks)PSC Mod#1 Amount: \$461,040PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$7,000,000PSC Mod#2 Duration: 01/01/17-12/31/21 (5 years 1 day)PSC Mod#3 Amount: \$3,301,760PSC Mod#3 Duration: no duration addedPSC Cumulative Amount Proposed: \$11,804,800PSC Cumulative Duration Proposed: 6 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provision of intermittent, as-needed, temporary, on-call, professional, licensed Physical, Occupational and Speech Therapists and Physical and Occupational Therapy Assistants, 7 days a week, 8:00am to 4:30pm. Therapists will be available on 24-hour notice to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.

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

Services are necessary to provide an adequate level of rehabilitation staff at San Francisco General and Laguna Honda Hospitals, during periods of unanticipated staff absences requiring the use of licensed or certified personnel. Denial of the utilization of these registry services will result in decreased access to both in and outpatient rehabilitation services at San Francisco General and Laguna Honda Hospitals, reducing the likelihood of positive rehabilitative outcomes and possibly increasing lengths of stay for in-patient hospitalizations.

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

Services have been provided in the past through earlier PSC request. See 40942 - 14/15

D. Will the contract(s) be renewed?

Only 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: duration will be exactly 5 years. no more.

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:

Services are needed intermittently to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.

B. Reason for the request for modification:

Previous amount was in anticipation of RFP; current amount is a projection of the final negotiated contract

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have licensed Physical, Occupational and Speech Therapists and Occupational Therapist Assistants.

B. Which, if any, civil service class(es) normally perform(s) this work? 2542, Speech Pathologist; 2548, Occupational Therapist; 2555, Physical Therapist Assistant;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Services are required on an as needed basis. Civil service classifications already exist. The Department utilizes registries to provide coverage for scheduled and unscheduled staff absences.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, The City has Civil Service classifications that are used to provide a portion of these services.

6. Additional Information

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

No.

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

Training of civil service staff is not included in this PSC.

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

No.

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
40942-14/15

7. Union Notification: On 08/20/18, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Management & Superv Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40942 - 14/15

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 09/24/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 40942 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As needed, Physical, Occupational and Speech Therapy Registry ServicesFunding Source: General FundPSC Original Approved Amount: \$1,042,000PSC Original Approved Duration: 07/01/15 - 12/31/16 (1 year 26 weeks)PSC Mod#1 Amount: \$461,040PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$7,000,000PSC Mod#2 Duration: 01/01/17-12/31/21 (5 years 1 day)PSC Cumulative Amount Proposed: \$8,503,040PSC Cumulative Duration Proposed: 6 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provision of intermittent, as-needed, temporary, on-call, professional, licensed Physical, Occupational and Speech Therapists and Physical and Occupational Therapy Assistants, 7 days a week, 8:00am to 4:30pm. Therapists will be available on 24-hour notice to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.

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

Services are necessary to provide an adequate level of rehabilitation staff at San Francisco General and Laguna Honda Hospitals, during periods of unanticipated staff absences requiring the use of licensed or certified personnel. Denial of the utilization of these registry services will result in decreased access to both in and outpatient rehabilitation services at San Francisco General and Laguna Honda Hospitals, reducing the likelihood of positive rehabilitative outcomes and possibly increasing lengths of stay for in-patient hospitalizations.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
yes**D. Will the contract(s) be renewed?**

Only if funding 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:
duration will be exactly 5 years. no more.**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:

Services are needed intermittently to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.

B. Reason for the request for modification:

Contract ends 12.31.2016 and new services under new solicitation will be in place.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have licensed Physical, Occupational and Speech Therapists and Occupational Therapist Assistants.

B. Which, if any, civil service class(es) normally perform(s) this work? 2542, Speech Pathologist; 2548, Occupational Therapist; 2555, Physical Therapist Assistant;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Services are required on an as needed basis. Civil service classifications already exist. The Department utilizes registries to provide coverage for scheduled and unscheduled staff absences.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, The City has Civil Service classifications that are used to provide a portion of these services.

6. Additional Information

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

No.

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

Training of civil service staff is not included in this PSC.

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

No.

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

No.

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

No.

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

40942-14/15

7. **Union Notification:** On 09/08/16, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40942 - 14/15

DHR Analysis/Recommendation:

10/17/2016

Commission Approval Required

Approved by Civil Service Commission

10/17/2016 DHR Approved for 10/17/2016